

**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-2025-2026**

<b>Instruction: 2 Hours</b>	<b>SEE: 40</b>	<b>Course code: U24HS320EH</b>
<b>Credits: 1</b>	<b>CIE: 30</b>	<b>Duration of SEE: 2 Hours</b>
<b>COURSE OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
<p><b>The course will enable the learners to:</b></p> <ol style="list-style-type: none"> <li>1. Get students proficient in both receptive and productive skills especially</li> <li>2. Enable students to understand the importance and method of exchanging information in a formal space- both written and spoken</li> <li>3. Introduce students to an ideal structure for a presentation and discussion- individually and in groups</li> <li>4. Develop and improve reading skills needed for college work and reproduce the content based on the situational need.</li> </ol>		<p><b>At the end of the course the learners will be able to: -</b></p> <ol style="list-style-type: none"> <li>1. Introduce themselves effectively and converse in a formal environment especially in the online space</li> <li>2. Write emails with appropriate structure and content</li> <li>3. Use appropriate structure based on the content employing appropriate transitions in written and spoken communication</li> <li>4. Paraphrase and Summarise in Spoken and written formats</li> </ol>

**Unit 1: Delightful Descriptions**

Participants learn to introduce themselves confidently, make detailed observations, express opinions, and describe past experiences effectively in various contexts.

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

**Unit 2: Formal Conversation Skills**

Focuses on essential professional communication skills such as seeking and providing information, giving constructive feedback, and politely requesting permissions in formal settings.

- 2.1 Ask for Information
- 2.2 Give Information
- 2.3 Give Feedback


  
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## 2.4 Seek Permission

### Unit 3: Technical Expositions and Discussions

Develops skills to present and discuss technical content logically using structures like classification, sequencing, comparison, cause-effect relationships, and problem-solution formats.

- 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

Enhances clarity in communication through accurate paraphrasing and summarizing, both in spoken and written forms, ensuring message retention and understanding.

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

METHODOLOGY	ASSESSMENTS
<ul style="list-style-type: none"> <li>- Case Studies</li> <li>- Demonstration</li> <li>- Presentations</li> <li>- Expert lectures</li> <li>- Writing and Audio-visual lessons</li> </ul>	<ul style="list-style-type: none"> <li>- Online assignments</li> <li>- Individual and Group</li> </ul>

### Learning Resources:

"They Say / I Say: The Moves That Matter in Academic Writing" – Gerald Graff & Cathy Birkenstein  
 "HBR Guide to Persuasive Presentations" – Harvard Business Review  
 "Technical Communication" – Mike Markel & Stuart Selber  
 "The Only Academic Phrasebook You'll Ever Need" – Luiz Otávio Barros  
 learn.talentsprint.com

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

1 No. of Internal tests

2

Max. Marks

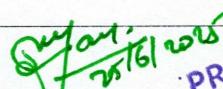
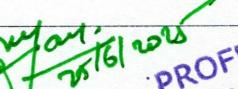
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*John* *2017-18*  
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2 No. of assignments	2	Max. Marks	5
3 No. of Quizzes	2	Max. Marks	5

Duration of Internal Tests : 90 Minutes

Signatures:-

 Dr. JACQUELINE AMARA HEAD-HSS CHAIRMAN, BoS, HSS, VCE 	 Prof. B. VIJAYA HEAD, DEPARTMENT OF ENGLISH, OSMANIA UNIVERSITY & DIRECTOR, ENGLISH LANGUAGE TEACHING CENTRE (ELTC), OSMANIA UNIVERSITY. 
Dr. JOY ANURADHA SUBJECT EXPERT UNIVERSITY OF HYDERABAD 	DR. JOY HANS CORPORATE REPRESENTATIVE 
MS. VATHSALA NARASIMMAN DIRECTOR- DELIVERY, TALENT SPRINT 	
MEMBERS OF HSS, VCE :-  Dr. G. MEENA  Dr. K. JHANSI RANI 	MEMBERS OF HSS, VCE :-  Dr. B. SHEELA RANI SIMON  Dr. T. SUNAND EMMANUEL 