

**SEMESTER I**

U21EN101	<b>ENGLISH FOR TECHNOLOGISTS</b> Common to AD, BM, CH, CE, CS, CS(AIML), EE, EC, ME, MI, IT	Category: HSM				
		L	T	P	J	C
		1	0	2	0	2

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To infer and interpret the meaning of Technical, Business, Social and Academic contexts.
- To enhance the listening skills and facilitate effective pronunciation.
- To make effective presentation and conversation in technical and professional environment.

**COURSE OUTCOMES:**

Upon completion of the course, the student will be able to

**CO1:** Comprehend language and learn strategies for error-free communication (Understand)

**CO2:** Improve speaking skills in academic and social contexts (Apply)

**CO3:** Enhance both reading and writing skills to excel in professional career (Analyse)

**CO4:** Evaluate different perspectives on a topic (Analyse)

**CO5:** Develop listening skills to understand complex business communication in a variety of global English accents through Personality Development (Understand)

**CO-PO MAPPING:**

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	-	3	-	1	
CO2	-	-	-	-	-	-	-	-	2	3	-	-		
CO3	-	-	-	-	-	-	-	-	2	3	-	1		
CO4	-	-	-	-	-	-	-	-	2	3	-	-		
CO5	-	-	-	-	-	-	-	2	-	3	-	1		

Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)

**SYLLABUS:**

**UNIT I      SUBJECTIVE INTROSPECTION**

9

**Module:1 Vocabulary Building**

Activity: Word Puzzles, Snappy words, Word Sleuthing

**Module:2 Introducing and Sharing Information**


Activity: Get to know oneself, Introducing Peer Members

**Module:3 Opinion Paragraph**

Activity: Note making, analyzing and writing a review

**UNIT II      CAREER ENHANCEMENT**

9

  
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**Module:4 Reading Comprehension**

Activity: Reading Newspaper articles/Blogs, Sentence completion

**Module:5 E-mail Communication**

Activity: Drafting personal and professional emails

**Module:6 Career Profiling**

Activity: Resume Writing & Digital Profiling

**UNIT III LANGUAGE ADEPTNESS**

9

**Module:7 Rewriting passages**

Activity: Conversion of voices & Rephrasing Articles

**Module:8 Enhancing Pronunciation skills**

Activity: Listening to short technical Reels and reproducing it

**Module:9 Making Conversations**

Activity: Role play & Narrating Incidents

**UNIT IV TECHNICAL WRITING**

9

**Module:10 Spotting Errors**

Activity: Proof reading, Rewriting sentences

**Module:11 Data interpretation**

Activity: Interpretation of Graphics/Charts/Graphs

**Module:12 Expository Writing**

Activity: Picture inference, Captions for Posters& Products

**UNIT V LANGUAGE UPSKILLING**

9

**Module:13 Listening for Specific Information**

Activity: TED talks/Announcement/Documentaries

**Module:14 Presentation**

Activity: Extempore & Persuasive Speech

**Module:15 Team Communication**

Activity: Team building activities, Group Discussion

**LIST OF EXERCISES**

1. Introducing oneself
2. Role play
3. Listening to short technical Reels
4. Listening to TED Talks/ Announcements/ Documentaries
5. Presentation
6. Group Discussion

**Contact Periods:**

Lecture: 15 Periods      Tutorial: - Periods      Practical: 30 Periods

Project: - Periods

Total: 45 Periods

TEXT BOOKS:

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1. Ashraf Rizvi, "Effective Technical Communication", 2<sup>nd</sup> edition, Mc Graw – Hill. India 2017.
2. Rod Ellis, "English for Engineers & Technologists", Vol. II: (English for Engineers and Technologist: A Skills Approach). 2<sup>nd</sup> edition, Orient Black Swan, 1990.

**REFERENCES:**

1. Raymond Murphy, "Intermediate English Grammar", 2<sup>nd</sup> edition, Cambridge University Press, 2009.
2. Thomas L Means, "English and Communication for Colleges", 4<sup>th</sup> edition, Cengage 2017.
3. Using English: "A Coursebook for Undergraduate Engineers and Technologists", 1<sup>st</sup> edition, Orient Black Swan, 2017.

