



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"ವಿಜಯಂ ಜಘನುಮು ೧೯೯೪"ರ ಅಭಿಯಂತರಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಪ್ರಾಪ್ತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ, ಭಾರತ

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Ref: VTU/BGM/BOS/SO2/2021-22 863

Date: 17 MAY 2022

CIRCULAR

Subject: Subject code of courses of 1st and 2nd of B.Sc (Hons) program modified regarding...

Reference: Hon'ble Vice-Chancellor's approval dated 10.05.2022

This is with reference to the subject cited above, 1st and 2nd semesters' subject codes of following courses of B.Sc.(Hons) program are modified as mentioned below-

Existing	Modified
21EGH18 -Communicative English	21BS18 -Communicative English
21EGH28 Professional Writing Skill in English	21BS28 - Professional Writing Skill in English

The Principals of all the Engineering Colleges where B.Sc.(Hons) program being offered are hereby informed to bring this information to the notice of the students and faculty concerned.

Please note: Scheme and Syllabus with above mentioned code corrections are uploaded on VTU web portal for reference @ <https://vtu.ac.in/en/b-e-scheme-syllabus/#menu06>.

Sd/-
REGISTRAR

To,

1. The Principals of all Engineering Colleges under the ambit of VTU Belagavi where B.Sc.(hons) program being offered

Copy to.

1. To the Hon'ble Vice-Chancellor through the secretary to VC, VTU Belagavi for information
2. The Registrar (Evaluation), VTU Belagavi for information and needful.
3. The Regional Directors (I/c) of all the regional offices of VTU for circulation.
4. The Director I/c. ITISMU, VTU Belagavi for information and to make arrangements to upload Academic Calendar on the VTU web portal.


REGISTRAR

Visvesvaraya Technological University, Belagavi
Bachelor of Science (B.Sc.)
 Scheme of Teaching and Examinations 2021 – 2025
 Outcome-Based Education (OBE) and Choice Based Credit System (CBCS)
 (Effective from the academic year 2021 – 22)

I SEMESTER (Common to all Specialisations)

Sl. No	Course and Course Code		Course Title	Teaching Department	Teaching Hours /Week				Examination				
					Theory Lecture	Tutorial	Practical	Self-Study Component	Duration in hours	CIE Marks	SEE Marks	Total Marks	
					L	T	P	S					
1	DC	21BS11	Differential Calculus and Linear Algebra	Maths	3	2	--		03	50	50	100	4
2	DC	21BS12	Mechanics and Properties of Matter	Physics	2	2	--		03	50	50	100	3
3	DC	21BS13	Chemistry -I	Chemistry	2	2	--		03	50	50	100	3
4	SEC	21BS14	Problem-Solving through Programming	Computer Science	3	--	--		03	50	50	100	3
5	DC	21BSL15	Mechanics Laboratory	Physics	1	--	2		03	50	50	100	2
6	DC	21BSL16	Chemistry Laboratory - I	Chemistry	1	--	2		03	50	50	100	2
7	SEC	21BSL17	Computer Programming Laboratory	Computer Science	1	--	2		03	50	50	100	2
8	AEC	21BS18	Communicative English	HSMC	2				02	50	50	100	2
9	AEC	21KSK19	Samskruthika Kannada	HSMC	3	--	--		03	50	50	100	3
		21KBK19	Balake Kannada										
Total					18	06	06		27	450	450	900	24

Note:

(i) DC: Discipline Course, SEC: Skill Enhancement Course, AEC: Ability Enhancement Course, HSMC: Humanity, Social Science and Management.

(ii) 21KSK18 Samskruthika Kannada is for students who speak, read and write Kannada and 21KBK18 Balake Kannada is for non-Kannada speaking, reading and writing students.

Communicative English

I Semester -

Communicative English			
Course Code	21BS18	CIE Marks	50
Teaching Hours/Week (L:T:P: S)	2:0:0 Hours	SEE Marks	50
Total Hours of Pedagogy	02 Hours/Week	Total Marks	100
Credits	02	Exam Hours	02 hours

Course objectives:

The course (21EGH18) will enable the students,

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

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.

Teaching-Learning Process (General Instructions)

These are sample Strategies, which teacher can use to accelerate the attainment of the various course outcomes.

1. 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 LSRW skills.
2. 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 communicative skills in general.

