



**Lesson Plan & Work-done Diary for AY: 2023-24, EVEN Semester**

Course with Code: Professional Writing skill in English (BPWSK206106)					Faculty: R.BHARATHI		Sem & Section: IInd Sem -A	
Module	Class No.	Date planned (DD/MM)	Topics to be covered	TLP Planned	Date of Conduction (DD/MM)	Topics Covered	TLP Executed	Remarks if any deviation
MODULE-1	1		<b>Identifying Common Errors in Writing and Speaking English :</b>	Chalk & Talk			Chalk & Talk	
	2		Common errors identification in parts of speech, Use of verbs and phrasal verbs, Auxiliary verbs and their forms, Subject Verb Agreement	Chalk & Talk			Chalk & Talk	
	3		Subject Verb Agreement (Concord Rules), Common error	Chalk & Talk			Chalk & Talk	
	4		in Subject-verb agreement, Sequence of Tenses and errors identification in Tenses. Words Confused,	Chalk & Talk			Chalk & Talk	
MODULE-2	5		<b>Nature and Style of sensible writing: Organizing</b> Principles of Paragraphs in Documents,	Chalk & Talk			Chalk & Talk	
	5		Writing Introduction and Conclusion, Importance of Proper Punctuation ,Precise writing and Techniques in Essay writing, Sentence arrangements	Chalk & Talk			Chalk & Talk	
	6		and Corrections activities. Misplaced modifiers, Contractions, Collocations, Word Order, Errors due to the Confusion of words	Chalk & Talk			Chalk & Talk	



**Lesson Plan & Work-done Diary for AY: 2022-23, EVEN Semester**

Course with Code :Professional Writing skill in English (BENGGK206)				Faculty: R.BHARATHI		Sem & Section: II <sup>nd</sup> Sem-A		
	Class No.	Date planned (DD/MM)	Topics to be covered	TLP Planned	Date of Conducti on (DD/MM)	Topics Covered	TLP Executed	Remarks if any deviation
<b>MODULE-3</b>	7		Word Accent, Stress Shift English Pronunciation, Pronunciation Guidelines to consonants	Chalk & Talk			Chalk & Talk	
	8		<b>Technical Reading and Writing Practices:</b> Technical writing process, Introduction to Technical Proposals Writing,	Chalk & Talk			Chalk & Talk	
	9		Introduction to Technical Reports writing, Significance of Reports, Types of Reports.	Chalk & Talk			Chalk & Talk	
	10		. Introduction to Technical Proposals Writing, Types of Technical Proposals, Characteristics of Technical Proposals. Scientific Writing Process	Chalk & Talk			Chalk & Talk	
	11		– Voices and Reported Speech, Spotting Error & Sentence Improvement, Cloze Test and Theme Detection Exercises	Chalk & Talk			Chalk & Talk	



**Lesson Plan & Work-done Diary for AY: 2022-23, EVEN Semester**

Course with Code: Professional Writing skill in English (BENGGK206)				Faculty: R.BHARATHI			Sem & Section: II <sup>nd</sup> Sem- A SEC	
MODULE-4	11	<b>Professional Communication for Employment:</b> Listening Comprehension, Types of Listening, Listening Barriers, Improving Listening Skills. Reading Comprehension,	Chalk & Talk			Chalk & Talk		
	12	Tips for effective reading. Job Applications, Types of official/employment/business Letters	Chalk & Talk			Chalk & Talk		
	13	Resume vs. Bio Data, Profile, CV. Writing effective resume for employment, Emails, Blog Writing and Memos	Chalk & Talk			Chalk & Talk		
MODULE-5	14	<b>Professional Communication at Workplace:</b> Group Discussion and Professional Interviews	Chalk & Talk			Chalk & Talk		
	15	Characteristics and Strategies of a GD and PI's, Intra and Interpersonal Communication Skills at workplace,	Chalk & Talk			Chalk & Talk		
	16	Non-Verbal Communication Skills and its importance in GD and Interview.	Chalk & Talk			Chalk & Talk		
	17	. Presentation skills and Formal Presentations by Students, Strategies of Presentation Skills.	Chalk & Talk			Chalk & Talk		



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Course with Code: Professional Writing skill in English (BENGGK206)