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
Assessment I (Theory) (100 Marks)		Assessment II (Practical) (100 Marks)		Practical Examinations (Examinations will be conducted for 100 Marks)
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record  (Rubrics Based Assessments)	Test	
40	60	75	25	
25		25		50
50				50
<b>Total: 100</b>				



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**SEMESTER I**

U21EN102	BUSINESS COMMUNICATION & VALUE SCIENCE – I (For CSBS)	Category: HSM				
		L	T	P	J	C
		1	0	2	0	2

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To understand the key concepts of values, life skills and business communication and to motivate students to look within and create a better version of self.
- To focus on the development of basic fluency in English, usage of vocabulary in technical field, strengthen reading and official written communication skill.
- To understand the life skills and their importance in leading a happy and well-adjusted life.

**COURSE OUTCOMES:**

Upon completion of the course, the student will be able to

CO1: Recognize the need for life skills and values (Understand)

CO2: Identify own strengths and opportunities (Analyse)

CO3: Recognize the importance of vocabulary enrichment (Understand)

CO4: Understand the basic tenets of communication and apply the basic communication practices in different types of communication (Apply)

CO5: Apply the life skills to different situations (Apply)

**CO-PO MAPPING:**

POs Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	-	-	-	-	-	-	-	3	-	2	-	-		
CO2	-	-	-	-	-	-	-	-	2	3	-	-		
CO3	-	-	-	-	-	-	-	-	-	3	-	1		
CO4	-	-	-	-	-	-	-	-	2	3	-	1		
CO5	-	-	-	-	-	-	-	2	-	3	-	1		

Correlation levels: 1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

**SYLLABUS:**

**UNIT I BASICS FOR COMMUNICATION 9**

Applications of Tenses – Modal Verbs – Phrasal Verbs – Voices – Sentence formation and Completion – Sentence Structure Word Puzzles – Introducing and Sharing Information – Introducing Peer Members – Note Making – Analyzing and Writing a Review

**UNIT II HUMAN VALUES AND BUSINESS COMMUNICATION 9**

Self-exploration – SWOT Analysis and Goal setting – Values of individuals – Self-work with

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immersion(Interviewing Community Workers) and narrate what you think are the values that drive them – Writing Newspaper report – record conversation between a celebrity and an interviewer – Self-awareness; Stress management–Team Work

**UNIT III VOCABULARY ENRICHMENT 9**

Word formation: – Word Puzzles – Compound words -Single word substitute – Verbal Analogy– Phrases – idioms – Significant abbreviations formal business vocabulary – Commonly confused words

**UNIT IV READING AND WRITING SKILLS 9**

Reading articles – Short Comprehension – Creative Writing – Creating Slogans-Create a podcast on a topic – E-Mail Writing – Picture Inference.

**UNIT V LANGUAGE ADEPTNESS 9**

Listening for Specific Information – Listening to TED talks – Announcements – Documentaries – Extempore and Persuasive Speech.

**LIST OF EXERCISES**

1. Introducing Oneself and Sharing Information
2. Presentation on the persona of any well-known person & Role-Play
3. Create a podcast on a topic
4. Newspaper Report
5. Skit Based Communication
6. Listening to TED Talks/Announcements and Documentaries

**Contact Periods:**

Lecture: 15 Periods      Tutorial: – Periods      Practical: 30 Periods      Project – Periods  
Total 45 Periods

**TEXT BOOKS:**


1. Rizvi and Ashraf, "Effective Technical Communication", 1<sup>st</sup> edition, Mc Graw – Hill, India 2017.
2. Locker, Kitty O., and Stephen Kyo Kaczmarek. "Business Communication: Building Critical Skills", 6<sup>th</sup> edition, McGraw-Hill / Irwin Publishers, 2014.
3. Subroto Bagchi, "The Professional", 1<sup>st</sup> edition, Penguin Publishers,2009.

**REFERENCES:**

1. Alan Mc'Carthy and O'dell, "English vocabulary in Use", 2<sup>nd</sup> edition, Cambridge University Press, 2017
2. APAART: "Speak Well 1" (English language and communication).
3. Saroj Hiremath, "Business Communication", 1<sup>st</sup> edition, Nirali Prakashan,2018.

