

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

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Programme Name/s</b> | : Architecture Assistantship/ 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 Science & Engineering/ 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./ Electronics Engineering/ Food Technology/ Computer Hardware & Maintenance/ Instrumentation & Control/ Industrial Electronics/ Information Technology/ Computer Science & Information Technology/ Instrumentation/ Interior Design & Decoration/ Interior Design/ Civil & Environmental Engineering/ Mechanical Engineering/ Mechatronics/ Medical Laboratory Technology/ Medical Electronics/ Production Engineering/ Printing Technology/ Polymer Technology/ Surface Coating Technology/ Computer Science/ Textile Technology/ Electronics & Computer Engg./ Travel and Tourism/ Textile Manufactures/ |
| <b>Programme Code</b>   | : AA/ AE/ AI/ AL/ AN/ AO/ AT/ BD/ CE/ CH/ CM/ CO/ CR/ CS/ CW/ DC/ DD/ DE/ DS/ EE/ EJ/ EK/ EP/ ET/ EX/ FC/ HA/ IC/ IE/ IF/ IH/ IS/ IX/ IZ/ LE/ ME/ MK/ ML/ MU/ PG/ PN/ PO/ SC/ SE/ TC/ TE/ TR/ TX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Semester</b>         | : First                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Course Title</b>     | : COMMUNICATION SKILLS (ENGLISH)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Course Code</b>      | : 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.
- CO4 - Use contextual words in English appropriately
- CO5 - Deliver effective presentations in English using appropriate body language

**IV. TEACHING-LEARNING & ASSESSMENT SCHEME**

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| Course Code | Course Title                   | Abbr | Course Category/s | Learning Scheme          |    |    |     |     | Credits | Assessment Scheme |           |       |       |     |                  |     |     |     |             | Total Marks |       |
|-------------|--------------------------------|------|-------------------|--------------------------|----|----|-----|-----|---------|-------------------|-----------|-------|-------|-----|------------------|-----|-----|-----|-------------|-------------|-------|
|             |                                |      |                   | Actual Contact Hrs./Week |    |    | SLH | NLH |         | Paper Duration    | Theory    |       |       |     | Based on LL & TL |     |     |     | Based on SL |             |       |
|             |                                |      |                   | CL                       | TL | LL |     |     |         |                   | Practical |       |       |     |                  |     |     |     |             |             |       |
|             |                                |      |                   |                          |    |    |     |     |         |                   | FA-TH     | SA-TH | Total |     |                  |     |     |     |             |             | FA-PR |
|             |                                |      |                   |                          |    |    |     |     |         |                   | 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.<br>TLO 1.2 Use prefix and suffix for flexibility and precision in language<br>TLO 1.3 Employ synonyms and antonyms to express similarity and contrast between words.<br>TLO 1.4 Use Homophones to expand their vocabulary<br>TLO 1.5 Make use of the collocations correctly | <b>Unit - I Vocabulary</b><br>1.1 Phonetics : Vowels(12) Consonants (24) Diphthongs (8)<br>1.2 Prefix & Suffix : . Definition & Examples , List of common prefixes and suffixes<br>1.3 Synonyms & Antonyms : Vocabulary expansion , Context & Usage<br>1.4 Homophones : Identifying Homophones , Meaning & Context , Vocabulary Expansion<br>1.5 Collocations : Definition & identification , Types of collocations | Language Lab<br>Drill<br>Classroom learning<br>Reference Books<br>NPTEL |
| 2     | TLO 2.1 Formulate paragraphs with synchronized sentence structure on the given situation / topic<br>TLO 2.2 Develop dialogues to practice language skill in a structured and meaningful way.                                                                                                                                        | <b>Unit - II Paragraph and Dialogue Writing</b><br>2.1 Types of paragraphs: Technical , Descriptive , Narrative<br>2.2 Dialogue Writing: i Greetings ii. Development iii. Closing Sentence                                                                                                                                                                                                                          | Classroom learning<br>Skit<br>Language Lab<br>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.<br>TLO 3.2 Formulate sentences using new words<br>TLO 3.3 Use correct syntax to construct meaningful sentences for the given situation.<br>TLO 3.4 Respond to the questions on the given seen & unseen passages. | <b>Unit - III Comprehension (Seen and Unseen Passages)</b><br>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<br>3.2 Importance of Comprehension<br>3.3 Unseen Passages<br>3.4 Interpretation of passages in written and Spoken form                                    | Classroom learning<br>interactive session<br>Discussion      |
| 4     | TLO 4.1 Describe technical objects with specifications<br>TLO 4.2 Explain the given picture in grammatically correct language.<br>TLO 4.3 Diary Entry on situations<br>TLO 4.4 Translate from English to Marathi/Hindi- vice versa                                                | <b>Unit - IV Communicative Language</b><br>4.1 Technical objects : i. Heading ii. Description of technical objects<br>4.2 Picture Description : i. Situational picture ii. Describe in your own words<br>4.3 Diary Entry : i. Date ii. Content iii. Name of the writer<br>4.4 Translation of paragraph from English to Marathi/Hindi-Vice versa (Question not to be asked on Translation in Theory Examination) | Language Lab<br>Pictures on situations<br>Classroom learning |
| 5     | TLO 5.1 Cultivate/Develop habit of being presentable<br>TLO 5.2 Formulate speeches for occasions<br>TLO 5.3 Prepare power point presentation<br>TLO 5.4 Use appropriate body language for effective communication                                                                 | <b>Unit - V Presentation Skills</b><br>5.1 Dressing & Grooming : i. Dressing for the occasion ii. Proper grooming<br>5.2 Speech Writing : i. Situation ii. Salutations iii. Introduction of the topic iv. Description/Body v. Conclusion<br>5.3 Power Point Presentation : i. Layout ii. Font size iii. Color combination<br>5.4 Kinesics : i. Facial expressions ii Eye contact iii Postures iv Gestures       | Classroom learning<br>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<br>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<br>LLO 3.2 Enrich word power<br>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<br>LLO 4.2 Enrich vocabulary<br>LLO 4.3 Develop overall language skills                      | 4     | *Construct sentences using 20 collocations                 | 2              | CO1          |
| LLO 5.1 Articulate ideas clearly and effectively<br>LLO 5.2 Improve grammar, punctuation                                               | 5     | *Write two paragraphs of 75 words each                     | 2              | CO2          |
| LLO 6.1 Add depth to narratives<br>LLO 6.2 Form grammatically correct sentences                                                        | 6     | *Compose situational dialogues (Any Two)                   | 2              | CO2          |

