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COMMUNICATION SKILLS (ENGLISH) **Course Code : 311303**

Programme Name/s	**: Architecture Assistantship/ Architecture and Interior Design/ Automobile Engineering./ Artificial Intelligence/ Agricultural Engineering/ Artificial Intelligence and Machine Learning/ Automation and Robotics/ Architecture/ Cloud Computing and Big Data/ Civil Engineering/ Chemical Engineering/ Computer Technology/ Computer Engineering/ Civil & Rural Engineering/ Construction Technology/ Computer Software Technology/ Computer Science & Engineering/ Aeronautical Engineering/ Bamboo Technology/ Fashion & Clothing Technology/ Dress Designing & Garment Manufacturing/ Digital Electronics/ Data Sciences/ Electrical Engineering/ Electronics & Tele-communication Engg./ Electrical and Electronics Engineering/ Electrical Power System/ Electronics & Communication Engg./ Electrical & Electronics (Power System)/ Electronics Engineering/ Food Technology/ Computer Hardware & Maintenance/ Instrumentation & Control/ Instrumentation & Control Engineering/ Industrial Electronics/ Information Technology/ Computer Science & Information Technology/ Instrumentation/ Interior Design & Decoration/ Interior Design/ Civil & Environmental Engineering/ Mechanical Engineering/ Mechatronics/ Medical Laboratory Technology/ Manufacturing Technology/ Medical Electronics/ Metallurgical Engineering/ Production Engineering/ Printing Technology/ Polymer Technology/ Surface Coating Technology/ Computer Science/ Textile Technology/ Electronics & Computer Engg./ Travel and Tourism/ Textile Manufactures/**
Programme Code	**: AA/ AD/ AE/ AI/ AL/ AN/ AO/ AT/ BD/ CE/ CH/ CM/ CO/ CR/ CS/ CST/ CW/ DAE/ DBT/ DC/ DD/ DE/ DS/ EE/ EJ/ EK/ EP/ ET/ EU/ EX/ FC/ HA/ IC/ ICE/ IE/ IF/ IH/ IS/ IX/ IZ/ LE/ ME/ MK/ ML/ MRT/ MU/ MY/ PG/ PN/ PO/ SC/ SE/ TC/ TE/ TR/ TX**
Semester	**: First**
Course Title	**: COMMUNICATION SKILLS (ENGLISH)**
Course Code	**: 311303**

I. RATIONALE

The most commonly used medium to express oneself is language. English being a global language is used in all spheres of human life i.e. personal, professional and social. English Language proficiency focuses on strong reading, writing, speaking and listening skills. It will include grammar, vocabulary, comprehension and describing skills to enhance overall language proficiency. English for professional purposes aim to equip the students with necessary language skills required for Public Speaking, presentation and negotiation. English for academic purposes will include academic writing skills and critical thinking considering the need of students to communicate in engineering domain.

II. INDUSTRY / EMPLOYER EXPECTED OUTCOME

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

III. COURSE LEVEL LEARNING OUTCOMES (COS)

Students will be able to achieve & demonstrate the following COs on completion of course based learning

- CO1 - Construct grammatically correct sentences in English.
- CO2 - Compose paragraphs and dialogues on given situations
- CO3 - Comprehend passages correctly.

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- CO4 - Use contextual words in English appropriately
- CO5 - Deliver effective presentations in English using appropriate body language

IV. TEACHING-LEARNING & ASSESSMENT SCHEME

Course Code	Course Title	Abbr	Course Category/s	Learning Scheme					Credits	Assessment Scheme											
				Actual Contact Hrs./Week			SLH	NLH		Paper Duration	Theory				Based on LL & TL				Based on SL		Total Marks
															Practical						
				CL	TL	LL					FA-TH	SA-TH	Total		FA-PR		SA-PR		SLA		
											Max	Max	Max	Min	Max	Min	Max	Min	Max	Min	
311303	COMMUNICATION SKILLS (ENGLISH)	ENG	AEC	3	-	2	1	6	3	3	30	70	100	40	25	10	-	-	25	10	150

Total IKS Hrs for Sem. : 0 Hrs

Abbreviations: CL- ClassRoom Learning , TL- Tutorial Learning, LL-Laboratory Learning, SLH-Self Learning Hours, NLH-Notional Learning Hours, FA - Formative Assessment, SA -Summative assessment, IKS - Indian Knowledge System, SLA - Self Learning Assessment