**EVALUATION PATTERN:**

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Continuous Internal Assessments				End Semester Examinations
<b>Assessment I (Theory) (100 Marks)</b>		<b>Assessment II (Practical) (100 Marks)</b>		<b>Practical Examinations (Examinations will be conducted for 100 Marks)</b>
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record <b>(Rubrics Based Assessments)</b>	Test	
40	60	75	25	
25		25		50
50				50
<b>Total: 100</b>				

  
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**SEMESTER II**

U21EN201	<b>PERSONALITY ENHANCEMENT</b> Common to AD, BM, CH, CE, CS, CS(AIML),EE,EC,ME,MI,IT)	Category: HSM				
		L	T	P	J	C
		1	0	2	0	2

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To develop of personality traits that contributes in the professional environment
- To create a basic awareness about the significance of soft skills in professional and interpersonal communications
- To enhance the level of self-confidence that helps to excel in the leadership skills

**COURSE OUTCOMES:**

**Upon completion of the course, the student will be able to**

- CO1:** Nurture a deep understanding of personality development and interpersonal relationship for overall self-development (Understand)
- CO2:** Communicate proficiently in high-end interviews and in all social situations (Understand)
- CO3:** Synthesize complex concepts and present them in speech and writing (Analyse)
- CO4:** Negotiate and lead teams towards success (Understand)
- CO5:** Present ideas in an effective manner using web tools (Apply)

**CO-PO MAPPING:**

Cos	POs														
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	
CO1	-	-	-	-	-	-	-	-	2	3	-	1			
CO2	-	-	-	-	-	-	-	1	2	3	-	1			
CO3	-	-	-	-	-	-	-	-	2	3	-	-			
CO4	-	-	-	-	-	-	-	-	2	3	-	-			
CO5	-	-	-	-	-	-	-	1	-	3	-	-			

Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)

**SYLLABUS:**

**UNIT I      LEXICAL REASONING**

9

**Module:1 Establishing Associations**

Activity: Verbal Analogy, Logical Reasoning

**Module:2 Lateral Thinking**

Activity: Reasoning and Assertions

**Module:3 Sentence Completion**

Activity: Cloze Test, Single Word Substitutes

**UNIT II      SOCIAL CORRESPONDENCE**

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**Module:4 Etiquettes**

Activity: Brain storming & performing in actions

**Module:5 Introspection**

Activity: SWOT Analysis, Goal Setting

**Module:6 Co-verbal Gesture**

Activity: Body Language, Non verbal cues

**UNIT III ART OF NETWORKING**

9

**Module:7 Addressing a Multitude**

Activity: Welcome address, Vote of Thanks, Public Speaking

**Module:8 Persuasive Communication**

Activity: Making Technical Presentation

**Module:9 Career Oriented Communication**

Activity: Face to face Conversation, Mock Interview

**UNIT IV CRITICAL THINKING**

9

**Module:10 Organizing ideas**

Activity: Mind Mapping

**Module:11 Problem Solving Skills**

Activity: Conflict management, Case Study

**Module:12 Critical Review**

Activity: Book/ Movie Review, Comparative Analysis

**UNIT V CONTENT WRITING**

9

**Module:13 Reports**

Activity: Writing Event Report, Project Report

**Module:14 Writing for Digital platform**

Activity: Writing Posts, Blogs

**Module:15 Developing Content**

Activity: Product Description, Writing Proposals

**LIST OF EXERCISES**

1. Listening to Inspirational Speech
2. Listening to Product Description
3. Book/Movie Review
4. Presentation
5. Mock Interview
6. Public Speaking


**Contact Periods:**

Lecture: 15 Periods      Tutorial: - Periods      Practical: 30 Periods

Project: - Periods

Total: 45 Periods

TEXT BOOKS:

  
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1. Meenakshi Raman & Sangeetha Sharma. "Professional English: for AKTU", 1<sup>st</sup> edition, Oxford University Press. 2018.
2. Barun. K.Mitra. "Personality Development and Soft Skills", OUP India. 2<sup>nd</sup> edition, 2016.

**REFERENCES:**

1. Mathew Allen. "Smart Thinking: Skills for Critical Understanding and Writing", 2<sup>nd</sup> edition, OUP India, 2016.
2. Means, Thomas L, "English and Communication for Colleges", 4<sup>th</sup> edition, Cengage 2017
3. Using English: "A Coursebook for Undergraduate Engineers and Technologists", 1<sup>st</sup> edition, Orient Black Swan, 2017

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
Assessment I (Theory) (100 Marks)		Assessment II (Practical) (100 Marks)		Practical Examinations (Examinations will be conducted for 100 Marks)
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record  (Rubrics Based Assessments)	Test	
40	60	75	25	
25		25		50
50				50
<b>Total: 100</b>				

  
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SEMESTER II

U21EN202	BUSINESS COMMUNICATION & VALUE SCIENCE – II (For CSBS)	Category: HSM				
		L	T	P	J	C
		1	0	2	0	2

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To develop effective writing, reading, presentation and group discussion skills.
- To introduce the organizational concepts and theory dedicated to a social cause.
- To identify personality traits and evolve as a better team player.

