CH/CE/EC/ EE/ME115	COMMUNICATIVE ENGLISH	L	T	P	C	Int	Ext
		2	-	-	2.0	30	70

Semester I [First Year]

COURSE OBJECTIVES:

1. Enhance students' language skills to effectively communicate in both spoken and written English.
2. Develop critical thinking and analytical skills through the interpretation and analysis of various texts and case studies.
3. Cultivate professional communication skills necessary for academic and professional success.
4. Integrate language learning with practical employability skills to prepare students for real-world situations.

COURSE OUTCOMES:

After successful completion of the course, the students are able to

1. utilize English language proficiently in both oral and written communication across diverse contexts.
2. analyze and interpret texts and case studies, demonstrating comprehension and critical thinking abilities.
3. demonstrate effective professional communication skills, including formal writing, presentation techniques, and non-verbal communication.
4. apply language and employability skills in practical scenarios, such as report writing, job applications, and biographical writing, to achieve academic and professional goals.

UNIT I [CO:1] **(6)**

* Root words, prefixes and suffixes

* Paragraph Writing: Desciption & Narration

* Grammar: Verb- Tense and Voice

* Communication Skills - Forms of Communication

UNIT II [CO:2] **(6)**

* Commonly Confused words and analogies

* E-mail Writing

* Grammar: Preposition and Articles

* Case studies

UNIT III [CO:3] **(6)**

* Acronyms & standard abbreviations

* Letter-writing, Complaints, Leave, Job application letter

* Grammer: Subject - Verb Agreement and Question tags

* Note making and Note taking

UNIT IV [CO:4] **(6)**

* One-word substitutes and Eponyms

* Report writing : Project, feasible and informtion related

* Jumbled sentences and Redundancy

* Biographical writing : Kanuru Lakshman Rao (K.L Rao), Ratan Tata, Kalpana Chawla.

LEARNING RESOURCES:

TEXT BOOK:

Communication Skills, Sanjay Kumar and Pushpa Lata, Oxford University Press.

REFERENCE BOOK(s):

1. Murphy, "English Grammar with CD", Cambridge University Press, New Delhi, 2004.
2. Rizvi Asheaf M, "Effective Technical Communication", Tata McGraw Hill, New Delhi, 2008.
3. Meenakshi Raman & Sangeeta Sharma, "Technical Communication - Principles and Practice", Third Edition, Oxford University Press, New Delhi, 2015.

WEB RESOURCES:

1. https://www.grammarbook.com
2. https://listenaminute.com
3. https://www.englishclub.com
4. https://www.indiabix.com