Faculty: R.BARATHI

Sem: IInd Sem –A Sec

Cl ass No	Date Planned	Topics to be covered	TLP Planned	Date of Conduction (DD/MM)	Topics Covered	TLP Execute d	Remarks if any deviation
		Reading and listening Comprehensions-exercises	Chalk & Talk		Reading and listening Comprehensions-exercises	Chalk & Talk	
		Revision-Module-1	Chalk & Talk		Revision-Module-1	Chalk & Talk	
		Revision-Module-2	Chalk & Talk		Revision-Module-2	Chalk & Talk	
		Revision-Module-3	Chalk & Talk		Revision-Module-3	Chalk & Talk	
		Revision-Module-4	Chalk & Talk		Revision-Module-4	Chalk & Talk	
		Revision-Module-5	Chalk & Talk		Revision-Module-5	Chalk & Talk	

	Activity	Planned	Actual	Remarks
1	Theory Classes	18	18	
2	Assignments/Quizzes/ Self study	2/5	5	
3	Tutorials/ Extra classes	-	2	Due to absence of faculties
4	Internal Assessments	3		
5	ICT based Teaching (% of usage in Curriculum)			

Planning

Execution

Faculty Signature:

Faculty Signature:

HoD Signature:

HoD Signature:

**Theory - 01 Credit Course**
**Communicative English**

Course Title:	<b>Communicative English</b>		
Course Code:	<b>22ENG16</b>	CIE Marks	50
Course Type (Theory/Practical /Integrated)	Theory	SEE Marks	50
		Total Marks	100
Teaching Hours/Week (L:T:P: S)	1:0:0:0	Exam Hours	01 Theory
Total Hours of Pedagogy	15 hours	Credits	01

**Course objectives:** The course Communicative English (22ENG16) will enable the students,

1. To know about Fundamentals of Communicative English and Communication Skills in general.
2. To train to identify the nuances of phonetics, intonation and enhance pronunciation skills for better Communication skills.
3. To impart basic English grammar and essentials of important language skills.
4. To enhance with English vocabulary and language proficiency for better communication skills.
5. To learn about Techniques of Information Transfer through presentation.

**Teaching-Learning Process :**

These are sample Strategies, which teacher can use to accelerate the attainment of the various course outcomes and make Teaching –Learning more effective:

Teachers shall adopt suitable pedagogy for effective teaching - learning process. The pedagogy shall involve the combination of different methodologies which suit modern technological tools and software's to meet the present requirements of the Global employment market.

- (i) Direct instructional method ( Low/Old Technology), (ii) Flipped classrooms (High/advanced Technological tools), (iii) Blended learning (Combination of both), (iv) Enquiry and evaluation based learning, (v) Personalized learning, (vi) Problems based learning through discussion, (vii) Following the method of expeditionary learning Tools and techniques, (viii) Use of audio visual methods through language Labs in teaching of of LSRW skills.

Apart from conventional lecture methods, various types of innovative teaching techniques through videos, animation films may be

adapted so that the delivered lesson can progress the students In theoretical applied and practical skills in teaching of communicativeskills in general.

**Language Lab :** To augment LSRW, grammar and Vocabulary skills (Listening, Speaking, Reading, Writing and Grammar, Vocabulary) through tests, activities, exercises etc., comprehensive web-based learning and assessment systems can be referred as per the AICTE / VTU guidelines.



**Module-1**

**(03 hours of pedagogy)**

**Introduction to Communicative English :** Communicative English, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English. Interpersonal and Intrapersonal Communication Skills.

**Module-2**

**(03 hours of pedagogy)**

**Introduction to Phonetics :** Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced, Silent and Non silent Letters, Syllables and Structure. Word Accent, Stress Shift and Intonation, Spelling Rules and Words often Misspelt. Common Errors in Pronunciation.

**Module-3**

**(03 hours of pedagogy)**

**Basic English Communicative Grammar and Vocabulary PART - I :**Grammar: Basic English Grammar and Parts of Speech, Articles and Preposition. Question Tags, One Word Substitutes, Strong and Weak forms of words, Introduction to Vocabulary, All Types of Vocabulary – Exercises on it.

**Module-4**

**(03 hours of pedagogy)**

**Basic English Communicative Grammar and Vocabulary PART - II:**Words formation - Prefixes and Suffixes, Contractions and Abbreviations. Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it.

