

**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 ME/M.TECH I SEMESTER**

W.E.F-2024-2025

Instruction: 2 Hours	SEE: 40	Course code:PI24HS110EH
Credits: 1	CIE: 30	Duration of SEE: 2 Hours
COURSE OBJECTIVES		COURSE OUTCOMES
<p>The course will enable the learners to:</p> <ol style="list-style-type: none"> 1. Get students proficient in both receptive and productive skills especially virtual and productive skills especially virtual 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. 		<p>At the end of the course the learners will be able to: -</p> <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 content and write an effective summary

Unit 1: Remedial English: Delightful Descriptions:

Describing Past, Present and Future Events.

Unit 2: Developing Conversational Skills

Exchange of pleasantries, Exchange of facts and opinions, Using relevant vocabulary.

Unit 3: Contextual Conversations

Ask for Information, Give Information, Convey bad news, show appreciation

Unit 4: Business English: Professional Communication

Concise Cogent Communication, Active Listening, Interact, Interpret and Respond. Expositions and Discussions: Organization, Key Points, Differing Opinions, Logical conclusions. Effective Writing Skills: Structure, Rough Draft, Improvisations and Final Draft for Emails, paragraphs and Essays. High Impact Presentations: Structure, Content, Review, Delivery

Unit 5: Industry Orientation and Interview Preparation Interview Preparation

Fundamental Principles of Interviewing, Resume Preparation, Types of Interviews, General Preparations for an Interview. Corporate Survival skills: Personal accountability, Goal Setting, Business Etiquette, Team Work

METHODOLOGY

- Case Studies
- Demonstration
- Presentations
- Expert lectures
- Writing and Audio-visual lessons

ASSESSMENTS

- Online assignments
- Individual and Group

Learning Resources:

learn.talentsprint.com

1. Business Communication, by Hory Shankar Nlukerjee, Oxford/201
2. Managing Soft Skills for Personality Development by B.N.Gosh, Tata MCGraw-Hill/ 2012
3. Personality Development & Soft Skills by Barun K Mitra, Oxford/2011
4. Nurphy, Herta A., Hildebrandt, Herbert W., & Thomas, Jane P., (2008) "Effective Business Communication", Seventh Edition, Tata McGraw Hill, New Delhi
5. Locker, Kitty O., Kaczmarek, Stephen Kyo, (2007), "Business Communication — Building Critical Skills", Tata NlcGraw Hill, New Delhi
6. Lesikar, Raymond V., & Flatley, Marie E., (2005)"Basic Business Communication — Skills for Empowering the Internet Generation", Tenth Edition, Tata McGraw Hill, New Delhi
7. Raman M., & Singh, P., (2006) "Business Communication", Oxford University Press, New Delhi.

Journals / Magazines:

1. Journal of Business Communication, Sage publications
2. Management Education, Mumbai

3. Websites:
4. www.mindtooIs.com www.âcr.com

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

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17/05/2024