Module-1

Introduction to Communicative English:

Introduction, Language as a Tool, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English (Communication Channels). Interpersonal and Intrapersonal Communication Skills, How to improve and Develop Interpersonal and Intrapersonal Communication Skills.

Teaching-Learning Process

Chalk and talk method, Videos, PowerPoint presentation to teach Communication skills (LSRW Skills), Creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).

Module-2

Communicative English

Introduction to Phonetics :

Introduction, Phonetic Transcription, English Pronunciation, Pronunciation Guidelines Related to consonants and vowels, Sounds Mispronounced, Silent and Non-silent Letters, Syllables and Structure, Word Accent and Stress Shift, - Rules for Word Accent, Intonation - purposes of intonation, Spelling Rules and Words often Misspelt - Exercises on it. Common Errors in Pronunciation.

Teaching-Learning Process	Chalk and talk method, Videos, PowerPoint presentation and Animation videos to teach phonetics in Practical method, creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).
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Module-3

Basic English Communicative Grammar and Vocabulary PART - I :

Grammar: Basic English Grammar and Parts of Speech - Nouns, Pronouns, Adjectives, Verbs, Adverbs, Conjunctions, Articles and Preposition. Preposition, kinds of Preposition and Prepositions often Confused. Articles: Use of Articles - Indefinite and Definite Articles, Pronunciation of 'The', words ending 'age', some plural forms. Introduction to Vocabulary, All Types of Vocabulary - Exercises on it.

Teaching-Learning Process	Chalk and talk method, Videos, PowerPoint presentation to teach Grammar, Animation videos on communication and language skills, creating real-time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).
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Module-4

Basic English Communicative Grammar and Vocabulary PART - II:

Question Tags, Question Tags for Assertive Sentences (Statements) - Some Exceptions in Question Tags and Exercises, One Word Substitutes and Exercises. Strong and Weak forms of words, Words formation - Prefixes and Suffixes (Vocabulary), 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.

Teaching-Learning Process	Chalk and talk method, PowerPoint presentation to teach Grammar and phonetics, Animation videos on communication and language skills, creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).
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Module-5

Communication Skills for Employment:

Information Transfer: Oral Presentation - Examples and Practice. Extempore / Public Speaking, Difference between Extempore / Public Speaking, Communication Guidelines for Practice. Mother Tongue Influence (MTI) - South Indian Speakers, Various Techniques for Neutralization of Mother Tongue Influence - Exercises. Reading and Listening Comprehensions - Exercises.

Teaching-Learning Process	Chalk and talk method, Videos, PowerPoint presentation to teach Grammar and phonetics, Animation videos on communication and language skills, creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).
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Course outcome (Course Skill Set)

At the end of the course(21EGH18) the student will be able to :

1. Understand and apply the Fundamentals of Communication Skills in their communication skills.
2. Identify the nuances of phonetics, intonation and enhance pronunciation skills.
3. To impart basic English grammar and essentials of language skills as per present requirement.
4. Understand and use all types of English vocabulary and language proficiency.
5. Adopt the Techniques of Information Transfer through presentation.

Communicative English

Assessment Details (both CIE and SEE)

(methods of CIE need to be defined topic wise i.e.- MCQ, Quizzes, written test, Reports writing, Seminar and activities). Continuous internal evaluation (CIE) needs to be conducted for 50 marks like Engineering courses. The weight age of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The student has to obtain a minimum of 40% of maximum marks in CIE and 35% of maximum marks in SEE to pass. MCQ Pattern (Multiple Choice Questions) Semester End Exam (SEE) is conducted for 50 marks (120 minutes duration). Based on this grading will be awarded.

Continuous Internal Evaluation (CIE) :

Three Unit Tests each of **20 Marks (duration 01 hour)**

1. First test at the end of 5th week of the semester
2. Second test at the end of the 10th week of the semester
3. Third test at the end of the 15th week of the semester

All the tests are preferred similar to SEE pattern; however, teacher may follow test pattern similar to other theory courses of Engineering

Two assignments each of **10 Marks**

4. First assignment at the end of 4th week of the semester
5. Second assignment at the end of 9th week of the semester

Report writing /Group discussion/Seminar any one of three suitably planned to attain the COs and POs for **20 Marks (duration 01 hours)**

6. At the end of the 13th week of the semester

The sum of three tests, two assignments, and quiz/seminar/group discussion will be out of 100 marks and will be **scaled down to 50 marks**

CIE methods /question paper is designed to attain the different levels of Bloom's taxonomy as per the outcome defined for the course.

