

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES–AP**  
(Established through Act No.18 of 2008) – Andhra Pradesh, India

## **BOARD OF STUDIES – 2022**



## **PUC ORIENTATION PROGRAM**

(w.e.f. the Academic Year 2022-23)

### **COURSE STRUCTURE & DETAILED SYLLABUS**

**DEPARTMENT OF ENGLISH**

**Date & Time** : October 14, 2022 & 11:00 AM  
**Venue** : RGUKT Nuzvid & Virtual Meeting



**PUC-1 ENGLISH ORIENTATION PROGRAM SYLLABUS**

**Class:** PUC-1

**Name of the Course:** Orientation Program

**Hours of Instruction:** 20

**Duration of the Period:** 1 Hour

***Course objectives:***

1. To offer students the basic knowledge about the University and its academic culture and structure
2. To make students familiar with the new classroom and college atmosphere
3. To make students know each other
4. To identify the students' knowledge and skills in English language
5. To improve the vocabulary of the students through Activities, Games, and Quizzes
6. To refresh the students' knowledge of various patterns of sentence and structures
7. To inculcate the habit of reading among students
8. To inculcate LSRW skills in the students

<b>S. No</b>	<b>Topic</b>	<b>Hours of Instruction</b>
1	Introduction to University, Course, Syllabus, Success Stories	1
2	Self-Introduction by students (Speaking Practice)	3
3	Writing Practices (Simple Questions are to be asked)	2
4	Vocabulary Games	2
5	Panchatantra Tales (reading material is to be supplied)	4
6	Listening Comprehension (audio bytes are to be supplied)	2
7	Guided Composition- Present Tense	2
8	Guided Composition- Past Tense	2
9	Guided Composition- Future Tense	2
<b>Total Hours of Instruction</b>		<b>20</b>

## **Instructions for the Teacher:**

1. About the university – Information about existing student voluntary bodies – Syllabus - Success stories of some previous students – Attitude in the campus and in the hostels- importance of hygiene- Social Distance and sanitizing the hands frequently.
2. Introduce him/her - To add his/her personal experiences to make Telugu Medium students at ease. To enhance interaction among the students – Activity Based  
A student has to gather personal information of a student who is next to him and later he/she has to introduce the same to the class.
3. Write the topics on the Board and give numbers to the each topic. Arrange some chits with numbers. Ask each student to pick a chit from the box. Now ask them to write a few lines on the topic of the number they have taken. The topics may be like: Your favourite hero, Your favourite Sports person, Your village, Your School, Your Parents, Your Favourite Teacher in the School, Movie you like the best, The places you have visited, Your experience at RGUKT on the first day, Your Favourite Day of the Year,...( Some other topics may be added. Random correction of papers and address their writing issues generally.
4. Some Vocabulary Games will be supplied. See that everybody participate in the games actively. Don't be carried away by quick learners.
5. Project some interesting Panchatantra stories on the Big Screen for a while. Pick some students to read the text aloud. While reading you note down the general problems of their pronunciation. Later, at the end, you can address their pronunciation issues at the end of their reading. Later, pick some students to explain what they have understood from the content.
6. Some Indian English Simple audio bites are to be played over projector. Play the same tape twice if necessary. Pose the questions based on the audio content.
7. Guided Composition (Present) – Practice on various structures of sentences - Modal Sentence is given- Students must be asked to compose new sentences on the same pattern with hints offered.
8. Guided Composition (Past) – Practice on various structures of sentences - Modal Sentence is given- Students must be asked to compose new sentences on the same pattern with hints offered.
9. Guided Composition (Future) – Practice on various structures of sentences - Modal Sentence is given- Students must be asked to compose new sentences on the same pattern with hints offered.