**Module-5**

**(03 hours of pedagogy)**

**Communication Skills for Employment:**Information Transfer :Oral Presentation and its Practice. Difference between Extempore/Public Speaking, Communication Guidelines. Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence. Reading and Listening Comprehensions – Exercises.

**Theory - 01 Credit Course**  
**Communicative English**

Course Title:	<b>Communicative English</b>		
Course Code:	<b>22ENG16</b>	CIE Marks	50
Course Type (Theory/Practical /Integrated)	Theory	SEE Marks	50
		Total Marks	100
Teaching Hours/Week (L:T:P: S)	1:0:0:0	Exam Hours	01 Theory
Total Hours of Pedagogy	15 hours	Credits	01
<b>Course objectives:</b> The course Communicative English (22ENG16) will enable the students, <ol style="list-style-type: none"> <li>To know about Fundamentals of Communicative English and Communication Skills in general.</li> <li>To train to identify the nuances of phonetics, intonation and enhance pronunciation skills for better Communication skills.</li> <li>To impart basic English grammar and essentials of important language skills.</li> <li>To enhance with English vocabulary and language proficiency for better communication skills.</li> <li>To learn about Techniques of Information Transfer through presentation.</li> </ol>			
<b>Teaching-Learning Process :</b> These are sample Strategies, which teacher can use to accelerate the attainment of the various course outcomes and make Teaching – Learning more effective: Teachers shall adopt suitable pedagogy for effective teaching - learning process. The pedagogy shall involve the combination of different methodologies which suit modern technological tools and software's to meet the present requirements of the Global employment market. <ol style="list-style-type: none"> <li>Direct instructional method ( Low/Old Technology),</li> <li>Flipped classrooms (High/advanced Technological tools),</li> <li>Blended learning (Combination of both),</li> <li>Enquiry and evaluation based learning,</li> <li>Personalized learning,</li> <li>Problems based learning through discussion,</li> <li>Following the method of expeditionary learning Tools and techniques,</li> <li>Use of audio visual methods through language Labs in teaching of of LSRW skills.</li> </ol> Apart from conventional lecture methods, various types of innovative teaching techniques through videos, animation films may be adapted so that the delivered lesson can progress the students In theoretical applied and practical skills in teaching of communicativeskills in general.			
<b>Language Lab :</b> To augment LSRW, grammar and Vocabulary skills (Listening, Speaking, Reading, Writing and Grammar, Vocabulary) through tests, activities, exercises etc., comprehensive web-based learning and assessment systems can be referred as per the AICTE / VTU guidelines.			
<b>Module-1</b>		<b>(03 hours of pedagogy)</b>	
<b>Introduction to Communicative English :</b> Communicative English, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English. Interpersonal and Intrapersonal Communication Skills.			
<b>Module-2</b>		<b>(03 hours of pedagogy)</b>	
<b>Introduction to Phonetics :</b> Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced, Silent and Non silent Letters, Syllables and Structure. Word Accent, Stress Shift and Intonation, Spelling Rules and Words often Misspelt. Common Errors in Pronunciation.			
<b>Module-3</b>		<b>(03 hours of pedagogy)</b>	
<b>Basic English Communicative Grammar and Vocabulary PART - I :</b> Grammar: Basic English Grammar and Parts of Speech, Articles and Preposition. Question Tags, One Word Substitutes, Strong and Weak forms of words, Introduction to Vocabulary, All Types of Vocabulary – Exercises on it.			
<b>Module-4</b>		<b>(03 hours of pedagogy)</b>	
<b>Basic English Communicative Grammar and Vocabulary PART - II:</b> Words formation - Prefixes and Suffixes, Contractions and Abbreviations. Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it.			
<b>Module-5</b>		<b>(03 hours of pedagogy)</b>	
<b>Communication Skills for Employment:</b> Information Transfer :Oral Presentation and its Practice. Difference between Extempore/Public Speaking, Communication Guidelines. Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence. Reading and Listening Comprehensions – Exercises.			