Semester End Examination (SEE) :

SEE paper will be set for 100 questions of each of 01 marks. The pattern of the question paper is MCQ. The time allotted for SEE is 120 minutes. Marks scored are scaled down to 50 Marks. *(Time duration may be made 90 minutes to train the students for engineering / non-engineering competitive examination)*

1. Communicative English has become a very important component in all engineering and non-engineering competitive examinations. In exams like GRE, TOEFL, IELTS and GATE exam, all state and Central Government recruitment examinations, placement tests and other Examinations, so the pattern of question paper, in general, will be in a multiple-choice question (MCQ) Pattern. So, to meet the relevance of the recruitment requirement of our Engineering students "Communicative English" Semester end examination (SEE) will be conducted in a multiple choice question (MCQ) pattern.
2. MCQ Pattern (Multiple Choice Questions) Semester End Exam (SEE) is conducted for 50 marks (120 minutes duration).

Communicative English

Suggested Learning Resources:

- 1) **Communication Skills** by Sanjay Kumar and Pushp Lata, Oxford University Press - 2019.
- 2) **English for Engineers** by N.P.Sudharshana and C.Savitha, Cambridge University Press - 2018.
- 3) **A Textbook of English Language Communication Skills**, Infinite Learning Solutions--(Revised Edition) 2021.
- 4) **A Course in Technical English–D Praveen Sam, KN Shoba**, Cambridge University Press - 2020.
- 5) **Technical Communication** by Gajendra Singh Chauhan and Et al, Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
- 6) **English Language Communication Skills – Lab Manual cum Workbook**, Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
- 7) **Practical English Usage** by Michael Swan, Oxford University Press - 2016.
- 8) **Technical Communication – Principles and Practice**, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.

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

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II SEMESTER (Common to all Specialisations)

Sl. No	Course and Course Code		Course Title	Teaching Department	Teaching Hours /Week				Examination			
					Theory Lecture	Tutorial	Practical	Self-Study Component	Duration in hours	CIE Marks	SEE Marks	Total Marks
					L	T	P	S				
1	DC	21BS21	Integral Calculus and Ordinary Differential Equations	Maths	3	2	--		03	50	50	100
2	DC	21BS22	Thermal Physics	Physics	2	2	--		03	50	50	100
3	DC	21BS23	Chemistry – 2	Chemistry	2	2	--		03	50	50	100
4	DC	21BSL24	Mathematics Laboratory using Python	Maths	1	--	2		03	50	50	100
5	DC	21BSL25	Thermal Physics Laboratory	Physics	1	--	2		03	50	50	100
6	DC	21BSL26	Chemistry Laboratory -2	Chemistry	1	--	2		03	50	50	100
7	AEC	21KSS27	SahithyaSinchana	HSMC	3	--	--		03	50	50	100
		21KKD27	Karnataka Darshana									
8	AEC	21BS28	Professional Writing Skill in English	HSMC	1	1	1		02	50	50	100
9	AEC	21BS29	Environmental Studies	Any department	2	--	--		03	50	50	100
10	SEC	21UH29	Universal Human Values		2	--	--		03	50	50	100
Total					18	07	07		30	500	500	1000

- Note:**
- (1) (i) DC: Discipline Course, SEC: Skill Enhancement Course, AEC: Ability Enhancement Course, HSMC: Humanity, Social Science and Management.
 (ii) 21KSS27 SahithyaSinchana is for students who have studied 21KSK18 Samskruthika Kannada and 21KKD27 Karnataka Darshana is for students who have studied 21KBK18 Balaka Kannada in 1st Semester.
- (2) **Summer Internship – I**
 All students admitted shall have to undergo a mandatory summer internship of 03 weeks duration during the intervening vacation of II and III semesters. Summer internship shall include inter and intra institutional activities. A university viva-voce examination shall be conducted during III semester and the prescribed credit shall be included in the III semester.
 The summer internship -I shall be considered as a head of passing and shall be considered for vertical progression and for the award of the degree. Those who do not take up/complete the internship shall be declared fail and shall have to complete the subsequent examination after satisfying the internship requirements.

