

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD
DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES

COURSE NAME-SKILL DEVELOPMENT COURSE I -COMMUNICATION SKILLS IN ENGLISH I
(Common to all branches) SYLLABUS FOR B.E. 2/4-III SEMESTER

W.E.F-2024-2025

Instruction: 2 Hours	SEE: 40	Course code: U23HS320EH
Credits: 1	CIE: 30	Duration of SEE: 2 Hours
COURSE OBJECTIVES The course will enable the learners to: <ol style="list-style-type: none"> 1. Get students proficient in both receptive and productive skills especially 2. Enable students to understand the importance and method of exchanging information in a formal space- both written and spoken 3. Introduce students to an ideal structure for a presentation and discussion- individually and in groups 4. Develop and improve reading skills needed for college work and reproduce the content based on the situational need. 		COURSE OUTCOMES At the end of the course the learners will be able to: - <ol style="list-style-type: none"> 1. Introduce themselves effectively and converse in a formal environment especially in the online space 2. Write emails with appropriate structure and content 3. Use appropriate structure based on the content employing appropriate transitions in written and spoken communication 4. Paraphrase and Summarise in Spoken and written formats

Unit 1: Delightful Descriptions

- 1.1 Introductions on an Online Forum
- 1.2 Making Observations and Giving Opinion
- 1.3 Recalling and Describing

Unit 2: Formal Conversation Skills

- 2.1 Ask for Information
- 2.2 Give Information
- 2.3 Give Feedback
- 2.4 Seek Permission

Unit 3: Technical Expositions and Discussions

- 3.1 Classification
- 3.2 Sequence
- 3.3 Compare and Contrast
- 3.4 Cause and Effect
- 3.5 Problem and solution

Unit 4: Rational Recap

- 4.1 Paraphrasing - Written
- 4.2 Summarizing - Written
- 4.3 Paraphrasing – Spoken
- 4.4 Summarizing – Spoken

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COURSE NAME-SKILL DEVELOPMENT COURSE V – COMMUNICATION SKILLS IN ENGLISH II
(Common to all branches) SYLLABUS FOR B.E. 3/4 - V SEMESTER

W.E.F-2024-2025

Instruction: 2 Hours	SEE: 40	Course code: U22HS510EH
Credits: 1	CIE: 30	Duration of SEE: 2 Hours
COURSE OBJECTIVES The course will enable the learners to: <ol style="list-style-type: none"> 1. Get students proficient in both receptive and productive skills 2. Enable students to build strategies for effective group interaction and help them in developing decisive awareness and personality while maintaining emotional balance. 3. To introduce students to an ideal structure for a presentation 4. To develop and improve writing and study skills needed for college work. 		COURSE OUTCOMES At the end of the course the learners will be able to: - <ol style="list-style-type: none"> 1. Participate in group and forum discussions by providing factual information, possible solutions, and examples 2. Present a topic by picking up the key points from the arguments placed. 3. Read between the lines and write informed opinions. 4. Prepare, present, and analyze reports

Unit 1: Delightful Discussions

- 1.1 Six Thinking Hats
- 1.2 Group Discussion Techniques (Initiation Techniques, Generating Points, Summarization techniques)
- 1.3 Case Study Based Group Discussions

Unit 2: Powerful Presentations

- 2.1 Concise Cogent Presentation
- 2.2 Persuasion skills
- 2.3 Toulmin Model
- 2.4 BikerB - JAM and Extempore

Unit 3: Fact, Observation and Inference

- 3.1 Discernment of fact and opinion
- 3.2 Note making and Inference
- 3.3 Main idea identification
- 3.4 Logical Conclusions

Unit 4: Effective Technical Writing

- 4.1 Report writing
- 4.2 Image Writing
- 4.3 Book Reviews
- 4.4 Movie Reviews


Learning Resources:


1. How to Win Friends and Influence People by Dale Carnegie. ...
2. Crucial Conversations: Tools for Talking When Stakes Are High by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler. ...
3. Difficult Conversations: How to Have Conversations that Matter the Most by Douglas Stone, Bruce Patton, Sheila Heen, and Roger Fisher.

The break-up of CIE: Internal Tests + Assignments + Quizzes

1	No. of Internal tests	:	<input type="text" value="2"/>	Max. Marks	:	<input type="text" value="20"/>
2	No. of assignments	:	<input type="text" value="2"/>	Max. Marks	:	<input type="text" value="5"/>
3	No. of Quizzes	:	<input type="text" value="2"/>	Max. Marks	:	<input type="text" value="5"/>

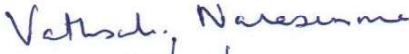
Duration of Internal Tests : 90 Minutes


Dr Jacqueline Amaral
 Head-HSS & BOS Chairman-VCE


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 17/05/2024