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| <b>Practical / Tutorial / Laboratory Learning Outcome (LLO)</b>                                                                                                                               | <b>Sr No</b> | <b>Laboratory Experiment / Practical Titles / Tutorial Titles</b>              | <b>Number of hrs.</b> | <b>Relevant COs</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------|-----------------------|---------------------|
| LLO 7.1 Promote the development of effective communication skills<br>LLO 7.2 .Improve non -verbal communication Skills<br>LLO 7.3 Enhance interpersonal skills<br>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<br>LLO 8.2 Expand technical vocabulary<br>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<br>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<br>LLO 10.2 Express observations & interpretations clearly and concisely<br>LLO 10.3 Enhance vocabulary | 10           | *Describe a given picture (Any Two)                                            | 2                     | CO4                 |
| LLO 11.1 Express information in coherent and engaging manner<br>LLO 11.2 Build confidence                                                                                                     | 11           | *Introduce oneself and others                                                  | 2                     | CO5                 |
| LLO 12.1 Present complex information in a clear & concise manner<br>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<br>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 judicious 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           |
| <b>Grand Total</b> |      |                                          |             | <b>45</b>      | <b>13</b> | <b>20</b> | <b>37</b> | <b>70</b>   |

**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     | <a href="https://www.britishcouncil.in/english/learn-online">https://www.britishcouncil.in/english/learn-online</a> | 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     | <a href="https://www.grammarly.com/blog">grammarly.com/blog</a>                                                     | For constructing effective paragraphs and improving clarity                  |
| 5     | <a href="https://www.newagegolden.com">www.newagegolden.com</a>                                                     | 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

MSBTE Approval Dt. 01/10/2024

Semester - 1, K Scheme