**COURSE OUTCOMES:**

Upon completion of the course, the student will be able to

CO1: Understand and use tools of structured written communication (Understand)

CO2: Develop materials to create an identity for an organization dedicated to a social cause (Apply)

CO3: Identify individual personality types and role in a team (Analyse)

CO4: Understand the basic concepts of Morality and Diversity (Understand)

CO5: Organize an event to generate awareness and get support for a cause (Apply)

**CO-PO MAPPING:**

COs \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	-	3	-	1	
CO2	-	-	-	-	-	2	-	1	1	-	-	1		
CO3	-	-	-	-	-	-	-	-	3	2	-	-		
CO4	-	-	-	-	-	-	-	2	-	3	-	1		
CO5	-	-	-	-	-	-	-	-	2	3	-	-		

Correlation levels: 1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

**SYLLABUS:**

**UNIT I LEXICAL REASONING 9**

Establishing Associations – Verbal Analogy – Logical Reasoning – Reasoning and Assertions – Cloze test – Single word Substitute – Creating and launching E-magazine – Common Errors– Report Writing

**UNIT II SOCIAL CORRESPONDENCE 9**

Each group forming an NGO – Create Vision, Mission, Value Statement, and tagline and design a logo – Groups to present their NGOs – Presentation recording and sharing the findings from recording – Practising individual write up for E-magazine and evaluation – Speed Reading Session – Introduction to Skimming and Scanning.

**UNIT III ART OF NETWORKING 9**

Brain Storming Session – Discussing and Exploring the means of articulating and amplifying the

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Social issue their NGOs are working for – Addressing a Multitude – Welcome Address – Vote of Thanks – Public Speaking

**UNIT IV CRITICAL THINKING** 9

Learn Values from Movies – Film on Diversity – Discussion on key take away of the film – Mind Mapping – Conflict Management–Case Study – Time Management

**UNIT V LISTENING SKILLS** 9

Listening to Product Description-Listening to Inspirational speech – Listening Comprehension – Critical Review-Book / Movie Review – Comparative Analysis

**LIST OF EXERCISES**

1. Create E-Magazine
2. Presentation
3. Public Speaking
4. Listening to Product Description/Inspirational Speech.
5. Listening Comprehension
6. Book/Movie Review

**Contact Periods:**

Lecture: 15 Periods      Tutorial: – Periods      Practical: 30 Periods      Project – Periods  
Total 45 Periods

**TEXT BOOKS:**

1. Shalini Verma, "Development of Life Skills and Professional Practice", 1<sup>st</sup> edition, Vikas Publishing house Pvt. Ltd., 2014.
2. Barun.K.Mitra, "Personality Development and Soft Skills", 1<sup>st</sup> edition, OUP India, 2019.

**REFERENCE:**

1. Peter H. Diamandis and Steven Kotler, Abundance: "The Future is Better Than You Think", 1<sup>st</sup> edition, Free Press, 2012.
2. Sandra Moriarty, Nancy D, William D Mitchell, "Advertising & IMC: Principles and Practice", 10<sup>th</sup> edition, Pearson Education India, 2016.

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations	
Assessment I (Theory) (100 Marks)		Assessment II (Practical) (100 Marks)		Practical Examinations (Examinations will be conducted for 100 Marks)	
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record (Rubrics Based Assessments)	Test		
40	60	75	25		
25		25		50	
50				50	
Total: 100					

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U21EN301	BUSINESS COMMUNICATION & VALUE SCIENCE – III (For CSBS)	Category: HSM				
		L	T	P	J	C
		1	0	2	0	2

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To develop technical writing skills
- To practice self-analysis techniques like SWOT & TOWS
- To understand key concepts of pluralism & cultural spaces

**COURSE OUTCOMES:**

Upon completion of the course, the student will be able to

CO1: Identify the best practices of technical writing and apply in real life scenarios (Apply)

CO2: Relate and examine the basic principles of SWOT and life positions (Analyse)

CO3: Understand and respect pluralism in cultural spaces (Analyse)

CO4: Recognise the common mistakes made in cross-cultural communication (Understand)

CO5: Exchange information and formulate the plan for organisational goals (Understand)

**CO-PO MAPPING:**

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	-	3	-	1	
CO2	-	-	-	-	-	-	-	1	2	3	-	-		2
CO3	-	-	-	-	-	-	-	1	2	-	-	-		2
CO4	-	-	-	-	-	-	-	-	2	3	-	-		2
CO5	-	-	-	-	-	-	-	-	-	3	-	1		2

Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)

**SYLLABUS:**

**UNIT I      SELF AWARENESS AND SELF DEVELOPMENT      9**

Self-Assessment – Goal Setting – Personal and Career Goals – Self-Awareness – Perceptions and Positive attitudes – Behavioral Skills – Digital Profiling - Digital Communication - Life lessons

**UNIT II      INTERPERSONAL SKILLS AND HR MANAGEMENT      9**

Team work – Team Effectiveness – Decision Making – Conflict Resolution – Negotiation Skills– Preparation and Planning – Bargaining and Problem Solving – Closure & Implementation - Interview Etiquette – Mock Interview

**UNIT III      WRITTEN COMMUNICATION      9**

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Process and Product Description – Interpreting Charts and Graphs – Drafting Circulars (Business Context) – Report Writing - Drafting Appointment letters – Drafting Joining Letters - Formal and Business letters – Building Professionalism in Work Place

**UNIT IV NON-VERBAL AND INTERCULTURAL COMMUNICATION** 9

Importance of Non-verbal Communication – Personal appearance – Facial expressions – Movement- posture – Gestures – Eye contact – Voice – Beliefs and customs – Worldview and attitude - Developing Leadership Qualities - Professional Ethics

**UNIT V BUSINESS CORRESPONDENCE** 9

Enquiry&Complaint letters – Telephonic correspondence – Persuasive writing – Thanks Giving letters – Social media correspondence - Addressing the Grievances of Customer – Practices to Maintain Customer Satisfaction – Customer Survey

**Total: 45 Hours**

**LIST OF EXERCISES**

1. Digital Profiling
2. Group Discussion
3. Product Review
4. Business Etiquette
5. Writing for Advertisement
6. Listening to Business Talk

**Contact Periods:**

Lecture: 15 Periods	Tutorial: – Periods	Practical: 30 Periods	Project – Periods
			Total 45 Periods

**TEXT BOOKS:**

1. Kitty O Locker and Stephen KyoKaczmarek, "Business Communication: Building Critical Skills", 6<sup>th</sup> edition, McGraw-Hill / Irwin Publishers, 2014.
2. Mary Ellen Guffey and Dana Loewy, "Essentials of Business Communication", 11<sup>th</sup> edition, Cengage Learning Publishers, 2012.


**REFERENCES:**

1. Meenakshi Raman and Sangeeta Sharma, "Fundamentals of Technical Communication", 1<sup>st</sup> edition, OUP, 2014.
2. Lawrence G Fine, "The SWOT Analysis: Using Your Strength to Overcome Weaknesses", Using Opportunities to Overcome Threats, 1<sup>st</sup> edition, Create Space Independent Publishing Platform, 2009.

**Web References**

1. <https://freelance-writing.lovetoknow.com/kinds-technical-writing>
2. [https://m.youtube.com/watch?v=dT\\_D68RJ5T8&feature=youtube](https://m.youtube.com/watch?v=dT_D68RJ5T8&feature=youtube)
3. <https://m.youtube.com/watch?v=7sLLedBgYYY&feature=youtube>

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**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
Assessment I (Theory) (100 Marks)		Assessment II (Practical) (100 Marks)		Practical Examinations (Examinations will be conducted for 100 Marks)
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record (Rubrics Based Assessments)	Test	
40	60	75	25	
25		25		
50				50
Total: 100				50

  
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**TEXT BOOKS:**


1. Prashant Sharma, "Soft Skills: Personality Development for Life Success", 1<sup>st</sup> edition, BPB Publications, 2022
2. Suresh Kumar E, Sreehari P and Savithri J, "Communication Skills and Soft Skills: An Integrated Approach", 1<sup>st</sup> edition, Dorling Kindersley, 2011.

**REFERENCES:**

1. Jeff Butterfield, "Problem Solving and Decision Making", 2<sup>nd</sup> edition, Course Technology, 2010.
2. Wushow Bill Chou, "Fast-Tracking your Career: Soft Skills for Engineering and IT Professionals", 1<sup>st</sup> edition, IEEE Press, 2013.

