



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta Course Code: 41117
7. Course : Communicative English L:
8. Program : SOET Sec A T:
9. Target : 60% P:
C:

THEORY COURSE FILE CONTENTS

Check list Course Outcomes Attainment

S. No.	Content s	Availabl e (Y/N/NA)	Date of Submission	Signatur e of HOD
1.	Authenticated Syllabus Copy	y		
2.	Individual Time Table	y		
3.	Students' Name List (Approved Copy)	y		
4.	Course Plan, PO, PSO, COs, CO-PO Mapping, COA Plan, Session Plan and Periodic Monitoring			
5.	Previous Year End Semester Question Papers	y		
6.	Question Bank (All Units - Part A, Part B & C)	y		
7.	Dissemination of Syllabus and Course Plan to Students	y		
8.	Lecture Notes - Unit I, II & III	y		
9.	Sample Documents and Evaluation Sheet for Internal Assessment – Tutorials / Assignments / Class Test / Open Book Test / Quiz / Project / Seminar / Role Play if any (Before Mid Term)	y		
10.	Mid Term Examination A. Question Paper / Any Other Assessment Tools Used B. Sample Answer Scripts (Best, Average, Poor) if required C. Evaluation Sheet D. Slow Learners List and Remedial Measures	y		
11.	Lecture Notes – Unit IV & V	y		
1 2 .	Sample Documents and Evaluation Sheet for Internal Assessment – Tutorials / Assignments / Class Test / Open Book Test / Quiz / Project / Seminar / Role Play if any (After Mid Term)	y		
1 3 .	Course End Survey (Indirect Assessment) & Consolidation			
1 4 .	End Term Examination A. Question Paper & Answer Key B. Sample Answer Scripts (Best, Average, Poor) if required	y		



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	C. Evaluation Sheet D. Slow Learners List and Remedial Measures.				
1 5 .	Content Beyond the Syllabus (Proof)				
1 6 .	Innovative Teaching Tools Used for TLP				
1 7 .	Details of Visiting Faculty Session / Industry Expert / Guest Lecture / Seminar / Field Visit / Webinars / Flipped Class Room / Blended Learning / Online Resources etc.				
1 8 .	Consolidated Mark Statement				
1 9 .	CO Attainment (Mid Term + Internal Assessment + End Term)				
2 0 .	Gap Analysis & Remedial Measures				
2 1 .	CO - PO Attainment				
2 2 .	Class Record (Faculty Logbook)				

Signature of HOD/ Dean

Signature of Faculty

Date:

Date:



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Syllabus Copy

Course Code	Course Name	L	T	P	C
Version 1.0		3	0	0	3
Pre-requisites/Exposure					
Co-requisites					

Course Objectives

Course Content

Faculty Individual Time Table

MONDAY								
	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	4:30-5:20
			SOET A (PG)					
						Commerce (PG)		
UG I	INDIAN WRITING IN ENGLISH (HEN31101) (PG)							
UG VI				Non-Fiction Writing (PG)				
PG IV		Popular (PG)						
TUESDAY								
	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	4:30-5:30



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							Commerce (PG)	
UG IV						Text and Performance (PG)		
UG VI	Non Fiction(PG)			Academic Writing (PG)				
WEDNESDAY								
	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	4:30-5:30
UG I	INDIAN WRITING IN ENGLISH (HEN31101) (PG)							
UG IV						Text and Performance (PG)		
PG I		SOFT SKILLS (PG)						
THURSDAY								
	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	4:30-5:30
								SOET B (PG)
UG I		INDIAN WRITING IN ENGLISH (HEN31101) (PG)						
FRIDAY								
	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	4:30-5:30
UG IV						Text and Performance (PG)		
UG VI		Indian Writing in English (PG)		Academic Writing (PG)				
PG IV			Popular (PG)					

Signature of HOD

Signature of Class Coordinator

Date:

Date:

Students Name List

SL NO.	NAME	ENROLLMENT NUMBER	UNIV. ROLL NO.
1	Riya Paul	AU/2020/0005268	UG/02/BTBIOME/2020/006
2	Hritika Adhikary	AU/2020/0005270	UG/02/BTBIOME/2020/007
3	Soumyadip Santra	AU/2020/0004488	UG/02/BTBIOME/2020/001
4	Moyuri Sen	AU/2020/0005262	UG/02/BTBIOME/2020/005
5	Anwesa Sarkar	AU/2020/0005518	UG/02/BTBIOME/2020/009
6	Abhishek Thakur	AU/2020/0004474	UG/02/BTCSE/2020/014
7	Subhendu Roy	AU/2020/0004475	UG/02/BTCSE/2020/015