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## **BOARD OF STUDIES – 2022**



### **Pre-University Course (PUC) & B-Tech**

(w.e.f. the Academic Year 2022-23)

### **COURSE STRUCTURE & DETAILED SYLLABUS**

**DEPARTMENT OF ENGLISH**

**Date & Time** : October 14, 2022 & 11:00 AM  
**Venue** : RGUKT Nuzvid & Virtual Meeting

## **COURSE STRUCTURE OF PUC & B.TECH**

<b>Course Code</b>	<b>Course Name</b>	<b>Course Category</b>	<b>L–T–P</b>	<b>Credits</b>
<b>PUC – ENGLISH</b>				
22PEG1101	ENGLISH – I	PUC–I, SEM–I	4 – 1 – 0	4
22PEG1202	ENGLISH – II	PUC–I, SEM–II	4 – 1 – 0	4
22PEG2103	ENGLISH – III	PUC–II, SEM–I	4 – 1 – 0	4
22PEG2204	ENGLISH – IV	PUC–II, SEM–II	4 – 1 – 0	4
<b>ENGINEERING – ENGLISH</b>				
22EG1181	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-I (CE, CHE, CSE, ME, MME)	ENGG–I, SEM–I	1 – 0 – 3	2.5
22EG1281	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-I (EEE & ECE)	ENGG–I, SEM–II	1 – 0 – 3	2.5
22EG3182	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-II (CE, CHE, CSE, ECE, EEE, ME, MME)	ENGG–III, SEM–I	0 – 0 – 3	1.5
22EG3283	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-III (CE, CHE, CSE, ECE, EEE, ME, MME)	ENGG–III, SEM–II	0 – 0 – 3	1.5

# PUC – ENGLISH

<b>Course Code</b>	<b>Course Name</b>	<b>Course Category</b>	<b>L – T – P</b>	<b>Credits</b>
22PEG1101	ENGLISH – I	PUC-I, SEM-I	4 – 1 – 0	4
22PEG1202	ENGLISH – II	PUC-I, SEM-II	4 – 1 – 0	4
22PEG2103	ENGLISH – III	PUC-II, SEM-I	4 – 1 – 0	4
22PEG2204	ENGLISH – IV	PUC-II, SEM-II	4 – 1 – 0	4

# PUC – I

## PUC I – SEMESTER I

Course Code	Course Name	Course Category	L – T – P	Credits
22PEG1101	ENGLISH – I	PUC–I & SEM–I	4 – 1 – 0	4

### Course Learning Objectives:

1. To improve the reading skills of the students
2. To inculcate summarizing skills in the student
3. To train the students to discuss important issues raised in the lessons including how to agree and disagree on specific issues
4. To enable the students to speak English with correct pronunciation
5. To enable the students to understand tense and time
6. To train the students to write formal drafts

## SYLLABUS

### UNIT – I

Letter to his Son's Teacher – Abraham Lincoln (*Prose*), Parts of Speech (*Grammar*), Prepositions (*Grammar*)

### UNIT – II

Engine Trouble – R.K. Narayan (*Extensive Reading*), Introduction to Speech Sounds – Consonants, Vowels, Find the odd one out & Silent Letters (*Communication Skills*)

### UNIT – III

She Conquered the Everest – Compiled by B. Sowjanya (*Prose*), Commonwealth of Bees – William Shakespeare (*Poem*), Word Power (*Communication Skills*)

### UNIT – IV

The Last Leaf – O. Henry (*Extensive Reading*), Time, Tense, and Aspects (*Grammar*), Sentence Patterns: (Subject–Verb; Subject–Verb–Object; Subject–Verb–Adjective; Subject–Verb–Adverb; Subject–Verb–Noun) & (simple, compound, complex, and compound-complex sentences)

### UNIT – V

The Portrait of a Lady – Khushwant Singh (*Prose*), The Syllable (*Communication Skills*), Articles (*Grammar*)

### UNIT – VI

This is My Prayer to Thee, My Lord! – Rabindranath Tagore (*Poem*), Modal Auxiliaries (*Grammar*), Concord: Agreement of Subject and Verb (*Grammar*)

### Learning Resources:

#### Text books:

1. Intermediate 1<sup>st</sup> Year English Text Book – Board of Intermediate Education, A.P.
2. Hornbill – NCERT English Textbook (Core Course) for Class XI

