K. S. INSTITUTE OF TECHNOLOGY

An Autonomous Institution under VTU, Approved by AICTE

Department of Applied Science and Humanities

FIRST / SECOND SEMESTER SYLLABUS

Course : **Communication Skills and Professional Writing Skills in English**		Semester	I/II
Course Code	**25BCPSK106/206**	CIE Marks	50
Teaching Hours/Week (L:T:P: S)	1:0:0:0	SEE Marks	50
Total Hours of Pedagogy	15	Total Marks	100
Credits	01	Exam Hours	01

Course Learning Objectives: The students will be able to

- Identify common errors in spoken and written communication
- Get familiarized with English vocabulary and language proficiency
- Improve nature and style of sensible writing and acquire employment and work place communication skill.
- Improve the Technical Communication skills through Technical reading and writing practices
- Perform well in campus recruitment, engineering and all other general competitive examinations

Module-1

Fundamentals of Communicative English, Process of communication, Types of Communication., Barriers to effective Communication, Listening to English Pronunciation, Phonetics Intelligible Accent, Speech : Organs-Syllable Structures, Intonation and Practice. Grammar: Parts of Speech, Articles. Question Tags, Vocabulary, Vocabulary –Homophones and Homonyms One Word Substitutes

Number of hours:3 hours

Module-2

Role play Exercises based on Workplace contexts Introducing oneself Personal Empowerment and Professionalism Talk, Participating in Group discussion and debates. Technical Presentation according to Industry needs, Reading the interview of an achiever. Writing a short Biography of an Achiever (Case studies)

Grammar sentence patterns Vocabulary : Idioms and Phrases

Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence

Number of hours:3 hours

Module-3

Formal Letter Writing- Official and Business letters(Enquiry, order and complaint), Job advertisements, Job Applications, Resume v/s Bio Data, Profile CV, Email Etiquettes, Structure, writing and responding to emails, Blog writing, Proof reading(Spelling, Punctuation and Grammar) Grammar: Tenses Reported speech and voice**.**

Number of hours:3 hours

Module-4

Framing of search terms/keywords in search engines/Commands for search on open AI-Tools to support synchronous communication such as webinar platforms. Online Communication Types Pros and cons of online communication. Acceptable online roles and behavior. Netiquettes-Etiquettes of social media. Problems and opportunities in handling digital resources. Tools to check grammar. Citing information accurately from source material-Plagiarism-Infringement,, .Importance of academic integrity-(3 hours)

Number of hours:3 hours

Module-5

TED talks,. Group Discussion and Professional/Job interviews, Mock Interviews, Telephone Interviews, Language used in formal professional settings, formal v/s informal tone, non-verbal cues in interviews, Statement of purpose, Company Profile.

Number of hours:3 hours

Course outcome (Course Skill Set)

At the end of the course, the student will be able to:

CO1 Understand and apply the Fundamentals of Communication Skills in their communication skills and demonstrate improved proficiency in English language skills relevant to work place.
CO2 Apply effective Verbal and written communication strategies in academic and career-related situations
CO3 Develop active listening and speaking skills to participate confidently in discussions, presentations and interviews..
CO4 Understand and use essential life skills and interpersonal communication techniques for personal and professional growth.
CO5 Practice key elements of business communications, including formal writing, email etiquette and team work communication..

Suggested Learning Resources:

Textbook:

- **Communication Skills** by Sanjay Kumar & Pushp Lata, Oxford University Press India Pvt Ltd - 2019.
- **A Textbook of English Language Communication Skills,** (ISBN-978-81-955465-2-7), Published by Infinite Learning Solutions, Bengaluru - 2022.

Reference Books:

1. Communication Skills by Sanjay Kumar &PushpLata, Oxford University Press India Pvt Ltd - 2019.
2. Kumar A.R (2008) English for Engineers and technologists. Orient Black Swan
3. Raman M and Sharma S (2015)Technical Communication Principles and Practice (3rd edition)Oxford University press.
4. A Textbook of English Language Communication Skills, (ISBN-978-81-955465-2-7), Published by Infinite Learning Solutions, Bengaluru - 2022.

Reference Books:

5.Technical Communication by Gajendra Singh Chauhan and Et al, (ISBN-978-93-5350-050-4), Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.

6. English for Engineers by N. P. Sudharshana and C. Savitha, Cambridge University Press – 2018.
7. English Language Communication Skills – Lab Manual cum Workbook, Cengage learning India Pvt Limited [Latest Revised Edition] – (ISBN-978-93-86668-45-5), 2019.
8. A Course in Technical English – D Praveen Sam, KN Shoba, Cambridge University Press –2020.
9. Practical English Usage by Michael Swan, Oxford University Press – 2016
10. Yadav, DP (2022) A course in English pronunciation Notion Publication

11. Wren and Martin High school English grammar

Teaching-Learning Process Pedagogy (General Instructions):

These are sample Strategies; teachers can use to accelerate the attainment of the various course outcomes.

1. In addition to the traditional lecture method, different types of innovative teaching methods may be adopted so that the delivered lessons shall develop students' theoretical and applied skills.
2. Support and guide the students for self–study.
3. You will assign homework, grading assignments and quizzes, and documenting students' progress.
4. Encourage the students to group learning to improve their creative and analytical skills.
5. Show short related video lectures in the following ways:
   - As an introduction to new topics (pre-lecture activity).
   - As a revision of topics (post-lecture activity).
   - As additional examples (post-lecture activity).
   - As an additional material of challenging topics (pre-and post-lecture activity).

As a model solution of some exercises (post-lecture activity).

Assessment Details (both CIE and SEE)

The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing mark for the CIE is 40% of the maximum marks (20 marks out of 50). The minimum passing mark for the SEE is 35% of the maximum marks (18 marks out of 50). A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course if the student secures not less than 35% (18 Marks out of 50) in the semester-end examination(SEE), and a minimum of 40% (40 marks out of 100) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

Continuous Internal Evaluation(CIE):

Three Unit Tests each of 25 Marks (duration 01 hour)

- First test after the completion of 20-30 % of the syllabus
- Second test after completion of 50-60% of the syllabus
- Third test after completion of 100% of the syllabus

One Improvement test before the closing of the academic term may be conducted if necessary. However best two tests out of three shall be taken into consideration

Two assignments each of 25 Marks

The teacher has to plan the assignments and get them completed by the students well before the closing of the term so that marks entry in the examination portal shall be done in time. Formative (Successive) Assessments include Assignments/Quizzes/Seminars/ Course projects/Field surveys/ Case studies/ Hands-

on practice (experiments)/Group Discussions/ others.. The Teachers shall choose the types of assignments depending on the requirement of the course and plan to attain the Cos and POs. (to have a less stressed CIE, the portion of the syllabus should not be common /repeated for any of the methods of the CIE. Each method of CIE should have a different syllabus portion of the course). CIE methods /test question paper is designed to attain the different levels of Bloom's taxonomy as per the outcome defined for the course.

The sum of two tests, two assignments, will be out of 100 marks and will be scaled down to 50 marks

Semester End Examinations (SEE)

SEE paper shall be set for **50 questions, each of the 01 mark**. The pattern of the **question paper is MCQ** (multiple choice questions). The time allotted for SEE is **01 hour.** The student must secure a minimum of 35% of the maximum marks for SEE.