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8	Rhythm Sen	AU/2020/0004476	UG/02/BTCSE/2020/016
9	Ashish Kumar Singh	AU/2020/0004477	UG/02/BTCSE/2020/017
10	Sagar ghosh	AU/2020/0004480	UG/02/BTCSE/2020/019
11	Swapnodip Das	AU/2020/0004491	UG/02/BTCSE/2020/021
12	Subrata Hazra	AU/2020/0004506	UG/02/BTCSE/2020/023
13	Atanu Chowdhury	AU/2020/0004584	UG/02/BTCSE/2020/043
14	Subhadeep Kar	AU/2020/0004586	UG/02/BTCSE/2020/044
15	Priyesh Chanda	AU/2020/0004591	UG/02/BTCSE/2020/045
16	Vishesh Mohanty	AU/2020/0004473	UG/02/BTCSE/2020/013
17	Aditya Kumar	AU/2020/0004512	UG/02/BTCSE/2020/024
18	Jit Chatterjee	AU/2020/0005525	UG/02/BTCSE/2020/050
19	Prathama Sarkar	AU/2020/0004532	UG/02/BTCSE/2020/030
20	Brinta Deb	AU/2020/0004537	UG/02/BTCSE/2020/031
21	Anushka Khatua	AU/2020/0004516	UG/02/BTCSE/2020/025
22	Deeptanu Saha	AU/2020/0004490	UG/02/BTCSE/2020/020
23	Rohan Sutradhar	AU/2020/0004531	UG/02/BTCSE/2020/029
24	Soumik Das	AU/2020/0004579	UG/02/BTCSE/2020/040
25	Arpan Maity	AU/2020/0004571	UG/02/BTCSE/2020/037
26	Animesh Dutta	AU/2020/0004576	UG/02/BTCSE/2020/038
27	Aritra Biswas	AU/2020/0004577	UG/02/BTCSE/2020/039
28	Pragati Kedia	AU/2020/0005466	UG/02/BTCSE/2020/048
29	Dron Guin	AU/2020/0004544	UG/02/BTCSEAIML/2020/005
30	Debrup Dey	AU/2020/0004559	UG/02/BTCSEAIML/2020/007
31	Sayanik Sutradhar	AU/2020/0004581	UG/02/BTCSEAIML/2020/014
32	Surya Chakraborty	AU/2020/0004518	UG/02/BTCSEAIML/2020/001
33	Rishav Ghosh	AU/2020/0004519	UG/02/BTCSEAIML/2020/002
34	Srijita Saha	AU/2020/0004567	UG/02/BTCSEAIML/2020/010
35	Pritom Saha	AU/2020/0004538	UG/02/BTCSEAIML/2020/004
36	Md. Sahid Alam	AU/2020/0004574	UG/02/BTCSEAIML/2020/012
37	Biswajit Chakraborty	AU/2020/0004528	UG/02/BTCSEAIML/2020/003
38	Md. Dawood Khan	AU/2020/0005551	UG/02/BTCSECSF/2020/007
39	Nilanjana Roy	AU/2020/0004558	UG/02/BTCSECSF/2020/005
40	Ayush Kumar Singh	AU/2020/0004554	UG/02/BTCSECSF/2020/004
41	Mayank Pareek	AU/2020/0004527	UG/02/BTCSECSF/2020/002
42	Shibsankar saw	AU/2020/0004508	UG/02/BTCSECSF/2020/001
43	Rishav Bardhan	AU/2020/0004487	UG/02/BTECE/2020/003



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44	Souhardya Saha	AU/2020/0004489	UG/02/BTME/2020/003
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Signature of HOD/Dean

Signature of Class Coordinator

Date:

Date:

COURSE PLAN

Target	60% (marks)
Level-1	50% (population)
Level-2	60% (population)
Level-3	70% (population)

1. Method of Evaluation

UG	PG
Internal Assessment (30%) (Quizzes/Tests, Assignments & Seminars etc.)	Internal Assessment (30%) (Quizzes/Tests, Assignments & Seminars etc.)
Mid Semester Examination (20%)	Mid Semester Examination (20%)
End Semester Examination (50%)	End Semester Examination (50%)

