

**VASAVI COLLEGE OF ENGINEERING (Autonomous)**  
**DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES**

**SKILL DEVELOPMENT COURSE: 1**

BE2/4-III semester (COMMON FOR ALL BRANCHES)

**COMMUNICATION SKILLS IN ENGLISH -I**

<b>Instruction : 2 Hours</b>	<b>SEE : 60</b>	<b>Course code : UI9HS330EH</b>
<b>Credits : 2</b>	<b>CIE : 40</b>	<b>Duration of SEE : 3 Hours</b>

**Course Overview:**

Be it career or relationships, the harsh truth in today's global scene is that the future of any person is affected strongly by his/her communication skill in English. The four major skills of language learning, listening, speaking, reading and writing provide the right key to success.

**Course Objective:**

The main objective of this finishing school curriculum is to involve content for all the above mentioned four skills in teaching English and to get students proficient in both receptive and productive skills.

**Overview of the delivery Methodology:**

- Every Session will have activities on all the four skills.
- To personalize the learning a variety of case studies and structured problem solving activities will be given in small groups and the trainers will facilitate peer reviews.
- Integration of continuous grading (for assignment 1 and 2), instant feedback,( peer review sheets) clear goals, rewards (certificates and appreciation kits), have been included this time for positive reinforcement.
- The Writing and Reading exercises will be given in the workbook and will carry marks
- Vocabulary exercises will also be part of every session
- The Lateral entry students will be given a self study plan for language enhancement and will be given extra reading and writing exercises

**Unit1 – Fundamentals of Communication**

**Unit Overview:**

The module is an introductory module that covers the **fundamentals of communication**. This module is intended to enable the students to communicate using greetings and small sentences/queries.

**Learning Outcome:**

The students should be able to:

- Respond to questions
- Engage in informal conversations.
- Speak appropriately in formal situations
- Write formal and informal emails/letters

**Competencies:**

- Greeting appropriately
- Introducing themselves, a friend
- Reading and summarising the gist of a conversation

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- Responding to simple statements and questions both verbally and in writing
- Writing an email with appropriate salutation, subject lines, introduction, and purpose of mail.
- Using appropriate vocabulary for both formal and informal situations
- Stating takeaways from a session or conversations

**Sessions:**

1. Introduction to Formal and Informal Conversations
2. Informal Conversations
3. Informal Conversations - Writing
4. Formal Conversations
5. Formal Conversations - Writing

**Unit 2 - Narrations and Dialogues**

**Unit Overview:**

The Module is intended to develop level of language competence that enables them to narrate and participate in casual dialogues.

**Learning Outcome:**

The students should be able to

- Narrate a message/story/incident, both verbally and in writing.
- Describe an event/a session/ a movie/ an article/image
- Understand Vocabulary in context

**Competencies:**

- Framing proper phrases and sentences to describe in context
- Reading Stories and articles and summarising the gist
- Speaking fluently with clarity and discrimination
- Listening for main ideas and reformulating information in his/her own words
- Drawing and write appropriate conclusions post reading a passage.
- Speaking Reading and Writing descriptive sentences and paragraphs
- Using appropriate tenses, adjectives and adverbs in conversations and written tasks

**Sessions:**

1. Recalling and Paraphrasing
2. Describing Present Events
3. Describing Past Events
4. Describing Future Events
5. Describing Hypothetical events

**Unit 3 - Rational Recap**

**Unit Overview:**

The module enables the participants to organize their communication, structure their speaking and writing, explain their thoughts/ideas, and summarize the given information.

**Learning Outcome:**

The students should be able to:

- Classify content and describe in a coherent form
- Recognize and list the key points in a topic/message/article.
- Compare and contrast using appropriate structure
- Explain cause and effect
- Understand the problem and solution framework
- Use appropriate transitions in their presentations and written assignments

**Competencies:**

- Organizing the communication based on the context and audience

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- Structuring the content based on the type of information.
- Explaining a technical/general topic in detail.
- Writing a detailed explanation/process
- Recapitulating

**Sessions:**

1. Introduction to Mind maps
2. Classification
3. Sequencing
4. Description and Enumeration

**Unit 4: Technical Expositions and Discussions**

**Unit Overview:**

The module enables the students to build strategies for effective interaction and help them in developing decisive awareness and personality maintaining emotional balance.

**Learning Outcome:**

The students should be able to:

- Participate in technical and forum discussions by providing factual information, possible solutions, and examples.

**Competencies:**

- Comprehending key points of a topic and note main points including supporting details.
- Construct a logical chain of arguments and decisive points.
- Writing a review about a product by providing reasons, causes, and effects

**Sessions:**

1. Compare and Contrast
2. Cause and Effect
3. Problem and Solution

**Unit 5: Drawing Conclusions**

**Unit Overview:**

This module is intended to provide necessary inputs that enable the students to draw conclusions out of a discussion and provide reports.

**Learning Outcome:**

Students should be able to:

- Provide logical conclusions to the topics under discussion.
- Prepare, present, and analyze reports.

**Competencies:**

- Reasoning skills - Coherent and logical thinking
- Reporting and Analyzing skills.
- Analyzing the points discussed.
- Connecting all points without gaps.
- Identifying clinchers.
- Communicating the decisions

**Sessions:**

1. Reasoning
2. Analyzing
3. Generalization and Prediction

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