Legends: @ Internal Assessment, # External Assessment, *# On Line Examination , @$ Internal Online Examination

Note :

1. FA-TH represents average of two class tests of 30 marks each conducted during the semester.
2. If candidate is not securing minimum passing marks in FA-PR of any course then the candidate shall be declared as "Detained" in that semester.
3. If candidate is not securing minimum passing marks in SLA of any course then the candidate shall be declared as fail and will have to repeat and resubmit SLA work.
4. Notional Learning hours for the semester are (CL+LL+TL+SL)hrs.* 15 Weeks
5. 1 credit is equivalent to 30 Notional hrs.
6. * Self learning hours shall not be reflected in the Time Table.
7. * Self learning includes micro project / assignment / other activities.

V. THEORY LEARNING OUTCOMES AND ALIGNED COURSE CONTENT

Sr.No	Theory Learning Outcomes (TLO's)aligned to CO's.	Learning content mapped with Theory Learning Outcomes (TLO's) and CO's.	Suggested Learning Pedagogies.
1	TLO 1.1 Use transcription to pronounce words correctly. TLO 1.2 Use prefix and suffix for flexibility and precision in language TLO 1.3 Employ synonyms and antonyms to express similarity and contrast between words. TLO 1.4 Use Homophones to expand their vocabulary TLO 1.5 Make use of the collocations correctly	**Unit - I Vocabulary** 1.1 Phonetics :Vowels(12) Consonants (24) Diphthongs (8) 1.2 Prefix & Suffix : . Definition & Examples , List of common prefixes and suffixes 1.3 Synonyms & Antonyms : Vocabulary expansion , Context & Usage 1.4 Homophones : Identifying Homophones , Meaning & Context , Vocabulary Expansion 1.5 Collocations : Definition & identification , Types of collocations	Language Lab Drill Classroom learning Reference Books NPTEL
2	TLO 2.1 Formulate paragraphs with synchronized sentence structure on the given situation / topic TLO 2.2 Develop dialogues to practice language skill in a structured and meaningful way.	**Unit - II Paragraph and Dialogue Writing** 2.1 Types of paragraphs: Technical , Descriptive , Narrative 2.2 Dialogue Writing: i Greetings ii. Development iii. Closing Sentence	Classroom learning Skit Language Lab YouTube videos

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Sr.No	Theory Learning Outcomes (TLO's)aligned to CO's.	Learning content mapped with Theory Learning Outcomes (TLO's) and CO's.	Suggested Learning Pedagogies.
3	TLO 3.1 Respond to the given questions of the specified passage. TLO 3.2 Formulate sentences using new words TLO 3.3 Use correct syntax to construct meaningful sentences for the given situation. TLO 3.4 Respond to the questions on the given seen & unseen passages.	**Unit - III Comprehension (Seen and Unseen Passages)** 3.1 1 Passages from MSBTE workbook 1.Say No to Plastic bags 2.Interview of Dr. APJ Abdul Kalam 3.Maximum Achievements 4.Be Remarkable 5.Arunima Sinha: A Biography 6.Roses of Gratitude 3.2 Importance of Comprehension 3.3 Unseen Passages 3.4 Interpretation of passages in written and Spoken form	Classroom learning interactive session Discussion
4	TLO 4.1 Describe technical objects with specifications TLO 4.2 Explain the given picture in grammatically correct language. TLO 4.3 Diary Entry on situations TLO 4.4 Translate from English to Marathi/Hindi- vice versa	**Unit - IV Communicative Language** 4.1 Technical objects : i. Heading ii. Description of technical objects 4.2 Picture Description : i. Situational picture ii. Describe in your own words 4.3 Diary Entry : i. Date ii. Content iii. Name of the writer 4.4 Translation of paragraph from English to Marathi/Hindi-Vice versa (Question not to be asked on Translation in Theory Examination)	Language Lab Pictures on situations Classroom learning
5	TLO 5.1 Cultivate/Develop habit of being presentable TLO 5.2 Formulate speeches for occasions TLO 5.3 Prepare power point presentation TLO 5.4 Use appropriate body language for effective communication	**Unit - V Presentation Skills** 5.1 Dressing & Grooming : i. Dressing for the occasion ii. Proper grooming 5.2 Speech Writing : i. Situation ii. Salutations iii. Introduction of the topic iv. Description/Body v. Conclusion 5.3 Power Point Presentation : i. Layout ii. Font size iii. Color combination 5.4 Kinesics : i. Facial expressions ii Eye contact iii Postures iv Gestures	Classroom learning Language Lab