#### Reference Books:

1. Phonetics for Indian Students by T. Balasubramanian

**Course outcomes:** At the end of the course, the student will be able to

CO 1	improve their reading skills
CO 2	develop their summarizing skills
CO 3	discuss important issues raised in the lessons including how to agree and disagree on specific issues
CO 4	speak English with correct pronunciation
CO 5	to understand the use of verbs to express tense and time
CO 6	to write formal drafts of different styles

### Assessment Method:

Course Nature	Theory		
Assessment Tool	Monthly Tests	End Semester Test	Total



Weightage (%)	40%	60%	100%
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## PUC I – SEMESTER II

Course Code	Course Name	Course Category	L – T – P	Credits
22PEG1202	ENGLISH – II	PUC-I & SEM-II	4 – 1 – 0	4

### Course Learning Objectives:

1. To help the students compare and contrast objects, processes, and persons described in the lessons
2. To enable the students to appraise the merits and demerits of a proposition
3. To enable the students to develop and expand their ideas
4. To refresh the skills of the students in the area of change of voice and reporting of speeches
5. To help the student to identify the clauses of a sentence and to rewrite them
6. To improve the interpersonal skills and confidence of the students through Role-Plays

## SYLLABUS

### UNIT – I

What Makes a Nation? – C. Rajagoopalachari (*Prose*), Communicating Better (Exercises 1–10) (*Communication Skills*), Question Tags (*Grammar*)

### UNIT – II

As I Grew Older – Langston Hughes (*Poem*), Ranga's Marriage – Masti Venkatesha Iyengar (*Prose*), Degrees of Comparison (*Grammar*)

### UNIT – III

If – Rudyard Kipling (*Poem*), Conditionals (*Grammar*) Reported Speech (*Grammar*)

### UNIT – IV

To a Student – Kamala Wijeratne (*Poem*), Active Voice and Passive Voice (*Grammar*)

### UNIT – V

Will He Come Home? – P. Sathyawathi (Translated by Y. Padmavathi) (*Extensive Reading*), Phrasal Verbs (*Grammar*), Clause Analysis and Synthesis of Sentences (*Grammar*)

### UNIT – VI

The Summer of the Beautiful White Horse – William Saroyan (*Prose*), Correction of Sentences (*Grammar*), Role-Play & JAM Sessions (*Hands-on activities*)

### Learning Resources:

#### Text books:

1. Intermediate 1<sup>st</sup> Year English Text Book – Board of Intermediate Education, A.P.
2. Snapshots – NCERT Supplementary Reader in English for Class XI
3. Archives of RGUKT Content (Poem–IF)

**Course outcomes:** At the end of the course, the student will be able to

CO 1	compare and contrast objects, processes, and persons described in the lessons
CO 2	appraise the merits and demerits of a proposition
CO 3	develop and expand their ideas on specific issues
CO 4	refresh their skills in the area of change of voice and reporting of speeches
CO 5	identify the clauses of a sentence and to rewrite them
CO 6	improve the interpersonal skills and confidence of the students through Role-Plays

### Assessment Method:

<b>Course Nature</b>	<b>Theory</b>		
Assessment Tool	Monthly Tests	End Semester Test	Total
Weightage (%)	40%	60%	100%

# PUC – II

## PUC II – SEMESTER I

<b>Course Code</b>	<b>Course Name</b>	<b>Course Category</b>	<b>L – T – P</b>	<b>Credits</b>
<b>22PEG2103</b>	<b>ENGLISH – III</b>	<b>PUC–II &amp; SEM–I</b>	<b>4 – 1 – 0</b>	<b>4</b>

### **Course Learning Objectives:**

1. To help the student to interpret important issues and to explain them lucidly
2. To train the student how to draw conclusions from discussions
3. To help the student how to evaluate an issue and to assume responsibility while forwarding an opinion
4. To train the student to identify mistakes and errors in a sentence and to correct them
5. To improve the vocabulary of the student in specific registers of English language
6. To guide the student on how to transfer the information across different formats of communication

## SYLLABUS

### UNIT – I

Of Studies – Francis Bacon (*Prose*); Guided Dialogue Writing; Conversation Practice (1–20) (*Study and Communication Skills*)