### **Course outcome (Course Skill Set)**

At the end of the course Communicative English (22ENG16) the student will be able to:

### **Assessment Details (both CIE and SEE)**

The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing mark for the CIE is 40% of the maximum marks (20 marks out of 50). The minimum passing mark for the SEE is 35% of the maximum marks (18 marks out of 50). A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course if the student secures not less than 35% (18 Marks out of 50) in the semester-end examination(SEE), and a minimum of 40% (40 marks out of 100) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

### **Continuous Internal Evaluation(CIE):**

#### **Two Unit Tests each of 30 Marks (duration 01 hour)**

- First test after the completion of 30-40 % of the syllabus
- Second test after completion of 80-90% of the syllabus

One Improvement test before the closing of the academic term may be conducted if necessary. However best two tests out of three shall be taken into consideration

#### **Two assignments each of 20 Marks**

The teacher has to plan the assignments and get them completed by the students well before the closing of the term so that marks entry in the examination portal shall be done in time. Formative (Successive) Assessments include Assignments/Quizzes/Seminars/ Course projects/Field surveys/ Case studies/ Hands-on practice (experiments)/Group Discussions/ others.. The Teachers shall choose the types of assignments depending on the requirement of the course and plan to attain the Cos and POs. (to have a less stressed CIE, the portion of the syllabus should not be common /repeated for any of the methods of the CIE. Each method of CIE should have a different syllabus portion of the course). CIE methods /test question paper is designed to attain the different levels of Bloom's taxonomy as per the outcome defined for the course.

**The sum of two tests, two assignments, will be out of 100 marks and will be scaled down to 50 marks**

### **Semester End Examinations (SEE)**

SEE paper shall be set for **50 questions, each of the 01 mark**. The pattern of the **question paper is MCQ** (multiple choice questions). The time allotted for SEE is **01 hour**. The student must secure a minimum of 35% of the maximum marks for SEE.

### **Suggested Learning Resources:**

#### **Textbook:**

- 1) **Communication Skills** by Sanjay Kumar & Pushp Lata, Oxford University Press India Pvt Ltd - 2019.
- 2) **A Textbook of English Language Communication Skills**, (ISBN-978-81-955465-2-7), Published by InfiniteLearning Solutions, Bengaluru - 2022.

#### **Reference Books:**

1. **Technical Communication** by Gajendra Singh Chauhan and Et al, (ISBN-978-93-5350-050-4), Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.



2. **English for Engineers** by N.P.Sudharshana and C.Savitha, Cambridge University Press – 2018.
3. **English Language Communication Skills – Lab Manual cum Workbook**, Cengage learning India Pvt Limited [Latest Revised Edition] – (ISBN-978-93-86668-45-5), 2019.
4. **A Course in Technical English – D Praveen Sam, KN Shoba**, Cambridge University Press – 2020.
5. **Practical English Usage** by Michael Swan, Oxford University Press – 2016.

**Activity Based Learning (Suggested Activities in Class)/ Practical Based learning**

- Contents related activities (Activity-based discussions)
- For active participation of students instruct the students to prepare Flowcharts and Handouts
- Organising Group wise discussions Connecting to placement activities
- Quizzes and Discussions, Seminars and assignments

**The Correlation of Course Outcomes (CO's) and Program Outcomes (PO's)**

Subject Code:	22EGH16	TITLE :Communicative English											Faculty Name:	R.Bharathi
List of Course Outcomes	Program Outcomes												Total	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12		
CO-1	0	0	0	0	0	0	0	1	0	2	0	2	5	
CO-2	0	0	0	0	0	0	0	0	0	2	0	2	4	
CO-3	0	0	0	0	0	0	0	0	0	2	0	2	4	
CO-4	0	0	0	0	0	0	0	0	0	2	0	2	4	
CO-5	0	0	0	0	0	0	0	0	2	2	0	2	6	
<b>Total</b>	-	-	-	-	-	-	-	1	2	10	0	10	23	

**Note:** 4 = Strong Contribution    3 = Average Contribution    2 = Weak Contribution    1 = No Contribution



**The Correlation of Course Outcomes (CO's) and Program Specific Outcomes (PSO's)**

<b>Subject Code:</b>	<b>22EGH16</b>	<b>TITLE:</b> <b>Communicative Skill</b>	<b>Faculty Name:</b>	
<b>List of Course Outcomes</b>				
	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>Total</b>
<b>CO-1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>CO-2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>CO-3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>CO-4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>CO-5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>

**Note:** 4 = Strong Contribution    3 = Average Contribution    2 = Weak Contribution    1 = No Contribution