Professional Writing Skills in English

II Semester

Professional Writing Skills in English			
Course Code	21EGH28	CIE Marks	50
Teaching Hours/Week (L:T:P: S)	1:1:1	SEE Marks	50
Total Hours of Pedagogy	03 Hours/Week	Total Marks	100
Credits	02	Exam Hours	2 hour

Course objectives:

The course (21EGH28) will enable the students ,

- To Identify the Common Errors in Writing and Speaking of English.
- To Achieve better Technical writing and Presentation skills for employment.
- To read Technical proposals properly and make them to Write good technical reports.
- Acquire Employment and Workplace communication skills.
- To learn about Techniques of Information Transfer through presentation in different level.

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.

Teaching-Learning Process (General Instructions)

These are sample Strategies, which teacher can use to accelerate the attainment of the various course outcomes.

- ✓ 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 communicative skills in general.

Module-1

Identifying Common Errors in Writing and Speaking English :

- Advanced English Grammar for Professionals with exercises, Common errors identification in parts of speech, Use of verbs and phrasal verbs, Auxiliary verbs and their forms, Subject Verb Agreement (Concord Rules with Exercises).
- Common errors in Subject-verb agreement, Noun-pronoun agreement, Sequence of Tenses and errors identification in Tenses. Advanced English Vocabulary and its types with exercises – Verbal Analogies, Words Confused/Misused.

Teaching-Learning Process

Chalk and talk method, PowerPoint presentation to teach Communication skills (LSRW Skills), Creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).

Professional Writing Skills in English

Module-2	
<u>Nature and Style of sensible writing :</u>	
<ul style="list-style-type: none"> Organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, The Art of Condensation (Precise writing) and Techniques in Essay writing, Common Errors due to Indianism in English Communication, Creating Coherence and Cohesion, Sentence arrangements exercises, Practice of Sentence Corrections activities. Importance of Summarising and Paraphrasing. Misplaced modifiers, Contractions, Collocations, Word Order, Errors due to the Confusion of words, Common errors in the use of Idioms and phrases, Gender, Singular & Plural. Redundancies & Clichés. 	
Teaching-Learning Process	Chalk and talk method, PowerPoint presentation and Animation videos to teach phonetics in Practical method, creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).
Module-3	
<u>Technical Reading and Writing Practices :</u>	
<ul style="list-style-type: none"> Reading Process and Reading Strategies, Introduction to Technical writing process, Understanding of writing process, Effective Technical Reading and Writing Practices, Introduction to Technical Reports writing, Significance of Reports, Types of Reports. Introduction to Technical Proposals Writing, Types of Technical Proposals, Characteristics of Technical Proposals. Scientific Writing Process. Grammar – Voice and Speech (Active and Passive Voices) and Reported Speech, Spotting Error Exercises, Sentence Improvement Exercises, Cloze Test and Theme Detection Exercises. 	
Teaching-Learning Process	Chalk and talk method, PowerPoint presentation to teach Grammar, Animation videos on communication and language skills, creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).
Module-4	
<u>Professional Communication for Employment :</u>	
<ul style="list-style-type: none"> The Listening Comprehension, Importance of Listening Comprehension, Types of Listening, Understanding and Interpreting, Listening Barriers, Improving Listening Skills. Attributes of a good and poor listener. Reading Skills and Reading Comprehension, Active and Passive Reading, Tips for effective reading. Preparing for Job Application, Components of a Formal Letter, Formats and Types of official, employment, Business Letters, Resume vs Bio Data, Profile, CV and others, Types of resume, Writing effective resume for employment, Model Letter of Application (Cover Letter) with Resume, Emails, Blog Writing, Memos (Types of Memos) and other recent communication types. 	
Teaching-Learning Process	Chalk and talk method, PowerPoint presentation to teach Grammar and phonetics, Animation videos on communication and language skills, creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).
Module-5	
<u>Professional Communication at Workplace:</u>	
<ul style="list-style-type: none"> Group Discussions – Importance, Characteristics, Strategies of a Group Discussions. Group Discussions is a Tool for Selection. Employment/ Job Interviews - Importance, Characteristics, Strategies of aEmployment/ Job Interviews. Intra and Interpersonal Communication Skills - Importance, Characteristics, Strategies of aIntra and Interpersonal Communication Skills. Non-Verbal Communication Skills (Body Language) and its importance in GD and PI/II/EI. Presentation skills and Formal Presentations by Students - Importance, Characteristics, Strategies of Presentation Skills. Dialogues in Various Situations (Activity based Practical Sessions in class by Students). 	