**EVALUATION PATTERN:**

Continuous Internal Assessments	Marks
Test - I	50
Test - II	50
Total	100



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U21SSG02	SOFT SKILLS - II	Category: HSM				
		L	T	P	J	C
		0	0	2	0	1

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To understand the importance of communication and enhance self confidence
- To acquire employability skills

**COURSE OUTCOMES:**

Upon completion of the course, the student will be able to

CO1: Actively participate in Group Discussion (Analyze)

CO2: Enhance interview skills and make effective Presentation (Apply)

**CO-PO MAPPING:**

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	2	3	-	-	
CO2	-	-	-	-	-	-	-	-	2	3	-	-		

Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)

**SYLLABUS:**

**UNIT I PRESENTATION SKILLS 10**

Presentation Techniques – Time Management Techniques – Body language – Managerial Skills – Making Effective Presentation

**UNIT II GROUP DISCUSSION AND PUBLIC SPEAKING 10**

Introduction to Group Discussion – Understanding Group Dynamics – Group Discussion Strategies – Activities to Improve GD Skills – Public Speaking Techniques – Public Speaking Activities

**UNIT III INTERVIEW SKILLS 10**

Listening to Interviews – Preparation for the Interview – Interview Techniques and Etiquettes – Handling Stress Interview – Mock Interview – Online Interview Techniques

**Contact Periods:**

Lecture: -Periods      Tutorial: -Periods      Practical: 30 Periods      Project - Periods  
Total 30 Periods

  
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**TEXT BOOKS:**


1. Prashant Sharma, "Soft Skills: Personality Development for Life Success", BPB Publications, 1<sup>st</sup> edition, 2022.
2. Leader Interpersonal and Influence Skills: The Soft Skills of Leadership." Routledge Publications, 2014.

**REFERENCES:**

1. Ghosh B N, "Managing Soft Skills for Personality Development", 1<sup>st</sup> edition, Tata McGraw-Hill, 2012.
2. Nitin Bhatnagar and Mamta Bhatnagar, "Effective Communication and Soft Skills Strategies for Success", 1<sup>st</sup> edition, Pearson Education, 2012.

**EVALUATION PATTERN:**

Continuous Internal Assessments	Marks
Test - I	50
Test - II	50
Total	100



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<b>U21SSG03</b>	<b>SOFT SKILLS – III</b>	<b>Category: HSM</b>				
		<b>L</b>	<b>T</b>	<b>P</b>	<b>J</b>	<b>C</b>
		<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To improve language adeptness and to enhance fluency in language.
- To Gain emotional intelligence and to manage stress.

**COURSE OUTCOMES:**

Upon completion of the course, the student will be able to

CO1: Write reports and make reasoning and assertions (Apply)

CO2: Overcome stress and attain work-life balance (Analyse)

**CO-PO MAPPING:**

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	1	3	-	-	
CO2	-	-	-	-	-	-	-	1	-	3	-	2		

Correlation levels: 1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)


**SYLLABUS:**

<b>UNIT I</b>	<b>LANGUAGE ADEPTNESS</b>	<b>10</b>
Sentence Completion – Report Writing – Logical Reasoning – Cause and Effect – Assertion and Reasoning – Digital Profiling – Creative Resume		
<b>UNIT II</b>	<b>STRESS MANAGEMENT</b>	<b>10</b>
Factors Causing Stress – Positive and Negative Stress – Effects of Stress – Stress Overcoming Techniques – Context Based Tasks		
<b>UNIT III</b>	<b>EMOTIONAL INTELLIGENCE</b>	<b>10</b>
Leadership effectiveness – Self-awareness – Self-management – Self-motivation – Empathy and Social Skills		

**Contact Periods:**

Lecture:	- Periods	Tutorial:	-Periods	Practical:	30 Periods	Project	- Periods
						Total	30 Periods

**TEXT BOOKS:**

  
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1. Daniel Goleman, "Emotional Intelligence: Why it Can Matter More Than IQ", 1<sup>st</sup> edition, Bloomsbury, 2009.
2. Alan Barker, "Improve Your Communication Skills : Present with Confidence; Write with Style; Learn Skills of Persuasion", 1<sup>st</sup> edition, Kogan Page, 2010.

**REFERENCES:**

1. Jeremy Stranks, "Stress at Work: Management and Prevention", 1<sup>st</sup> edition, Butterworth- Heinemann, 2005.
2. Edward J Watson, "Emotional Intelligence: A Practical Guide on How to Control Your Emotions and Achieve Lifelong Social Success", 1<sup>st</sup> edition, Amazon Digital Services LLC, 2016.

**EVALUATION PATTERN:**

Continuous Internal Assessments	Marks
Test - I	50
Test - II	50
Total	100



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