### UNIT –II

On His Having Arrived at the Age of Twenty-Three – John Milton (*Poem*), Interpretation of Non-Verbal Information – Pie Charts, Tree Diagrams, Tables, Bar Graphs & Flow Charts (*Study and Communication Skills*)

### UNIT – III

In Celebration of Being Alive – Dr. Christian Barnard (*Prose*), Reading Comprehension (1–15) (*Study and Communication Skills*)

### UNIT – IV

The Tables Turned – William Wordsworth (*Poem*), Word Stress and Vocabulary Practice (*Study and Communication Skills*)

### UNIT – V

J. C. Bose – Aldous Huxley (*Prose*), The Last Lesson – Alphonse Daudet (*Prose*)

### UNIT – VI

The Builders – Henry Wadsworth Longfellow (*Poem*), The Tempest – William Shakespeare (Abridged Version) (*Drama*)

### Learning Resources:

#### **Text books:**

1. Intermediate 2<sup>nd</sup> Year English Text Book – Board of Intermediate Education, A.P.
2. Flamingo – NCERT English Textbook (Core Course) for Class XII
3. Archives of RGUKT Content (The Tempest (*An Abridged Version*) – William Shakespeare)

**Course outcomes:** At the end of the course, the student will be able to

CO 1	Analyze and interpret important issues and to explain them lucidly
CO 2	evaluate an issue and draw conclusions from discussions
CO 3	to assume responsibility while forwarding an opinion
CO 4	improve vocabulary
CO 5	identify mistakes in a sentence and to correct it
CO 6	transfer the information across different formats of communication

### **Assessment Method:**

<b>Course Nature</b>	<b>Theory</b>		
Assessment Tool	Monthly Tests	End Semester Test	Total

Weightage (%)	40%	60%	100%
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## PUC II – SEMESTER II

Course Code	Course Name	Course Category	L – T – P	Credits
22PEG2204	ENGLISH – IV	PUC-II & SEM-II	4 – 1 – 0	4

### Course Learning Objectives:

1. To enable the students to read fiction with proper accent, pitch, and rhythm
2. To guide the student on high impact reading to engage and inspire a general audience
3. To improve the imaginative powers of the students vis-a-vis reading fiction
4. To infer the moral values embedded in fiction and to correlate them to the nagging issues in our society
5. To enable the student to write their CV and Cover Letter
6. To help the student to write both formal and informal letters

## SYLLABUS

### UNIT – I

The Adventures of Tom Sawyer – Mark Twain (Non-detailed Text) – List of Characters & Chapters 1–4

### UNIT – II

The Adventures of Tom Sawyer – Mark Twain (Non-detailed Text) – Chapters: 5–8 & Summary

### UNIT – III

The Tiger King – Kalki (*Prose*), Describing a Process (*Study and Communication Skills*), The Language of Advertisements – I (1-10) (*Study and Communication Skills*)

### UNIT – IV

Completing a Form (*Study and Communication Skills*), The Language of Advertisements – II (11-20) (*Study and Communication Skills*)

### UNIT – V

Learning from the West – N.R Narayana Murthy (*Prose*), Curriculum Vitae (*Study and Communication Skills*), Letter Writing – Formal and Informal (*Study and Communication Skills*)

### UNIT – VI

Any Woman – Katherine Tynan (*Poem*), Vocabulary (*Study and Communication Skills*), Comprehension Passages – The Adventures of Tom Sawyer – Mark Twain (A Non-detailed Text)

### Learning Resources:

#### Text books:

1. Intermediate 2<sup>nd</sup> Year English Text Book – Board of Intermediate Education, A.P.
2. Vistas – NCERT Supplementary Reader in English for Class XII
3. Archives of RGUKT Content (Conditionals)

**Course outcomes:** At the end of the course, the student will be able to

CO 1	read fiction with proper accent, pitch, and rhythm
CO 2	read stories to engage and inspire a general audience
CO 3	improve their imaginative powers vis-a-vis reading of fiction
CO 4	infer the moral values embedded in fiction and to correlate them to the nagging issues in our society
CO 5	write their CV and Cover Letter for interviews
CO 6	write both the formal and informal letters

