



|| Jai Sri Gurudev ||  
 Sri Adichunchanagiri Shikshana Trust (R)  
**SJB Institute of Technology**  
 BGS Health and Education City, Dr. Vishnuvardhana Road, Kengeri, Bengaluru-560060  
 Approved by AICTE, New Delhi.  
 Autonomous Institute affiliated to Visvesvaraya Technological University, Belagavi  
 Accredited by NAAC with 'A+' grade, Certified by ISO 9001 - 2015  
 Recognized by UGC, New Delhi with 2(f) & 12 (B)



<b>Semester:</b>	01	<b>Course Type:</b>	AEC
<b>Course Title: Communicative Skills In English</b>			
<b>Course Code:</b>	25ENGH04	<b>Credits:</b>	01
<b>Teaching Hours/Week (L: T:P:S)</b> {O – Other pedagogies, mention @}	0:2:0:1	<b>Total Hours:</b>	30
<b>CIE Marks:</b>	50	<b>SEE Marks:</b>	50
		<b>Total Marks:</b>	100
<b>SEE Type:</b>	Theory	<b>Exam Hours:</b>	02
<b>I. Course Objective</b>			
1. To enhance English communication and interpersonal skills for academic and professional settings. 2. To inculcate ethical and professional values in oral and written communication. 3. To prepare students for workplace challenges, including digital collaboration and cross-cultural interaction. 4. To introduce emerging areas like digital identity, personal branding, and emotional intelligence. 5. To foster creativity, critical thinking, and career-readiness through continuous activities and reflection.			
<b>II. COURSE CONTENT</b>			
<b>Module-1: COMMUNICATION SKILLS</b>			6 Hrs
Glimpses of Essential English for Engineers (General Overview). Communication Skills: Process, Verbal and Non-Verbal, Proxemics, Chronemics and Barriers. Introduction to Phonetics: Sounds and Symbols of vowels, Consonants, Diphthongs, <b>Activity:</b> Self- Introduction, Role play, communication games, listening exercises.			
<b>Pre-requisites (Self Learning)</b> Basic English Proficiency (PUC Level Grammar Proficiency) Basic knowledge of English grammar (sentence structure, tenses, subject–verb agreement). Familiarity with academic and technical vocabulary.			
<b>RBT Levels:</b> L1, L2 and L3			

<b>Module-2: ENGLISH LANGUAGE ENHANCEMENT</b>	6 Hrs
<p>Vocabulary Building- Technical and Academic. Reading: Extensive and intensive reading, Critical reading. Understanding tone, purpose and perspective. Reading Comprehension. Reading the Interview of an Achiever (Skimming and Scanning) (Case Studies). Writing: Writing a Short Biography of an Achiever Based on given reflections.</p> <p><b>Activity:</b> Vocabulary Flashcard contests, Rewriting informal to formal message</p>	
<p><b>Pre-requisites (Self Learning)</b> Audio Track listening such as Podcasts, Audio Books, Language Learning to improve Pronunciation, Comprehension and over all Language Skills.</p>	
<b>RBT Levels:</b> L1, L2 and L3	
<b>Module-3: Professional Speaking and Presentation Skills</b>	6Hrs
<p>Elements of public speaking (verbal/non-verbal), TED Talk analysis, Extempore, Emotional Intelligence: Self –awareness, empathy, regulation. Ethical and Inclusive communication in team environments. Presentation making. Writing: Formal Letter writing (Enquiry, Order, and Complaint). Tenses – Reported Speech, Blog Writing.</p> <p><b>Activity:</b> Conflict resolution role-plays, Peer feedback on teamwork and leadership tasks, Case studies on ethical dilemmas in workplace.</p>	
<p><b>Pre-requisites (Self Learning)</b> Learning Readiness and Willingness to participate actively in individual and group communication tasks. Openness to constructive feedback and self-reflection. Familiarity with common non-verbal cues (eye contact, posture, gestures, facial expressions).</p>	
<b>RBT Levels:</b> L1, L2 and L3	
<b>Module-4: ENGLISH IN DIGITAL WORLD</b>	6 Hrs
<p>Writing: Framing of search terms / keywords in search engines/ Commands for search on open AIs – Tools. Problems and opportunities in handling digital resources -Tools to check grammar. Writing: Citing information accurately from source material - Plagiarism – Infringement, Importance of academic integrity.</p> <p><b>Activity:</b> Book review [Fiction&amp; Non- Fiction], News Paper article reading, Magazine and Journals review.</p>	
<p><b>Pre-requisites (Self Learning)</b> Basic computer literacy (using browsers, search engines, and simple commands). Awareness of how search engines (Google, Bing, etc.) and AI tools (like ChatGPT) work. Basic understanding of digital information sources (websites, databases, online journals).</p>	
<b>RBT Levels:</b> L1, L2 and L3	
<b>Module-5: Writing for Professional and Public Purposes</b>	6Hrs
<p>Report writing: structure, tone, visuals. Emails, Blog writing, articles, and op-eds. Resume writing, Email and Curriculum Vitae. LinkedIn profile building. Networking and Professional image. Report writing – Informative, Inspection and Interpretive.</p> <p><b>Activity:</b> LinkedIn profile development, Resume and cover letter workshop.</p>	
<p><b>Pre-requisites (Self Learning)</b> Basic knowledge of paragraph and essay writing.</p>	

