

PROGRAMME NAME :- COMMON TO ALL ENGINEERING BRANCHES
SEMESTER :- FIRST
COURSE TITLE :- ENGLISH AND COMMUNICATION SKILLS-I
COURSE CODE :-

I. RATIONALE:

In the era of globalization, the most commonly used medium to express oneself is the English language, especially in the industry, where almost all the service manuals, installation and commissioning manuals of the various equipment are in English and the technologist has to interpret them correctly. English is the dire need, not only for the Indian industry, but also worldwide, where the diploma engineers have the opportunity to take up jobs. Therefore, the basic English reading and writing skills have become almost mandatory for employment in the industry. Hence, English language has become quite a necessity for engineering diploma students. This course is therefore designed to help the students to learn the correct grammatical structures and use the relevant vocabulary while reading and writing.

II. INDUSTRY/EMPLOYER EXPECTED OUTCOME:

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

III. COURSE LEVEL LEARNING OUTCOMES (COS) FOR ENGLISH AND COMMUNICATION SKILLS-I:

Students will be able to achieve & demonstrate the following COs on completion of course based learning:

- CO1** - Develop an understanding of Basic English grammar and sentence structure.
- CO2** - Enhance vocabulary and language proficiency to accurately comprehend and interpret professional and technical texts.
- CO3** - Develop skills to create impactful speeches utilizing persuasive language.
- CO4** - Use relevant words in writing and delivering short and long speeches.
- CO5** - Deliver effective presentations in English using appropriate body language.

IV. THEORY LEARNING OUTCOMES AND ALIGNED COURSE CONTENT FOR ENGLISH AND COMMUNICATION SKILLS-I

Sr. No.	Major Learning Outcomes Aligned to Cos		Learning content mapped with Learning Outcomes LOs and COs.	Suggested Learning Pedagogies	No. Of Lecture	CO
1	Writing Skills (Theory) 1a. Use relevant articles in constructing sentences. 1b. Apply prepositions to construct meaningful sentences. 1c. Identify	Speaking Skills (Practical) 1g. Formulate grammatically correct sentences for the specified situation. 1h. Use relevant Prepositions for the	UNIT – I Applied Grammar 1.1 Articles: definite and indefinite 1.2 Prepositions: Definition, Types and usage 1.3	Chalk and board, Improved lecture, Tutorial, Assignment and Demonstration	11	CO1

	<p>Conjunctions to connect phrases and clauses in the specified sentences.</p> <p>1d. Use correct form of tenses in given situation.</p> <p>1e. Identify the active and passive voice from the specified passage/list.</p> <p>1f. Apply direct and indirect speech for The given situation.</p>	<p>situation mentioned.</p> <p>1i. Apply relevant conjunctions to use idiomatic language for the given situation.</p> <p>1j. Apply the relevant voice in formal communication for the given passage.</p> <p>1k. Use relevant narrations for the given situation.</p>	<p>Conjunctions: Definition, coordinating and subordinating.</p> <p>1.4 Active and Passive voice.</p> <p>1.5 Direct and Indirect Speech.</p> <p>1.6 Tenses: Present Tense (Simple, Continuous, Perfect)</p> <p>1.6.1 Past Tense (Simple, Continuous, Perfect)</p> <p>1.6.2 Future Tense (Simple)</p> <p>1.7 Connectors: And, But, Or, Nor, Though, Although, If, Unless, Otherwise, Because, as, Therefore, So, Who, Whom, Whose, Which, Where, When, why, What</p>			
2	<p>2a. Answer the given questions of the specified passage.</p> <p>2b. Formulate sentences using the given new words.</p> <p>2c. Describe in a paragraph about the given object / product.</p> <p>2d. Use correct syntax to construct meaningful sentences for the given situation.</p> <p>2e. Answer the questions on the given unseen passage.</p> <p>2f. Improve language skills & expand vocabulary</p>	<p>2f. Pronounce the words correctly in the given passage.</p> <p>2g. Give oral instructions with correct pronunciation and intonation for the given situation.</p> <p>2h. Answer the questions orally on the given unseen passage with correct pronunciation.</p>	<p>UNIT – II</p> <p>2.1 Comprehension Passages Unseen passages from different sources.</p> <p>2.2 Translation Translate- Hindi to English (Vice-Versa)</p>	Chalk and board Improved lecture, Tutorial Assignment Demonstration	08	CO2
3	<p>3a. Differentiate the given types of paragraphs with justification.</p> <p>3b. Formulate a paragraph in words with</p>	<p>3d. Summarize the given paragraph with correct pronunciation and intonation.</p> <p>3e. Take part in debates with correct</p>	<p>UNIT – III Paragraph and Dialogue Writing</p> <p>3.1 Paragraph writing</p> <p>3.2 Types of paragraphs</p> <p>i. Technical</p>	Chalk and board, Improved lecture, Tutorial, Assignment and	08	CO3