*Keep as per Program (UG/PG)

2. Passing Criteria

Scale	PG	UG
Out of 10 Point Scale	CGPA – “5.00” Min. Individual Course Grade – “C” Passing Minimum – 40	CGPA – “5.00” Min. Individual Course Grade – “C” Passing Minimum – 35

*Keep as per Program (UG/PG)

3. Pedagogy



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- Direct Instruction

- Kinesthetic Learning

- Flipped Classroom

- Differentiated Instruction

- Expeditionary Learning

- Inquiry Based Learning

- Game Based Learning

- Personalized Learning

4. Topics introduced for the first time in the program through this course

- (New Topics Related to this Course – Syllabus Revision if any/Content Beyond Syllabus)

5. References:

Text Books	Web Resources	Journals	Reference Books

Signature of HOD/Dean

Signature of Faculty

Date:

Date:



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ADAMAS UNIVERSITY

Course Objectives:

HEN41117	HSSM I	L	T	P	C
Version 1.0		3	0	0	3
Pre-requisites/Exposure	12 th level English				
Co-requisites	--				

Course Objectives

- 1.To know the importance and techniques of communication skills in order to improve professional skills
- 2.To enhance the knowledge of the students on vocabulary, syntax, and grammatical skills
- 3.To improve writing skills by applying writing techniques, tools in practice sessions
- 4.To achieve an overall enhancement in terms of reading, listening and speaking

Course Outcomes:

On completion of this course, the students will be able to

CO1. To have a basic understanding of communication processes and to know the practical implications and its challenges at the workplace

CO2. To know the practical uses of English grammar and to use grammar correctly and unambiguously

CO3. To be familiar with different formats of business communication like reports, letters, and other technical writings

CO4. To acquire competence in speaking, reading, listening, and writing in English.

CO5. To be familiar with English pronunciation and use neutral accent successfully

CO6. To be able to comprehend different other accents of spoken English

Catalog Description



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Effective communication is one of the basic requirements of a successful career. Both verbal and nonverbal communication is important to exchange ideas among the employees within the organisation and outside the organisation as well. In this course, the focus will be on improving LSRW skills, i.e. listening, speaking, reading and writing. Students will learn how to communicate effectively through prescribed syllabus. Classroom activities will be designed to encourage students to play an active role in the construction of their own knowledge and in the design of their own learning strategies. We will combine traditional lectures with other active teaching methodologies, such as group discussions, role play, small skit enactments, analysis of video scenes and debates. Class participation is a fundamental aspect of this course. Students will be encouraged to actively take part in all group activities and to give an oral group presentation. Students will be expected to interact with media resources, such as, web sites, videos, DVDs, and newspapers etc.

Course Content

Module I: 6 lecture hours

Communication Level 1: Basics of Communication, Means of Communication, Barriers of Communication

Module II: 6 lecture hours

Grammar and Syntax Level 1: Tense: types and uses, Idioms, One Word Substitutes, Discussion on the use of Articles and related exercises, Discussion on the use of Prepositions and related exercises, Exercises on Sentence –Making (Syntax), Practice exercises on Voice change, Class Exercises on Synonyms and Antonyms.

Module III: 6 lecture hours

Reading and Listening Skills Level 1: Introduction to listening skills: purposes and practice, Discussion on types of listening: difference between listening and hearing, Active listening: introduction listening exercises, Elementary level listening exercise, Intermediate level listening exercise, Advance level listening exercise, Introduction to Reading Skills, Strategies of reading, Skimming, Scanning and Summarizing, Comprehension exercises.

Module IV: 6 lecture hours

Speaking Skills Level 1: Introduction to Speaking Skills: Mother tongue influence, Discussion on various kinds of narrative styles and techniques: Welcome speech, Vote of Thanks, Farewell Speech, Debate and Elocution, Class Exercises on Descriptive narration, Practical Exercises on Narration styles, Presentation of small skits, Practicing Extempore in the class, Mock practices of Group discussion, Practicing speaking in pairs, Mock practice of job interviews.

