

Program : Diploma in Engineering and Technology / Commercial Practice / Management	
Course Code : 1001	Course Title: Communication Skills in English
Semester : 1	Credits: 4
Course Category: Humanities and Social Science	
Periods per week: 4 (L:4, T:0, P:0)	Periods per semester: 60

Course Objectives:

- To cultivate competence in listening to and comprehending various information, opinions and ideas both formal and informal.
- To develop proficiency, fluency and confidence in oral communication and use English with ease in both every day and workplace contexts.
- To acquaint the learners with various reading strategies, to construct meaning and develop thoughtful and critical interpretations of texts like articles, technical documents, narratives etc
- To familiarize the learners with various writing discourses ranging from technical to aesthetic with accuracy, brevity and clarity.

Course Prerequisites:

Topic	Program / Course Name
Basic knowledge of English-Reading and Writing	Secondary School

Course Outcomes:

On completion of the course student will be able to:

CO _n	Description	Duration (Hours)	Cognitive Level
CO1	The learners listen to, identify and comprehend the main idea and supporting details of the listening passage	3	Analysing
CO2	The learners apply different language functions and communicate effectively in the workplace and daily life	10	Creating

CO3	The learners read, comprehend and analyze the ideas and concepts contained in articles, technical writings and narratives and express them in their own words	20	Creating
CO4	The learners apply the different techniques of writing and compose technical, documents like reports, emails and so on.	25	Creating

CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1						1	
CO2						3	
CO3							3
CO4						3	

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

On completion of the course student will be able to:

Module Outcomes	Description	Duration (Hours)	Course Outcomes	Cognitive Level
M1.01	Read with comprehension	5	CO3	Understanding
M1.02	Make use of contextual clues to infer meanings of unfamiliar words from the context	1 1	CO1 CO3	Applying
M1.03	Learn to introduce oneself	1 1	CO2 CO4	Applying
M1.04	Use appropriate structures to state one's opinion	3	CO2	Applying
M1.05	Write technical reports effectively	3	CO4	Creating

Contents: Gift of the Magi, Reading Passage (Workplace/Technical), Grammatical and vocabulary units: Concord; meaning from context, Stating one's opinion, Self-Introduction Report Writing - Graph

M2.01	Read and understand	4	CO3	Understanding
M2.02	Gain accuracy in the use of words	1 1 1	CO2 CO1 CO4	Applying
M2.03	Gain proficiency in the accurate use of tense.	1 1	CO2 CO4	Applying
M2.04	Use linking words to signal sequence, cause and effect and so on	2	CO4	Applying
M2.05	Make effective presentations	3	CO4	Creating
	Series Test I	1		
Contents: Stopping by the Woods, Reading Passage (Workplace/Technology), Grammar and vocabulary: Time and tense; Signal Words, Stating opinion, Expressing reasons Slide Preparation and presentation				
M3.01	Identify the main ideas in the text by using different reading strategies	5	CO3	Understanding
M3.02	Understand the meaning, and use of new words	1 1	CO1 CO3	Applying
M3.03	Use words appropriately understanding the specific nuances of each word	1	CO2	Applying
M3.04	Use passive voice effectively in various contexts	2	CO4	Applying
M3.05	Compose Emails for business correspondence	3	CO4	Creating
M3.06	Describe a process effectively	3	CO4	Creating
Contents: Short excerpts from: Malgudi Days – Astrologer’s Day, Reading Passage (Work Place/Technology), Grammar and Vocabulary: Homophones & Homonyms, Affixes, Passive Voice, Process Description, Asking for permission				
M4.01	Read and comprehend ideas	4	CO3	Understanding
M4.02	Understand the meaning of new words and their use	0.5 0.5	CO1 CO3	Understanding
M4.03	Report direct speech accurately	1 1	CO2 CO4	Applying
M4.04	Agree/Disagree politely and effectively	1 1	CO2 CO4	Applying
M4.05	Give instructions with clarity.	1 1	CO2 CO4	Applying

M4.06	Write effective and coherent paragraphs	3	CO4	Creating
	Series Test II	1		
Contents: Night of the Scorpion, Reading Passage (Workplace/Technology), Vocabulary building – Antonyms, Synonyms, Grammar – Reported Speech, Agreement and Disagreement, Giving Instructions, Paragraph Writing				

Text/Reference:

T/R	Book Title/Author
T1	Course Book prepared by SITTTTR, Kalamassery
R1	J.D.O'Connor. Better English Pronunciation. Cambridge: Cambridge University Press, 1980.
R2	Margaret M. Maison. Examine your English. Orient Longman: New Delhi, 1964.
R3	M. Ashraf Rizvi. Effective Technical Communication. Mc-Graw Hill: Delhi, 2002.
R4	John Nielson. Effective Communication Skills. Xlibris, 2008.
R5	Oxford Dictionary
R6	Roget's Thesaurus of English Words and Phrases
R7	Collin's English Dictionary

Online Resources:

Sl.No	Website Link
1	https://nptel.ac.in/courses/109/106/109106094/
2	www.britishcouncil.in/english
3	www.cambridgeenglish.org
4	www.poemhunter.com
5	www.englishclub.com
6	www.slideshare.net