**Assessment Method:**

<b>Course Nature</b>	<b>Theory</b>		
Assessment Tool	Monthly Tests	End Semester Test	Total
Weightage (%)	40%	60%	100%

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## **BOARD OF STUDIES – 2022**



## **ENGINEERING ENGLISH**

(w.e.f. the Academic Year 2022-23)

### **COURSE STRUCTURE & DETAILED SYLLABUS**

**DEPARTMENT OF ENGLISH**

**Date & Time** : October 14, 2022 & 11:00 AM

**Venue** : RGUKT Nuzvid & Virtual Meeting

# ENGINEERING – ENGLISH

<b>Course Code</b>	<b>Course Name</b>	<b>Course Category</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credits</b>
22EG1181	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-I (CE, CHE, CSE, ME, MME)	ENGG-I & SEM-I	1	0	3	2.5
22EG1281	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-I (ECE & EEE)	ENGG-I & SEM-II	1	0	3	2.5
22EG3182	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-II (CE, CHE, CSE, ECE, EEE, ME, MME)	ENGG-III & SEM-I	0	0	3	1.5
22EG3283	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-III (CE, CHE, CSE, ECE, EEE, ME, MME)	ENGG-III & SEM-II	0	0	3	1.5

# **ENGINEERING – I**



## ENGINEERING-I – SEMESTER-I

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## ENGINEERING-I – SEMESTER-II

<b>Course Code</b>	<b>Course Name</b>	<b>Course Category</b>	<b>L – T – P</b>	<b>Credits</b>
<b>22EG1181 &amp; 22EG1281</b>	<b>ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-I</b>	<b>ENGG-I &amp; SEM-I &amp; ENGG-I &amp; SEM-II</b>	<b>1 – 0 – 3</b>	<b>2.5</b>

### **Course Learning Objectives:**

1. To facilitate computer-aided multi-media instruction enabling individualized and independent language learning
2. To sensitize the students to the nuances of English speech sounds, word accent, intonation and rhythm
3. To provide opportunities for practice in using English in day to day situations
4. To improve the fluency in spoken English and neutralize mother tongue influence
5. To train students to use language appropriately for debate, group discussion and public speaking

## SYLLABUS

### **UNIT-I**

A recap of the grammar from the PUC Syllabus; Spoken Skills & Language in Use with Examples: Situational Dialogues – Role-play – Expressions in various situations – Self Introduction – Introducing others – Greetings – Apologies – Requests – Giving directions

### **UNIT-II**

Theory: Energy -Alternative sources of Energy

Panel Debate on “On-grid & off-grid support to public participation in the production of solar energy in India”, Reading the Wikipedia content on “The Green New Deal”. Reflective session on the prospects of “The Green New Deal in India”

Writing Skills: Letter Writing (Formal & Informal) and Hands on Session on Letter Writing

### **UNIT-III**

Theory: Transport - Problems & Solutions (Articles)

Group Discussion on “The Future of Bullet Trains in India”, PPT on “The Dedicated Freight Corridors & the Future of Indian Economy”

Spoken Skills: Introduction to Speech Sounds – Vowels, Consonants and Diphthongs – Pronunciation Exercises (Basic Level) – Analogy (Verbal Reasoning)

### **UNIT-IV**

Theory: Technology - Evaluating Technology

PPT on “3R: Reduce, Recycle, Reuse” - Solo Debate on “Can Block Chain Technology Mitigate the Issue of Cyber Crimes and Hacking?”

Presentation Skills: JAM –Description of Pictures, Photographs, Process, Talking about wishes, Information Transfer

### **UNIT-V:**

Theory: Environment - Ecology versus Development (Common Errors)

Listening Skills: Listening Activity on YouTube video on “Greening the Deserts” - Students’ seminar on “Waste to Wealth: Examples from around the Globe”.