Module V: 6 lecture Hours

Writing Skills Level 1: Business letters: definition, types and format, Practice exercises, Business reports: definition, types and format, Practice exercises, CV and Application letters: types and formats, Practice exercises, Compositions: Essays, precis paragraph writing



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Text Books:

- 1.Kaul Asha. Effective Business Communication. PHI Learning Pvt Ltd. 2014.
- 2.Wren and Martin. High School Grammar And Composition. S. Chand, 1995.
- 3.Gupta, A. English Reading Comprehension. Ramesh Publishing House, 2009.

Reference Book:

- 1.Lewis, Norman. Word Power Made Easy. Anchor: 2014.
- 2.Riordan, Daniel G & Pauley Steven A. :Technical Report Writing Today. 2004.
- 3.Hamp-Lyons and Heasley, B . Study Writing; A Course in Written English. For Academic and Professional Purposes, Cambridge Univ. Press, 2006.
- 4.Quirk R., Greenbaum S., Leech G., and Svartik, J. A Comprehensive Grammar of the English language, Longman:London, 1985.
- 6.Balasubramaniam, T. A Textbook of English Phonetics for Indian Students. Macmillan: 2012.

Modes of Evaluation: Quiz/Assignment/ presentation/ extempore/ Written Examination Examination Scheme:

Components	Attendance	Class Assessment	Mid-Term	ETE
Weightage (%)		30	20	50

Relationship between the Course Outcomes (COs) and Program Outcomes (POs)

Mapping between COs and POs		
	Course Outcomes (COs)	Mapped Program Outcomes
CO1	To have a basic understanding of communication processes and to know the practical implications and its challenges at the workplace	PO 10, PSO 3
CO2	To know the practical uses of English grammar and to use grammar correctly and unambiguously	PO 10, PSO 3



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CO3	To be familiar with different formats of business communication like reports, letters, and other technical writings	PO 6, PO 8
CO4	To achieve an overall enhancement in terms of reading, listening and speaking	PO 7, PO8, PO 9, PO 12

		Engineering knowledge	Problem Analysis	Design/Development of solutions	Conduct investigations of complex problems	Modern tool usage	The engineer and society	Environment and sustainability	Ethics	Individual and teamwork	Communication	Project management and finance	Life long learning	Strong skills in learning new programming environments	Ability to understand the evolutionary changes in computing	Ability to analyse the impact of Computer Science and Engineering solutions in the societal and human context
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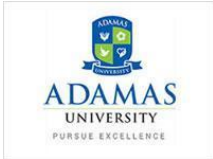
Course Code	Course Title	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
HEN41117	HSSM1	-	2	2	1	2	2	2	2	3	3	-		-	-	1

1=weakly mapped

2= moderately mapped

3=strongly mapped

Model Question Paper

Name: Enrolment No:			
Course: HEN41117 – HSSM1 Program: B.Tech. (All Programs) Semester: I Time: 03 hrs. Max. Marks:40 Instructions: Attempt all questions from Group A (each carrying 1 mark); any Three Questions from Group B (each carrying 5 marks); any Two questions from Group C (each carrying 10 marks).			
Group A (Answer all the questions) (5×1=5)			
1.	Where were you ____ 28 February, 2019? (Fill in the blank with appropriate preposition)	[1]	CO2,C01



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2.	What is non-verbal communication?	[1]	
3.	Give one word substitute for: "One who loves books"	[1]	
4.	What is the antonym of "Happiness"?	[1]	
5.	Give example of an idiom.	[1]	
	Group B (Attempt any Three Questions) (3×5=15)		
6.	What are the barriers to communication? Explain some physical and psychological barriers of communication	[5]	CO1
7.	What do you understand by communication? Write a note on the importance of effective communication.	[5]	CO1
8.	Fill in the blanks using suitable article. Please copy the sentences given, while answering: i. He was ____ first man to arrive. ii. Would you like to be _____ teacher? iii. I am going to buy _____ hat. iv. Picasso was ____ famous painter. v. The Ganga is ____ sacred river.	[5]	CO2
9.	Change the following sentences from active to passive voice: i. The cat killed a mouse ii. People lined the road iii. He was singing a song yesterday	[5]	CO2



