

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

Instruction: 2 Hours	SEE: 40	Course code: U24HS320EH
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

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

QR
G.M.

HL

Joy Ham

Prof. Jay
25/6/2025
PROFESSOR & HEAD
Department of English
OSMANIA UNIVERSITY
HYDERABAD-500 007.

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

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

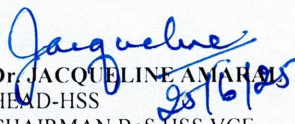
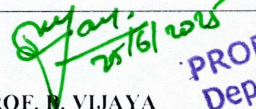
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2	No. of assignments	:	<input type="text" value="2"/>	Max. Marks	:	<input type="text" value="5"/>
3	No. of Quizzes	:	<input type="text" value="2"/>	Max. Marks	:	<input type="text" value="5"/>

Duration of Internal Tests : 90 Minutes

Signatures:-

 Dr. JACQUELINE AMARAL HEAD-HSS CHAIRMAN, BoS, HSS, VCE	 PROF. N. 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