VI. LABORATORY LEARNING OUTCOME AND ALIGNED PRACTICAL / TUTORIAL EXPERIENCES.

Practical / Tutorial / Laboratory Learning Outcome (LLO)	Sr No	Laboratory Experiment / Practical Titles / Tutorial Titles	Number of hrs.	Relevant COs
LLO 1.1 Use transcription in correct form LLO 1.2 Learn to differentiate vowel, diphthong and consonants	1	*Write 20 words using phonetic transcription	2	CO1
LLO 2.1 Learn correct pronunciation by using headphones in language lab	2	Practice pronunciation as per IPA using language lab	2	CO1
LLO 3.1 Enhance the understanding of word formation LLO 3.2 Enrich word power LLO 3.3 Construct words with the specific meanings	3	*Formulate 20 words using Prefix and Suffix	2	CO1
LLO 4.1 Use words and phrases effectively LLO 4.2 Enrich vocabulary LLO 4.3 Develop overall language skills	4	*Construct sentences using 20 collocations	2	CO1
LLO 5.1 Articulate ideas clearly and effectively LLO 5.2 Improve grammar, punctuation	5	*Write two paragraphs of 75 words each	2	CO2
LLO 6.1 Add depth to narratives LLO 6.2 Form grammatically correct sentences	6	*Compose situational dialogues (Any Two)	2	CO2

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Practical / Tutorial / Laboratory Learning Outcome (LLO)	Sr No	Laboratory Experiment / Practical Titles / Tutorial Titles	Number of hrs.	Relevant COs
LLO 7.1 Promote the development of effective communication skills LLO 7.2 .Improve non -verbal communication Skills LLO 7.3 Enhance interpersonal skills LLO 7.4 Build confidence	7	Enact Role Plays as per situation and context	2	CO5
LLO 8.1 Acquire the ability to convey complex ideas in clear and concise manner LLO 8.2 Expand technical vocabulary LLO 8.3 Enhance the written communication Skills	8	*Describe any three technical objects using correct grammar	2	CO4
LLO 9.1 Develop skills in story telling LLO 9.2 Connect with the audience	9	Narrate anecdotes of various situations in English	2	CO5
LLO 10.1 Notice and articulate specific elements, colors, shapes, & other visual aids LLO 10.2 Express observations & interpretations clearly and concisely LLO 10.3 Enhance vocabulary	10	*Describe a given picture (Any Two)	2	CO4
LLO 11.1 Express information in coherent and engaging manner LLO 11.2 Build confidence	11	*Introduce oneself and others	2	CO5
LLO 12.1 Present complex information in a clear & concise manner LLO 12.2 Develop public speaking skills and presentation skills	12	*Prepare a Power point presentation on a given topic	2	CO5
LLO 13.1 Improve language skills &expand vocabulary	13	*Translate paragraph --English to Marathi/Hindi (vice -Versa) (Any4)	2	CO4
LLO 14.1 Reflect on thoughts, feelings, and experiences	14	*Write your experience in 50 words on (Four) given situations (Diary Entry)	2	CO4
LLO 15.1 Develop language acquisition	15	*Respond to the questions based on the given passages	2	CO3
LLO 16.1 Build confidence in public speaking LLO 16.2 Enhance the skills in planning and prioritization	16	Deliver oral presentations using correct grammar and appropriate body language	2	CO5

Note : Out of above suggestive LLOs -

- '*' Marked Practicals (LLOs) Are mandatory.
- Minimum 80% of above list of lab experiment are to be performed.
- Judicial mix of LLOs are to be performed to achieve desired outcomes.

