

Course Code	21LEH101T	Course Name	COMMUNICATIVE ENGLISH	Course Category	H	Basic Sciences	L	T	P	C
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Pre-requisite Courses	Nil	Co-requisite Courses	Nil	Progressive Courses	Nil
Course Offering Department	English and Foreign Languages	Data Book / Codes/Standards			

Course Learning Rationale (CLR)	The purpose of learning this course is to:	Learning	Program Outcomes (PO)											
CLR-1:	Prepare students with essential reading skills that enable them to efficiently extract and comprehend information from texts		1	2	3	4	5	6	7	8	9	10	11	12
CLR-2:	Develop a solid foundation in various aspects of writing, enabling them to communicate their ideas effectively and contribute meaningfully to academic and professional environments and give practice to the learners in writing paragraphs using appropriate techniques	Blooms Level (1-6)	Engineering Knowledge	Problem Analysis	Design & Development	Analysis, Design, Research	Modern Tool Usage	Society & Culture	Environment & Sustainability	Ethics	Individual & Teamwork	Communication	Project Mgt. & Finance	Lifelong Learning
CLR-3:	Make them understand the importance of acceptable online behaviors and the factors behind multiplicity in media projections of an event.													
CLR-4:	Improve the learners' employability related communication skills and there by equipping themselves for the increased opportunities for employment.													
CLR-5:	Integrate and apply essential business communication skills in real-world contexts by equipping the learners with the appropriate business vocabulary and by introducing them to the nuances of business communication.													
Course Outcomes (CO):	At the end of this course, learners will be able to:													
CO-1:	Demonstrate the ability to identify key ideas, themes, and details within various types of texts, enhancing their overall comprehension skills.	2	-	-	-	-	-	-	-	-	2	3	-	1
CO-2:	Produce clear, coherent, and logically organized paragraphs and essays, effectively communicating their ideas and arguments.	4	-	-	-	-	-	-	-	-	2	3	-	1
CO-3:	Use digital platforms not only to acquire information but also for developing research, analytical and problem-solving skills by observing the etiquettes of social media.	4	-	-	-	-	-	-	-	-	2	3	-	1
CO-4:	Gain an understanding of the employability skills and know how to develop them, which will gradually help them in their career exploration process.	3	-	-	-	-	-	-	-	-	2	3	-	1
CO-5:	Develop comprehensive business communication skills, including effective presentation techniques, professional writing, and grammatical accuracy for successful business interactions.	4	-	-	-	-	-	-	-	-	2	3	-	1

<b>Module 1</b>	<b>Academic Reading Skills - 11 sessions</b>  Reading to find information - Effectively scanning text for key facts and important information- Reading for basic comprehension - cloze passages - Skimming for main ideas - Scanning for specifics - Making inferences and guessing the meaning - Techniques of correct understanding of a text- Vocabulary in context - Noun and pronoun usage - Reading to learn - Understanding academic discourse and disciplinary differences in reading - Recognizing the organization and purpose - Deep comprehension - Understanding relationships between ideas - Organizing information – Summarizing – Paraphrasing - Advanced academic vocabulary acquisition techniques - Recognize the meanings of prefixes, suffixes and common roots of words - Same words used as noun and verb - How the end of one sentence relates to the beginning of the next sentence – Comparison - Extensive reading and Intensive reading - Speed reading - Unfamiliar words in a passage and guess the meaning from the context (surrounding sentences)
<b>Module 2</b>	<b>Technical Writing Skills - 11 sessions</b>  Writing brief paragraphs - Note making - Summarizing - Paraphrasing - Words, phrases, sentences and entire paragraphs - Writing for an academic discussion - Spelling, punctuation and paragraph creation – Verb tenses, run-on sentences, subject-verb agreement- common, uninteresting expressions, phrases, transitions, vocabulary, synonyms, antonyms – Abstracting - Interpretations & Transcoding (Pie Chart, Bar Diagram, Flow chart, Tables) - Developing Paragraphs - Précis Writing - Creative Writing - Expository essay - Writing for clarity - Story through images - Autobiography of concrete objects – writing slogans - Types of phrases, clauses and sentences - Sentence patterns - Phrases describing certainty/uncertainty; adjectives with prefixes- Connectives - Comparative forms
<b>Module 3</b>	<b>English in Digital World - 8 sessions</b>  Framing of search terms / keywords in search engines - Tools to support synchronous communication such as webinar platforms, and asynchronous communication such as forums and social media - What is online communication - Types of online communication - Advantages and disadvantages of online communication - Acceptable online roles and behaviors – Netiquettes - Etiquettes of social media – Observing non-verbal cues - Learning IPA - Problems and opportunities in handling digital resources -Tools to check grammar - Citing information accurately from source material - Analyzing the reasons why different sources take different angles while Mass media gives shape to an event as perceived in multiple countries - Plagiarism - Importance of academic integrity
<b>Module 4</b>	<b>English for Employability - 7 sessions</b>  Difference between career and job - Listening to interviews (choice of career) - Group discussion, Interview Skill-Stress Management - Emotional Intelligence - Telephone Interview conversation, Mock Interviews - Email writing, Email etiquettes, Job application and Curriculum Vitae - Letter of motivation - Components of letter of motivation - Critical reasoning - Question tag and conditional sentences
<b>Module 5</b>	<b>Business English -8 sessions</b>  Introduction to Definition and Process of Communication - Listening to speeches/talks and making a critical review on them – Delivering presentations - Presentation techniques - Creating Visual Support, presenting with audio and visual aids - Role of interactions in team building - role of paralinguistic features in business communication - Writing paragraphs on the case studies, articles related to ethics and employment trends - Business English vocabulary - Writing Advertisement - Caption and slogan Poster - Brochure - Report Writing - Complaint letter - Proposal writing - Voices, Tenses, Direct and Indirect