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	iv. I have read this book. v. Who broke the jug?		
	Group C (Attempt any Two Questions) (2×10=20)		
10.	Write a paragraph on the impact of COVID 19 in our society.	[10]	CO3
11.	Write an application to the Vice-Chancellor of your University as the class representative of your respective class requesting permission to organize a science exhibition in your department	[10]	CO3
12.	.Read the following passage and answer the questions that follow. A few countries already use powerful electromagnets to build high speed trains. These trains are called maglev trains. Maglev is the shortened form of magnetic levitation. Maglev trains work on the principles of magnetism and float over a guideway. The maglev train is different from a conventional train in that it does not have an engine. At least it does not have the kind of engines that pull train cars along steel tracks. It does not consume fossil fuels either. Since maglev trains float in the air, there is no friction between the train and the track. This lack of friction and the aerodynamic design of these trains allow them to reach speeds of over 500 kilometer per hour. Japan and Germany pioneer research in the maglev train technology. They have already built their prototypes and are in the process of testing them. Transrapid is an electromagnetic suspension system developed by German engineers. The idea of maglev transportation has been in existence for over a century. The first commercial maglev train made its debut in Shanghai, China in 2002. This train was developed by a German company. Right now the Shanghai Transrapid line connects Longyang Road station and	[10]	CO4



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	Pudong airport. China is planning to extend this line to Hangzhou by building a 99 miles guideway. Several other countries are also planning to build their own maglev train system, but right now the Shanghai maglev train is the only commercial maglev line. Complete the sentences: (2×5=10) (a) The two main differences between maglev trains and conventional trains are: (b) Maglev trains are environment friendly because (c) The two nations that lead the research in maglev train technology are (d) The two factors that help maglev trains to achieve high speeds are (e) A suitable title for the passage would be		

Communicative English	HEN31115	3-0-0	3 Credits
Module 1: Communication Level 1 - Basics of Communication - Means of Communication			[8]



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● Barriers of Communication	
Module 2: Grammar and Syntax Level 1 ● Tense ● Idioms ● One Word Substitutes ● Articles ● Prepositions ● Sentence-making ● Voice Change ● Synonyms and Antonyms	[8]
Module 3: Reading and Listening Skills Level 1 ● Active Listening ● Types of Listening ● Listening Exercises ● Reading Exercises	[11]
Module 4: Speaking Skills Level 1 ● Introduction ● Description ● Narration ● Extempore	[10]
Module 5: Writing Skills Level 1 ● Composition ● Letter Writing—simple applications	[8]



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● Essay/ Paragraph writing (argumentative and descriptive)	
Text Books:	
1	Spoken English and Functional Grammar. P. C. Das.
2	Essential Grammar in Use. Raymond Murphy.
Reference Books:	
1	A Practical Course in English Pronunciation. J Sethi, KamleshSadanand and D.V. Jindal.
2	English for Technical Communication. NP Sudarshana and C Savitha.
Re fer en ce Bo ok s:	
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Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
7. Course : Communicative English
8. Program : SOET Sec A
9. Target : 60%

Course Code: 41117

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Year: 2020-21
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Year: 2020-21
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Year: 2020-21
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Year: 2020-21
Semester: 1st

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Year: 2020-21
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6. Name of the Faculty: Dr. Punyajit Gupta
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Year: 2020-21
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Learning Outcomes:



Year: 2020-21
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6. Name of the Faculty: Dr. Punyajit Gupta Course Code: 41117
7. Course : Communicative English L:
8. Program : SOET Sec A T:
9. Target : 60% P:
C:

LO 1	To have a basic understanding of communication processes and to know the practical implications and its challenges at the work place
LO 2	To know the practical uses of English grammar and to use grammar correctly and unambiguously
LO 3	To be familiar with different formats of business communication like reports, letters, CVs and other technical writings
LO 4	To acquire fluency in speaking English in order to carry out effective professional communication
LO 5	To be familiar with English pronunciation and use neutral accent successfully
LO 6	To be able to comprehend different other accents of spoken English

Lecture Plan

Contact Hour	Topics to be Covered	Reference
Module -1		
1	Definition and concept of communication	R1
2	Process of communication	R1, R3
3	Barriers to communication	R1
4	Verbal communication	R1,R3
5	Non-verbal communication: Kinesics, Proxemics, Chronemics	R1