## UNIT-VI

Theory: Industry - Selling products (Agreement of the Verb with the Subject)

Reading Skills: Reading the material on “4Ps: Product, Price, Place, and Promotion” Role play on “How to sell your product and services”

### Learning resources:

#### **Text Books:**

1. Non – Detailed Text Book: Panorama – A Course on Reading published by Oxford University Press, India
2. English for engineers and technologists by Orient Black Swan

#### **Reference Books:**

1. A Textbook of English Phonetics for Indian Students 2<sup>nd</sup> Ed T. Balasubramanian. (Macmillan), 2012
2. Speaking English Effectively, 2<sup>nd</sup> Edition Krishna Mohan & NP Singh, 2011. (Macmillan).
3. A Hand book for English Laboratories, E.Suresh Kumar, P.Sreehari, Foundation Books,2011
4. English Pronunciation in Use. Intermediate & Advanced, Hancock, M. 2009. CUP
5. Basics of Communication in English, Soundararaj, Francis. 2012.. *New Delhi: Macmillan*
6. English Pronouncing Dictionary, Daniel Jones Current Edition with CD.Cambridge, 17<sup>th</sup> edition, 2011.
7. A modern Approach to Verbal Reasoning – S. Chand (R.S. Aggarwal)
8. NPTEL’s Course on Communication Skills

**Course outcomes:** At the end of the course, the student will be able to

CO 1	Understand the issues affecting the economy and environment in India and across the globe
CO 2	Develop the instinct for problem solution
CO 3	Develop the ability to collect materials on various socio-economic-technological issues and prepare PPT for presentation
CO 4	Improving listening skills
CO 5	Inculcate speaking as a behaviour by repeated practice and exposure

### Assessment Method:

**Course Nature:** THEORY + LABORATORY

<b>Internal Assessment (40 Marks)</b>	<b>External Assessment (60 Marks)</b>
Record Writing – 10 Marks	Reading Comprehension – 15 Marks
Attendance – 10 Marks	Writing – 30 Marks
Continuous Assessment – 20 Marks (Listening – 10 M & Oral Presentations – 10 M)	Speaking (Viva-Voce) – 15 Marks

# **ENGINEERING – III**

## ENGINEERING-III – SEMESTER-I

<b>Course Code</b>	<b>Course Name</b>	<b>Course Category</b>	<b>L – T – P</b>	<b>Credits</b>
<b>22EG3182</b>	<b>ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-II</b>	<b>ENGG–III &amp; SEM-I</b>	<b>0 – 0 – 3</b>	<b>1.5</b>

### **Course Learning Objectives:**

At the end of this course, the student will be able to

1. To improve group discussion skills of the students
2. To help the students to write their CV and Internship application
3. To improve the telephonic etiquettes of the students
4. To help the students to take decision on their career

## SYLLABUS

### **UNIT-I**

Group Discussion - How to think and analyze - How to initiate a topic - How to continue a topic - How to support or reject a point-of-view - How to defend your position - Managing distractions and mediating between contenders - How to summarize & conclude

### **UNIT-II**

Telephonic conversation & Etiquette - How to introduce oneself - How to introduce the main issue - How to keep the other person engaged - How to convince the other person - How to complain without irritating. - Giving assurance and asking for clarification - How to end a formal telephonic conversation

### **UNIT-III:**

Career Planning & Job-Skill Analysis - ASK: Talking about one's Attitudes, Knowledge, & Skills - SMART goals - Reading & Analysis of Job Advertisements

### **UNIT-IV:**

CV & Resume Writing - Difference between CV & Resume - Writing CV - Writing Resume - Writing Cover Letter

### **UNIT-V**

Application for Internship - Application for internship in Academic Labs - Application for internship in Industries - Follow up the Application with reminders and requests

### **UNIT-VI**

Life Skills - Leadership communication - Interpersonal communication - Stress management - Time Management

### **Reference Books:**

1. *Business Communication Today*, 12th Edition, Courtland L Bovee & John Thill, Pearson
2. British Council Material on Career Planning & Interviews
3. *Master the Group Discussion & Personal Interview - Complete Discussion on the topics asked by reputed B-schools & IIMs* by Sheetal Desarda, Notion Press
4. *Group Discussion and Interview Skills* by Priyadarshi Patnaik, Cambridge University Press India
5. *The Ultimate Guide to Internships: 100 Steps to Get a Great Internship and Thrive in It* by Eric Woodard
6. Telephone Etiquette by Robert\_DeGroot