VII. SUGGESTED MICRO PROJECT / ASSIGNMENT/ ACTIVITIES FOR SPECIFIC LEARNING / SKILLS DEVELOPMENT (SELF LEARNING)

Micro project

- Report different types of episodes/anecdotes
- Seminar preparation and presentations
- Make a Podcast episode based on Indian Freedom Fighters
- Summarize the editorial columns of English newspapers
- Summarize the content of an Eminent person’s biography / autobiography
- Write a review on the following: Short stories ,Novels ,Films.
- Prepare a booklet on the contribution of eminent Indian scientists

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- Prepare a podcast referring ancient literature.
- Prepare blogs, podcast, vlogs
- Prepare a questionnaire & conduct the interview of Industry Personnel, social worker, entrepreneur
- Prepare and participate in debates and extempore speeches

Note :

- Above is just a suggestive list of microprojects and assignments; faculty must prepare their own bank of microprojects, assignments, and activities in a similar way.
- The faculty must allocate judicial mix of tasks, considering the weaknesses and / strengths of the student in acquiring the desired skills.
- If a microproject is assigned, it is expected to be completed as a group activity.
- SLA marks shall be awarded as per the continuous assessment record.
- For courses with no SLA component the list of suggestive microprojects / assignments/ activities are optional, faculty may encourage students to perform these tasks for enhanced learning experiences.
- If the course does not have associated SLA component, above suggestive listings is applicable to Tutorials and maybe considered for FA-PR evaluations.

VIII. LABORATORY EQUIPMENT / INSTRUMENTS / TOOLS / SOFTWARE REQUIRED

Sr.No	Equipment Name with Broad Specifications	Relevant LLO Number
1	Language Lab with relevant software and Computer system with all necessary components like; motherboard, random access memory (RAM), read-only memory (ROM), Graphics cards, sound cards, internal hard disk drives, DVD drive, network interface card	All
2	LCD Projector with document reader	All
3	Smart Board with networking	All

IX. SUGGESTED WEIGHTAGE TO LEARNING EFFORTS & ASSESSMENT PURPOSE (Specification Table)

Sr.No	Unit	Unit Title	Aligned COs	Learning Hours	R-Level	U-Level	A-Level	Total Marks
1	I	Vocabulary	CO1	10	2	4	6	12
2	II	Paragraph and Dialogue Writing	CO2	6	2	4	6	12
3	III	Comprehension (Seen and Unseen Passages)	CO3	16	5	6	13	24
4	IV	Communicative Language	CO4	7	2	4	8	14
5	V	Presentation Skills	CO5	6	2	2	4	8
Grand Total				**45**	**13**	**20**	**37**	**70**

X. ASSESSMENT METHODOLOGIES/TOOLS

Formative assessment (Assessment for Learning)

- -

Summative Assessment (Assessment of Learning)

- -

XI. SUGGESTED COS - POS MATRIX FORM

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Course Outcomes (COs)	Programme Outcomes (POs)							Programme Specific Outcomes* (PSOs)		
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO-1	PSO-2	PSO-3
CO1	1	1				2	1			
CO2	1	1				2	1			
CO3	1	1				2	1			
CO4	1	1				2	1			
CO5	1	1				2	1			

Legends :- High:03, Medium:02,Low:01, No Mapping: -
*PSOs are to be formulated at institute level

XII. SUGGESTED LEARNING MATERIALS / BOOKS

Sr.No	Author	Title	Publisher with ISBN Number
1	MSBTE	Spectrum, G Scheme and I- Scheme	MSBTE
2	Kumar, E. Suresh, Sreehari, P Savitri	Effective English with CD	Pearson Education
3	Gnanamurli	English Grammar at a Glance	S. Chand
4	CBSE	English Communicative (class X)	Golden
5	Dr. Anjana Tiwari	Communication Skills in English	Khanna Publishers, New Delhi

XIII . LEARNING WEBSITES & PORTALS

Sr.No	Link / Portal	Description
1	https://www.britishcouncil.in/english/learn-online	Website link is given to refer Unit 1
2	Vocabulary.com	Refer this website for interactive vocabulary quizzes, word lists
3	International Phonetic Association (IPA) Website	It offers audio examples and charts to help understand and transcribe sounds
4	grammarly.com/blog	For constructing effective paragraphs and improving clarity
5	www.newagegolden.com	Refer this website for speech writing, diary entry and paragraph writing

Note :

- Teachers are requested to check the creative common license status/financial implications of the suggested online educational resources before use by the students