	synchronized sentence structure on the given situation/topic. 3c. Explain the theme of given paragraph precisely.	pronunciation, intonation and using verbal and non-verbal.	ii. Descriptive iii. Narrative iv. Compare and contrast 3.3 Dialogue writing i. Greetings ii. Development of dialogue iii. Closing sentence	Demonstration		
4	4a. Use relevant words to correctly express for the given themes/situation. 4b. Use correct synonyms and Antonyms to write paragraphs for given themes/situations. 4c. Use the correct collocations in the given sentences. 4d. Use the correct prefix and suffix in the given Sentences.	4e. Speaking specified formal situations with correct pronunciation. 4f. Speak in specified informal situations with correct Pronunciation.	UNIT – IV Vocabulary Building 4.1. Words often confused 4.2. Collocations 4.3. Prefix and suffix 4.4. Synonyms and Antonyms	Chalk and board, Improved lecture, Tutorial, Assignment and Demonstration	10	CO4
5	5a. Cultivate / Develop habit of being presentable 5b. Formulate speeches for occasions 5c. Prepare power point presentation 5d. Use appropriate body language for effective communication	5e. Undertake public speaking with correct pronunciation, intonation and using verbal and non-verbal gestures for the given theme / situation. 5f. Give extempore talks with correct pronunciation, intonation and using verbal and non-verbal gestures for the given theme / situation.	UNIT - V Presentation Skills 5.1 Dressing & Grooming: i. Dressing for the occasion ii. Proper grooming 5.2 Speech Writing: i. Situation ii. Salutations iii. Introduction of the topic iv. Description/ Bod v. Conclusion 5.3 Power Point Presentation: i. Layout ii. Font size iii. Color combination	Chalk and board, Improved lecture, Tutorial, Assignment and Demonstration	11	CO5

			5.4 Kinesics: i Facial expressions ii Eye contact iii Postures iv Gestures			
--	--	--	---	--	--	--

V. LABORATORY LEARNING OUTCOME (LLO) ENGLISH AND COMMUNICATION SKILLS-I:

Sr. No.	Practical / Laboratory Learning Outcome (LLO)	Laboratory Experiment / Practical Titles	Number of Hrs.	Relevant COs
1	LLO 1.1 Use transcription in correct form LLO 1.2 Learn to differentiate vowel, diphthong and consonants	Write 20 words using phonetic transcription	4	CO1
2	LLO 2.1 Learn correct pronunciation by using headphones in language lab	Practice pronunciation as per RP using language lab	4	CO1
3	LLO 3.1 Articulate ideas clearly and effectively. LLO 3.2 Improve grammar, punctuation	a. Write two paragraphs of 75 words each b. Extempore	4	CO2
4	LLO 4.1 Promote the development of effective communication skills LLO 4.2 Improve non –verbal communication Skills LLO 4.3 Enhance interpersonal skills LLO 4.4 Build confidence	Enact Role Plays as per situation and context	4	CO5
5	LLO 5.1 Acquire the ability to convey complex ideas in clear and concise manner LLO 5.2 Expand technical vocabulary LLO 5.3 Enhance the written communication Skills	Describe any three technical objects using correct grammar	4	CO4
6	LLO 6.1 Notice and articulate specific elements, colors, shapes, & other visual aids LLO 6.2 Express observations & interpretations clearly and concisely LLO 6.3 Enhance vocabulary	Describe a given picture (Any Two)	4	CO4
7	LLO 7.1 Express information in coherent and engaging manner LLO 7.2 Build confidence	Introduce oneself and others	4	CO3
8	LLO 8.1 Build confidence in public speaking LLO 8.2 Enhance the skills in planning and prioritization	Deliver oral presentations using correct grammar and appropriate body language	4	CO3

VI. SUGGESTIONS OF WEIGHTAGE TO LEARNING FOR ASSESSMENT PURPOSE:

Sr. No.	UNIT	UNIT TITLE	ALIGNED COs	LEARNING HOURS (L+T)	WEIGHTAGE %
1.	I	APPLIED GRAMMAR	CO1	11	20
2.	II	INTRODUCTION (Self & Others), COMPREHENSIVE PASSAGE	CO2	08	15
3.	III	PARAGRAPH AND DIALOGUE WRITING	CO3	08	20
4.	IV	VOCABULARY BUILDING	CO4	10	20
5.	V	PRESENTATION SKILLS	CO5	11	25
GRAND TOTAL				48	100

VII. SUGGESTED COS - POS MATRIX FORM:

Course Outcomes (COs)	Programme Outcomes (POs)						
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design / Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Lifelong Learning
CO1	1	1	-	-	-	2	1
CO2	1	1	-	-	-	2	1
CO3	1	1	-	-	-	2	1
CO4	1	1	-	-	-	2	1
CO5	1	1	-	-	-	2	1

VIII. SUGGESTED LEARNING RESOURCES:

Sr. No.	Title of Book	Author	Publication
1	Effective English with CD	Kumar, E. Suresh; Sreehari, P.; Savithri, J.	Pearson Education, Noida, New Delhi, 2009 ISBN:978-81-317-3100-0
2	English Grammar At Glance	Gnana murali, M.	S. Chand and Co. New Delhi, 2011 ISBN:9788121929042
3	Essential English Grammar	Raymond murphy	Cambridge University Press, New Delhi, Third edition, 2011, ISBN:9780-0-521-67580-9
4	Living English Structure	Allen, W.S.	Pearson Education, New Delhi, Fifth edition, 2009, ISBN:108131728498,99

IX. SOFTWARE / LEARNING WEBSITES:

- a. <https://www.britishcouncil.in/english/learn-online>
- b. <http://learnenglish.britishcouncil.org/en/content>
- c. <http://www.talkenglish.com/>
- d. [languagelabsystem.com](http://www.languagelabsystem.com)
- e. www.wordsworthelt.com