

Instruction: 2 hours per week

Credits: 2

Sessional Marks: 30

University Examination: 70 Marks

Duration of University Examination: 3 Hours

Course Objectives:

- To enhance the English language abilities of Engineering students
- To strengthen the grammar and vocabulary of the students
- To improve reading and comprehension skills
- To hone the students' writing skills

Course Outcomes:

On successful completion of the course, the student will be able to

- read, understand, and interpret a variety of written texts
- use appropriate vocabulary and correct grammar
- undertake guided and extended writing with confidence

Unit-1

6h

Fundamentals of Communication Skills:

Scope and Significance of Communication Skills, Process of Communication Importance and objectives of Listening, Speaking, Reading and Writing in communication.

Reading: Dreams by Langston Hughes

Grammar: Parts of Speech & Punctuation

Unit-2

5h

Reading: Good Manners by J.C. Hill.

Writing: Paragraph writing

Vocabulary: Word Formation & Synonyms, Antonyms

Grammar: Concord

Unit-3

6h

Reading: The Generation Gap---- Benjamin Spock

Writing: Information Transfer, Summarising Skills

Vocabulary: Words Often Confused One-Word Substitutes

Grammar: Tense and Aspect

Unit-4

7h

Reading: The need for Excellence---- N.R. Narayana Murthy

Writing: Job Application, Resume / CV Writing, Business Letters - Enquiry, complaint & Response

Vocabulary: Idioms and Phrasal Verbs, Euphemisms, Inclusive language,

Grammar: Active & Passive Voice

Unit-5

6h

Reading: The Best of School --- D.H. Lawrence

Writing: Memos, Report Writing, E-mail writing.

Vocabulary: Abbreviations of Scientific and Technical Words.

Grammar: Narration

Text Books/Suggested References:

- i. "The Essence of Effective Communication", Ludlow R. and Panton F., Prentice Hall, 1992.
- ii. "Effective Communication Skills", Kulbhushan Kumar, Khanna Publishing House, 2019. 3.
- iii. "A University Grammar of English", Quirk R. and Sidney G., 3rd Edition, Pearson Education, 2008.
- iv. "Essentials of Business Communication", Guffrey M.E., 8th Edition, Pubs: South-Western College Publishing, 2009.
- v. "Technical Communication: Principles and Practice", Raman M. and Sharma S., 2nd Edition, Pubs: Oxford University Press, 2012.
- vi. "Effective Business Communication", Rodrigues M.V., Pubs: Concept Publishing Company, Delhi, 2003.
- vii. "English Vocabulary in Use", McCarthy M. and Felicity O' Dell, 2nd Edition, Pubs: 2010.
- viii. Effective Technical Communication. M.Ashraf Rizvi McGraw Hill Education 2018.

Frederic
7/9/22

Chairperson
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Maximum Marks: 70

DEPARTMENT OF ENGLISH
Osmania University

Communication Skills
B.E AI&ML

Duration of Exam: 3 hours

Section A
(10 x 2 = 20 Marks)

10 questions to be set on the Vocabulary and Grammar components of the five units of the syllabus.

All questions to be answered.

Each question will carry 2 marks (10 x 2 = 20 marks).

- Q 1 & 2 to be based on the Grammar components of Unit I
- Q 3 & 4 to be based on the Vocabulary and Grammar components of Unit II
- Q 5 & 6 to be based on the Vocabulary and Grammar components of Unit III
- Q 7 & 8 to be based on the Vocabulary and Grammar components of Unit IV
- Q 9 & 10 to be based on the Vocabulary and Grammar components of Unit V

Section B
(5 x 10 = 50 Marks)

Qs 11-17 will be short essay questions.

Seven questions to be given. Any five to be answered.

Each question will have A & B parts. Both parts have to be answered.

Each question (A + B) will carry 10 marks (5 + 5 = 10 marks).

- Q 11 A & B to be based on the Reading and Writing components Unit I
- Q 12 A & B to be based on the Reading and Writing components Unit II
- Q 13 A & B to be based on the Reading and Writing components Unit III
- Q 14 A & B to be based on the Reading and Writing components Unit IV
- Q 15 A & B to be based on the Reading and Writing components Unit V
- Q 16 A & B to be based on seen passages from the Reading components of Unit I-V followed by 5 comprehension questions on each passage.
- Q 17 A & B to be based on two short unseen passages followed by 5 comprehension questions on each passage.

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