24EN101 COMMUNICATIVE ENGLISH			
Course Category:	HS	**Credits:**	4.5C
Course Type:	Theory	**Lecture-Tutorial-Practice:**	3L-0T-3P
Pre-requisites:	**Intermediate English**	**Continuous Assessment:** 40 **Summative Assessment:** 60 **Total Marks:** 100	

Course Description:

Communicative English course covers Intercultural Communication, AI in higher education, and Natural Language Processing. It emphasizes effective listening, presentation techniques, innovation, creativity, advanced reading, and technical writing skills, addressing verbal and nonverbal communication fundamentals, processes, barriers, and strategies for confidence and fluency, preparing students for career readiness and leadership.

Course Objectives:

1) Explain the verbal and nonverbal processes of Communication.

2) Familiarize active listening skills and explain the traits of a good listener.

3) Introduce speaking skills for effective presentations.

4) Teach reading techniques to enhance employability skills.

5) Instruct writing techniques to enhance employability skills.

Course Outcomes:

At the end of the course, the students will be able to

CO	Course Outcomes:	BTL
CO1	Relate and recall the verbal and nonverbal processes of Communication.	(K1)
CO2	Demonstrate active listening skills and acquire the traits of a good listener.	(K2)
CO3	Apply English speaking skills to deliver effective presentations.	(K3)
CO4	Appraise reading techniques like skimming and scanning to enhance employability skills.	(K4)
CO5	Assess writing techniques like outlining and clustering to enhance employability skills.	(K5)

Course articulation matrix

Contribution of Course Outcomes towards achievement of Program Outcomes

(L – Low, M – Medium, H – High)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11
CO1	M							M	H		M
CO2	M							M	H		M
CO3	M							M	H		M
CO4	M							M	H		M
CO5	M							M	H		M

Course Content

Unit-I

Introduction to Communication:

Basics of Communication, Process of Communication, Levels of Communication, Verbal and Nonverbal Communication, Channels of Communication, Barriers to Communication, *Intercultural Communication.*

Unit-II

Listening Skills:

Effective Listening, Active Traits of a Good Listener, Listening Modes, Types of Listening, Barriers to Effective Listening, Listening for general content, *AI in Higher Education : Opportunities, Challenges, and Ethical Considerations.*

Unit-III

Speaking Skills:

Achieving Confidence, Clarity & Fluency, Effective Presentation Strategies, Meetings, Conferences, Paralinguistic Features, Barriers to Speaking, *Natural Language Processing.*

Unit-IV

Reading Skills:

Reading Techniques, Techniques for Good Comprehension, Study Skills, Reading and Interpretation, Intensive, Extensive & Critical Reading, Reading for Different Purposes, *Innovation and Human Creativity.*

Unit-V
Writing Skills: Technical Writing, Importance and Characteristics, Techniques for Good Technical Writing, Paragraph Construction, Essays, Reports, ***Communication for Career-readiness and Leadership.***
Text Books: 1)Raman, M., & Sharma, S. (2012). *Technical Communication* (2nd ed.). Oxford University Press.
Reference Books: 1) Pushplata, & Kumar, S. (2011). *Communication Skills.* Oxford University Press. 2) Rizvi, A. (2005). Eff*ective Technical Communication*. Tata McGraw-Hill Publishing Company Limited. 3) Mishra, S, & Muralikrishna, C. (2006). *Communication Skills for Engineers*. Pearson.
Web Resources: http://ndl.iitkgp.ac.in/he_document/ekumbh/ekumbh/85?e=5|text%20books%20on%20technical%20communication||| Kulbhushan Kumar. *English for Technical Professionals.* https://www.gtuelibrary.edu.in/publication/Technical%20communication%205th%20June'09.pdf Prof. (Dr.) M. D. Desai, *Technical Communication.* https://gnindia.dronacharya.info/CSE-AI-ML/Common-Subjects/Downloads/Technical-Communication/Books/Technical-Communication-Book-1.pdf *Technical Communication Principles and Practice* Meenakshi Raman and Sangeeta Sharma

Laboratory Exercises
Listening:

1) Listening Comprehension
Introduction – Strategies for Effective Listening – Types of Listening (Discriminative, Comprehensive, Evaluative, and Appreciative) – Improving Listening Comprehension (Note-taking and Summarizing) – Overcoming Distractions and Misunderstandings – Practice Activities.

Speaking:

2) Phonetics
Introduction – Articulatory Phonetics (The Sounds of Speech Production) – Phonological Concepts (Sound Patterns and Rules) – Practical Applications.

3) Conversation Starters - Introducing Self and others
Icebreakers – Introducing Yourself – Introducing Others – Accepting – Declining – Agreeing – Disagreeing – Seeking Clarification – Seeking Permission – Expressing Interest – Offering Help.

4) Just A Minute
Introduction – Rules of the Game (No Hesitation, No Deviation, No Repetition) – Strategies for Success –Benefits of JAM – Common Challenges – Practice Sessions.

5) Situational Dialogues & Role Plays
Introduction – Benefits – Planning and Structuring a Role Play – Everyday Scenarios – Tips for Effective Role Playing – Role Play Practice.

Reading:

6) Reading Comprehension
Understanding Reading Comprehension – Strategies for Effective Reading – Types of Reading Comprehension Questions – Improving Vocabulary and Context Clues – Practice Exercises – Techniques to Master.

7) Vocabulary
Vocabulary Building – Exploring Prefixes – Discovering Suffixes – Uncovering Roots – Selected Word List (500 Essential Words for Vocabulary Development) – Practical Application.

8) Grammar
Introduction to Grammar Essentials – Understanding Tenses – Mastering Articles – Navigating Prepositions – Practice Exercises – Tips for Improving Grammar Skills.

9) Describing People, Places, Objects and Events
Introduction to Descriptive Language – Describing People – Describing Places – Describing Objects – Describing Events – Practice Activities.

Writing:

10) Poster Presentation
Introduction – Designing an Effective Poster – Content Development – Presenting Information Visually – Effective Delivery – Tips for Engaging Your Audience.

11) Letter Writing
Introduction – Structure of a Letter – Types of Letters – Writing Techniques – Addressing Envelopes –Practice Activities.

12) Email Writing
Introduction – Parts of an Email – Tone, Style and Language – Email Etiquette – Dos and Don'ts of Professional Email Communication – Organizing Inbox and Responding Promptly – Practice Activities.

Text Book: Communicative English Lab Manual
References:
1) D. Sudha Rani. (2011). *A Manual for English Language Laboratories*. Pearson, Noida,
2) Nira Konar. (2011). *English Language Laboratories*. PHI Learning Private Limited, New Delhi.
English Language Communication Skills Lab Software:
    1) Walden
    2) Softx
    3) Visionet Spears Digital Language Lab software Advance Pro
    4) ODll Language Learner's Software, Orell Techno Systems