Professional Writing Skills in English

Teaching-Learning Process

Chalk and talk method, PowerPoint presentation to teach Grammar and phonetics, Animation videos on communication and language skills, creating real time stations in classroom discussions, Giving activities and assignments (Connecting Campus & community with companies real time situations).

Course outcome (Course Skill Set)

At the end of the course(21EGH28) the student will be able :

1. To understand and identify the Common Errors in Writing and Speaking.
2. To Achieve better Technical writing and Presentation skills.
3. To read Technical proposals properly and make them to Write good technical reports.
4. Acquire Employment and Workplace communication skills.
5. To learn about Techniques of Information Transfer through presentation in different level.

Professional Writing Skills in English

Assessment Details (both CIE and SEE)

Continuous internal evaluation (CIE) needs to be conducted for 50 marks like Engineering courses. The weight age of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The student has to obtain a minimum of 40% of maximum marks in CIE and 35% of maximum marks in SEE to pass. MCQ Pattern (Multiple Choice Questions) Semester End Exam (SEE) is conducted for 50 marks (120 minutes duration). Based on this grading will be awarded.

Continuous Internal Evaluation (CIE) :

Three Unit Tests each of **20 Marks (duration 01 hour)**

1. First test at the end of 5th week of the semester
2. Second test at the end of the 10th week of the semester
3. Third test at the end of the 15th week of the semester

All the tests are preferred similar to SEE pattern; however, the teacher may follow test pattern similar to other theory courses of Engineering

Two assignments each of **10 Marks**

1. First assignment at the end of 4th week of the semester
2. Second assignment at the end of 9th week of the semester
3. Report writing /Group discussion/Seminar any one of three suitably planned to attain the COs and POs for **20 Marks(duration 01 hours)**
4. At the end of the 13th week of the semester

The sum of three tests, two assignments, and quiz/seminar/group discussion will be out of 100 marks and will be **scaled down to 50 marks**

CIE methods /question paper is designed to attain the different levels of Bloom's taxonomy as per the outcome defined for the course.

Semester End Examination (SEE) :

SEE paper will be set for 100 questions of each of 01 marks. The pattern of the question paper is MCQ. The time allotted for SEE is 120 minutes. Marks scored are scaled down to 50 Marks. *(Time duration may be made 90 minutes to train the students for engineering / non-engineering competitive examination)*

1. Professional Writing Skills in English have become a very important component in all engineering and non-engineering competitive examinations. In exams like GRE, TOEFL, IELTS and GATE exam, all state and Central Government recruitment examinations, placement tests and other Examinations, so the pattern of question paper, in general, will be in multiple-choice question (MCQ) Pattern. So, to meet the relevance of the recruitment requirement of our Engineering students "Professional writing skill in English" Semester end examination (SEE) will be conducted in a multiple choice question (MCQ) pattern.
2. MCQ Pattern (Multiple Choice Questions) Semester End Exam (SEE) is conducted for 50 marks (120 minutes duration).

Professional Writing Skills in English

Suggested Learning Resources:

1. **A Course in Technical English**, Cambridge University Press - 2020.
2. **Functional English (As per AICTE 2018 Model Curriculum)** Cengage learning India Pvt Limited [Latest Revised Edition] - 2020.
3. **Communication Skills** by Sanjay Kumar and Pushp Lata, Oxford University Press - 2018. Refer it's **workbook** for activities and exercises - "Communication Skills - I (A Workbook)" published by Oxford University Press - 2018.
4. **Professional Writing Skills in English**, Infinite Learning Solutions - (Revised Edition) 2021.
5. **Technical Communication - Principles and Practice**, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.
6. **High School English Grammar & Composition** by Wren and Martin, S Chandh & Company Ltd - 2015.
7. **Effective Technical Communication - Second Edition** by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited - 2018.
8. **Intermediate Grammar, Usage and Composition** by M.L.Tichoo, A.L.Subramanian, P.R.Subramanian, Orient Black Swan - 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