Familiarity with formal vs. informal tone in English.  
Awareness of data representation (charts, tables, visuals).

**RBT Levels:** L1, L2 and L3

### III. COURSE OUTCOMES

<b>CO1</b>	Apply effective oral and written communication skills in academic, interpersonal, and professional settings.
<b>CO2</b>	Demonstrate improved English proficiency with focus on grammar, vocabulary, and phonetics for accurate academic and professional communication.
<b>CO3</b>	Express the viewpoints with confidence in English.
<b>CO4</b>	Apply effective reading strategies such as skimming, scanning, and critical analysis to interpret and respond to academic and workplace texts.
<b>CO5</b>	Adapt communication strategies for cross-cultural, digital, and AI-integrated professional environments, demonstrating global readiness.

### IV. CO-PO-PSO MAPPING (mark H=3; M=2; L=1)

PO/PS O	1	2	3	4	5	6	7	8	9	10	11	12	S1	S2	S3	S4
CO1									2	3		2				
CO2									2	3		2				
CO3									2	3		2				
CO4									2	3		2				
CO5									2	2		2				

### V. Formative Assessment Details (CIE & SEE)

**Continuous Internal Evaluation (CIE)& Rubrics:** *Refer to Annexure section -5*

**Semester End Examination (SEE):** *Refer to Annexure section -5*

### VI. Learning Resources

#### VII(a): Textbooks:

Sl. No.	Title of the Book	Name of the author	Name of the publisher	Edition and Year
1	Communication Skills	Sanjay Kumar Puspa Latha	Oxford University Press	03 <sup>rd</sup> Ed., 2024.

#### VII(b): Reference Books:

1	English Grammar	Krishnaswamy, Subashree.	New York: Cambridge University Press.	04 <sup>th</sup> Ed., 2018
2	Oxford Advance Learners Dictionary	Oxford Publication	Oxford University Press.	10 <sup>th</sup> Ed., 2025
3	Cambridge English Skills:	Miles Craven	Cambridge University Press.	1 <sup>st</sup> Ed., 2008

	Real Listening and Speaking			
4	Communicative English for Professionals	Nitin Bhatnagar and Mamta Bhatnagar	Pearson India	1 <sup>st</sup> Ed., 2010

### VII(c): Web links and Video Lectures (e-Resources):

1. NPTEL Swayam: [https://youtu.be/xVFMmyROOo4?si=dZesBABETBwqbD\\_v](https://youtu.be/xVFMmyROOo4?si=dZesBABETBwqbD_v)
2. NPTEL Swayam: [https://youtu.be/Y4TbGPhQ7Ik?si=JmhaoKirUxvN\\_ile](https://youtu.be/Y4TbGPhQ7Ik?si=JmhaoKirUxvN_ile)
3. 7 Ways to Make a Conversation With Anyone:  
<https://youtu.be/F4Zu5ZZAG7I?si=75n6kSTE0F0j0oPc>
4. BBC Learning English – Listening, pronunciation
5. Coursera – Business Communication – Free auditing options:  
<https://www.coursera.org/>
6. LinkedIn Learning – Career readiness:  
<https://www.linkedin.com/learning>
7. Google Docs – Collaborative writing tasks  
<https://docs.google.com/document/u/0/>
8. Learn English – <https://learnenglish.britishcouncil.org/>
9. Take IELTS – <https://www.britishcouncil.in/exam/ielts>
10. British Council Apps – BBC Learn English Online Grammar, Learn English Podcasts, IELTS Word Power, BBC learning English Grammar online, Sounds Right (Phonemic Chart)

### VIII: Activity Based Learning

1. Vocabulary games
2. Listening to TED-Ed or BBC Learning English clips
3. Pronunciation practice using phonetic charts or IPA exercises
4. Reading news articles and writing abstracts
5. Leadership task with rotation of roles
6. LinkedIn profile creation and bio writing
7. “Design Your Career” pitch: presenting personal brand strategy
8. Role-play: handling conflict in workplace teams