**Total Sessions: 45**

**Extra Reading:** The following reading works to be part of the Formative Assessments – 2024 - 2025:

1. **Palace of Illusions** by Chitra Banerjee Divakaruni - Exploring themes of destiny, power, and gender.
2. **The Hungry Tide** by Amitav Ghosh – Intertwining of human and environmental themes, interactions between humans and nature.
3. **1984** by George Orwell – A critical view of totalitarianism with discussions on politics, freedom, and surveillance.
4. **To Kill a Mockingbird** by Harper Lee - Themes of justice, morality, and social inequality, exploring ethical dimensions.
5. **Brave New World** by Aldous Huxley - Technological advancements and the sacrifice of individual freedom for societal stability.

<b>Learning Resources</b>	<ol style="list-style-type: none"> <li>1. Communicative Language Teaching Today by Jack C. Richards</li> <li>2. English for Everyone: Level 1 Course Book – Beginner English by DK</li> <li>3. How to Teach Speaking by Scott Thornbury</li> <li>4. New Interchange Series by Jack C. Richards</li> <li>5. Cambridge English Skills Real Listening and Speaking by Miles Craven</li> <li>6. English Grammar in Use by Raymond Murphy</li> <li>7. Speak-out Series by Frances Eales and Steve Oakes</li> <li>8. Communicative English for Professionals by Nitin Bhatnagar and Mamta Bhatnagar</li> <li>9. The Practice of English Language Teaching by Jeremy Harmer</li> <li>10. Teaching and Learning in the Language Classroom by Tricia Hedge</li> <li>11. Scientific English: A Guide for Scientists and Other Professionals, 3<sup>rd</sup> Edition Paperback - Import, 2011.</li> <li>12. Graduate Attributes, Learning and Employability (English, Electronic book text, Hager Paul J)</li> <li>13. Great Business English - Phrases, Verbs and Vocabulary for Speaking Fluent English by Hilary F. MooreMba·2013</li> </ol>
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**Student learning shall be assessed with a weightage of 60% for internal assessment and 40% for end semester examination.**

### SLO - Session Learning Outcome

	Bloom's Level of Thinking	Continuous Learning Assessment (CLA) - By the Course Faculty				By the COE	
		Formative Average of unit tests (50%)		Lifelong Learning CLA - 2(10%)		Summative Final Examination (40% weightage)	
		Theory	Practice	Theory	Practice	Theory	Practice
Level1	Remember	10%	-	10%	-	10%	-
Level2	Understand	10%	-	10%	-	10%	-
Level3	Apply	20%	-	20%	-	20%	-
Level4	Analyze	20%	-	20%	-	20%	-
Level5	Evaluate	20%	-	20%	-	20%	-
Level6	Create	20%	-	20%	-	20%	-
	Total	100%		100%		100%	

**Modes of Formative Assessment:**

Higher Order Thinking (HOT) Assignments | Surprise Tests | Speaking Test | Multiple Choice Quizzes |

Tech. Talks| Field Visits| Self-Study | Group Discussions | Projects Based Learning | Case-Study |

Group Activities |Seminar | Presentations | Debates |In-class activities | Role play |Peer review assignments|

<b>Course Designers</b>		
<b>Industry Experts</b>	<b>External Experts</b>	<b>Internal Experts</b>
Ms Priank Chhabra Director for Training ETS India Pvt Ltd, Delhi	Dr Mini Chandran Professor and Head Department of Humanities and Sciences IIT Madras	Dr L Kavitha Nair Professor and Head Department of EFL Faculty of Engineering and Technology, SRMIST
Dr Swati Patil Director HR iOPEX Technologies <i>Chennai</i>	Dr Swarnalatha R Professor Department of Humanities and Sciences IIT Madras	Dr Uma Maheswari Assistant Professor Department of EFL Faculty of Engineering and Technology, SRMIST
		Dr Latha R Associate Professor Department of EFL Faculty of Engineering and Technology, SRMIST