

**COMMUNICATIVE ENGLISH II**

<b>Course Code</b>	20HS1201	<b>Year</b>	I	<b>Semester</b>	II
<b>Course Category</b>	Humanities	<b>Branch</b>	ME	<b>Course Type</b>	Theory
<b>Credits</b>	3	<b>L-T-P</b>	3-0-0	<b>Prerequisites</b>	Nil
<b>Continuous Internal Evaluation</b>	30	<b>Semester End Evaluation</b>	70	<b>Total Marks</b>	100

**Course Outcomes:** Upon successful completion of the course, the student will be able to

CO	Statement	Skill	BTL	Units
CO1	Understand various Linguistic aspects.	Understand	L3	1,2,3,4,5
CO2	Apply language to draft letters for various business purposes.	Apply	L3	2,5
CO3	Interpret the text for information processing and effective communication.	Apply	L3	1,3,4
CO4	Analyze the data for report writing and précis writing.	Analyze	L4	2,4
CO5	Relate advanced writing skills for better employability.	Analyze	L4	1,2,3,4,5

**Contribution of Course Outcomes towards achievement of Program Outcomes &  
Strength of correlations (3: High, 2: Medium, 1: Low)**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1														1
CO2										3		3		1
CO3									3	3		3		1
CO4										3		3		1
CO5									3	3		3		1

**Syllabus**

UNIT	Contents	Mapped COs
I	<p><b>Reading:</b> Reading for presenting - strategies to select, compile and synthesize information for presentation-Comprehending a wide range of texts -Reading to recognize academic style</p> <p><b>Reading for Writing:</b> Paraphrasing - using quotations and in-text references; using academic style - avoiding colloquial words and phrases - Writing an essay after researching a topic - Citing the sources used</p> <p><b>Grammar and Vocabulary:</b> Academic verbs in context; formal words and phrases-Awareness about Root words</p>	CO1 CO3 CO5
II	<p><b>Reading:</b> Recognizing formal and informal styles -Recognizing the difference between facts and opinions - Identifying and understanding different perspectives</p> <p><b>Writing:</b> Letter writing and e mail writing - Structure, Conventions and Etiquette – Informal, semi-formal and formal (enquiry, complaints, seeking permission, seeking internship - Re-draft a piece of text from a different perspective - Writing brief critical reviews of short texts. Communication skills-verbal /Non verbal</p> <p><b>Grammar and Vocabulary:</b> Agreement: Subject-verb, Noun-pronoun; Editing short texts - Phrasal verbs - Phrasal prepositions - Avoiding clichés</p>	CO1 CO2 CO4 CO5

III	<p><b>Reading:</b> Identifying claims, evidences, views/opinions, purpose, and stance/position -Understand the correlation between a talk and a reading text based on inferences made.</p> <p><b>Writing:</b> Writing structured analytical and argumentative essays on general topics using suitable claims and evidences with the sources cited-Peer review of the essays written</p> <p><b>Grammar and Vocabulary:</b> Language for different functions such as stating a point, expressing opinion, Agreeing/disagreeing, Adding information to what someone has stated, and asking for clarification - Modifiers and misplaced modifiers. Corporate grooming</p>	CO1 CO3 CO5
IV	<p><b>Reading:</b> Reading varied text types - Structure and contents of a formal report -Sections in a report and understanding the purpose of each section- Significance of references</p> <p><b>Writing:</b> Writing reports</p> <p><b>Grammar and Vocabulary:</b> Active and passive voice - Use of passive verbs in academic writing- Precis writing</p>	CO1 CO3 CO4 CO5
V	<p><b>Reading:</b> Reading for inferential comprehension</p> <p><b>Writing:</b> Writing one's CV and cover letter - Applying for a job/internship</p> <p><b>Grammar and Vocabulary:</b> Reinforcing learning - Edit one's writing to correct common errors in grammar and usage - Use appropriate vocabulary for speaking and writing – Various purposes, Jumbled sentences</p>	CO1 CO2 CO5

Learning Resources	
<b>Text Books</b>	
1. Prabhavathy Y, M.Lalitha Sridevi “English all Round2: Communication skills for Undergraduate students”, Orient Black Swan, 2020	
<b>Reference Books</b>	
1. Bailey, Stephen. Academic writing: A handbook for international students. Routledge, 2014. 2. Skillful Level 2 Reading & Writing Student's Book Pack (B1) Macmillan Educational. 3. Hewings, Martin. Cambridge Academic English (B2). CUP, 2012(Student Book, Teacher Resource Book, CD & DVD)	
<b>e- Resources &amp; other digital material</b>	
<p><b>Grammar/Listening/Writing:</b>  <a href="http://1-language.com/">1-language.com;</a>      <a href="http://www.5minuteenglish.com/">http://www.5minuteenglish.com/</a>      <a href="https://www.englishpractice.com/">https://www.englishpractice.com/</a></p> <p><b>Grammar/Vocabulary:</b>            English Language Learning Online;      <a href="http://www.bbc.co.uk/learningenglish/">http://www.bbc.co.uk/learningenglish/</a>  <a href="http://www.better-english.com/">http://www.better-english.com/;</a>      <a href="http://www.nonstopenglish.com/">http://www.nonstopenglish.com/</a>  <a href="https://www.vocabulary.com/">https://www.vocabulary.com/;</a>      BBC Vocabulary Games            Free Rice Vocabulary Game</p> <p><b>Reading:</b>  <a href="https://www.usingenglish.com/comprehension/">https://www.usingenglish.com/comprehension/;</a>      <a href="https://www.englishclub.com/reading/short-stories.htm">https://www.englishclub.com/reading/short-stories.htm;</a>      <a href="https://www.english-online.at/">https://www.english-online.at/</a></p> <p><b>All Skills:</b>  <a href="https://www.englishclub.com/">https://www.englishclub.com/;</a>      <a href="http://www.world-english.org/">http://www.world-english.org/</a>  <a href="http://learnenglish.britishcouncil.org/">http://learnenglish.britishcouncil.org/</a></p> <p><b>Online Dictionaries:</b>            Cambridge dictionary online; MacMillan dictionary;      Oxford learner's dictionaries</p>	