**Course outcomes:** At the end of the course, the student will be able to

CO 1	Get used to a variety of GDs to understand the principles, finer nuances, and intricacies of the art
CO 2	Get exhaustive information on how to prepare for internship and interview
CO 3	Write his/her CV to remain well-prepared for the interviews
CO 4	Take decision on his/her career goals and plans
CO 5	Attain professional speaking skills to enhance his/her employability skills.

**Assessment Method:**

**Course Nature:** THEORY + LABORATORY

<b>Internal Assessment (40 Marks)</b>	<b>External Assessment (60 Marks)</b>
Record Writing – 10 Marks	Reading Comprehension – 15 Marks
Attendance – 10 Marks	Writing – 30 Marks
Continuous Assessment – 20 Marks (Listening – 10 M & Oral Presentations – 10 M)	Speaking (Viva-Voce) – 15 Marks

## ENGINEERING-III – SEMESTER-II

<b>Course Code</b>	<b>Course Name</b>	<b>Course Category</b>	<b>L – T – P</b>	<b>Credits</b>
<b>22EG3283</b>	<b>ENGLISH LANGUAGE COMMUNICATION SKILLS LAB-III</b>	<b>ENGG–III &amp; SEM–II</b>	<b>0 – 0 – 3</b>	<b>1.5</b>

### **Course Objectives:**

1. To improve interpersonal skills of the students
2. To help the students to write professional letters and reports
3. To practice the etiquettes to be used at workplace
4. To reward hands on experience on managing meetings
5. To imbibe leadership qualities in the students

## SYLLABUS

### **UNIT-I**

Professional Presentation - Collecting & Reading the materials to be presented - Analyzing the main points - Summarizing & concluding - Developing PPT - Delivery of the Presentation

### **UNIT-II**

Report Writing & Writing Professional Emails & Applications – Routine Reports – Investigative Reports - Professional Emails - Formal Letters and Applications

### **UNIT-III**

Agenda, Meetings, & Minutes - Setting the agenda for a meeting - Managing a meeting - Keynote address & vote of thanks - Publishing the minutes

### **UNIT-IV**

People skills and small talks (2 minutes) - Talking to professional executives - Talking to colleagues - Talking to the boss - Talking to your team - Talking to the media delegates

### **UNIT-V**

Corporate Etiquettes - How to introduce & greet - How to raise a question - How to clarify a doubt - How to say “yes” or “no” - Rapport building - Wining & Dining - Counseling somebody - How to influence & motivate; Negotiation Skills

### **UNIT-VI**

Interview Skills - Preparation for the Interview - Frequently asked questions - Dress Codes, Appearance, and Etiquettes - Facing the Interview (Mock Interviews)

### **Reference Books:**

1. *Business Communication Today*, 12th Edition, Courtland L Bovee & John Thill, Pearson
2. British Council Material on communication
3. Training in Interpersonal Skills: Tips f: Tips for Managing People at Work by Robbins\_and\_Hunsaker
4. Soft Skills for Everyone, with CD Paperback –by Jeff Butterfield
5. Communication for business by Shirley Taylor, Pearson

**Course outcomes:** At the end of the course, the student will be able to

CO 1	The art of professional presentation
CO 2	Write professional reports and letters
CO 3	Conduct a formal meeting
CO 4	Develop people skills and corporate etiquettes
CO 5	Gain the basic knowledge about leadership communication, stress management and time management

**Assessment Method:**

**Course Nature:** THEORY + LABORATORY

<b>Internal Assessment (40 Marks)</b>	<b>External Assessment (60 Marks)</b>
Record Writing – 10 Marks	Reading Comprehension – 15 Marks
Attendance – 10 Marks	Writing – 30 Marks
Continuous Assessment – 20 Marks (Listening – 10 M & Oral Presentations – 10 M)	Speaking (Viva-Voce) – 15 Marks