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6	Flow of Communication	R1, R3
7	Formal and informal communication	R1,R3
8	Assessment	
Module -2		
9	Tense: types and uses	R2
10	Introduction to parts of speech	R2
11	Detailed discussion and exercises on Noun – Pronoun and Verb – Adjective	R2, R6
12	Discussion on the use of Articles and related exercises	R2,R6
13	Discussion on the use of Prepositions and related exercises	R2, R6
14	Exercises on Sentence –Making (Syntax)	R2, R6
15	Practice exercises on Voice change	R2, R6
16	Class Exercises on Synonyms and Antonyms	R2,R6
17	Doubt Clearing Session	
18	Assessment	
Contact Hour	Topics to be Covered	Reference
Module -3		
19	Introduction to listening skills: purposes and practice	R8
20	Discussion on types of listening: difference between listening and hearing	R8
21	Active listening: introduction listening exercises	R8



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22	Elementary level listening exercise	R8
23	Intermediate level listening exercise	R8
24	Advance level listening exercise	R8
25	Introduction to Reading Skills	R7
26	Strategies of reading	R7
27	Skimming, Scanning and Summarizing	R7
28	Comprehension exercises	R7, R2, R6
Module -4		
29	Introduction to Speaking Skills: Mother tongue influence	R1, R8
30	Discussion on various kinds of narrative styles and techniques: Welcome speech, Vote of Thanks, Farewell Speech, Debate and Eloquution	R1, R8
31	Class Exercises on Descriptive narration	R1,R8
32	Practical Exercises on Narration styles	R1,R8
33	Presentation of small skits	
34	Practicing Extempore in the class	R3, R1
35	Mock practices of Group discussion	AV
36	Practicing speaking in pairs	AV
37	Mock practice of job interviews	AV
Contact Hour	Topics to be Covered	Reference



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38	Business letters: definition, types and format	R5
39	Practice exercises	R5
40	Business reports: definition, types and format	R4
41	Practice exercises	R4
42	CV and Application letters: types and formats	R4, R5
43	Practice exercises	R4, R5
44	Compositions: Essays and precis	R4, R5, R2, R6
45	Practice exercises	R4, R5, R2, R6
Topic to be Covered beyond the Syllabus		
46	Frequently Asked Questions in Interviews	
47	Discussion on GRE and TOEFEL Questions	
48	Doubt Clearing Session	

ADAMAS UNIVERSITY

HEN41117	HSSM – I	L	T	P	C
Version 1.0	Contact Hours - 45	3	0	0	3
Pre-requisites/Exposure	12 th level English				
Co-requisites	--				

Course Objectives:

CO 1	To know the importance and techniques of communication skills in order to improve professional skills
CO 2	To enhance the knowledge of the students on vocabulary, syntax, and grammatical skills
CO	To improve writing skills by applying writing techniques, tools in practice sessions



Year: 2020-21
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3	
CO 4	To achieve an overall enhancement in terms of reading, listening and speaking

Course Description:

Effective communication is an integral part of life. Communication is a process of exchanging ideas, messages, information etc. through verbal or nonverbal communication. In this course, the focus will be on improving LSRW skills, i.e. listening, speaking, reading and writing. Students will learn how to communicate effectively through prescribed syllabus as well as through Pearson Global English solutions. Classroom activities will be designed to encourage students to play an active role in the construction of their own knowledge and in the design of their own learning strategies. We will combine traditional lectures with other active teaching methodologies, such as group discussions, cooperative group solving problems, analysis of video scenes and debates. Class participation is a fundamental aspect of this course. Students will be encouraged to actively take part in all group activities and to give an oral group presentation. Students will be expected to interact with media resources, such as, web sites, videos, DVDs, and newspapers etc.

Course Outcomes for HEN41117

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

CO- HEN41117-1	To have a basic understanding of communication processes and to know the practical implications and its challenges at the workplace
CO- HEN41117-2	To know the practical uses of English grammar and to use grammar correctly and unambiguously
CO- HEN41117-3	To be familiar with different formats of business communication like reports, letters, and other technical writings



Year: 2020-21
Semester: 1st

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8. Program : SOET Sec A T:
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CO- HEN41117-4	To acquire competence in speaking, reading, listening, and writing in English.
CO- HEN41117-5	To be familiar with English pronunciation and use neutral accent successfully
CO- HEN41117-6	To be able to comprehend different other accents of spoken English

Course Outcomes (COs) Assessment Table:

Assessment Tools

CO's	Internal Assessment		Class Attendance	Mid Term Exam	End Term Exam	Total
	I	II				
1	7	6		10	5	28
2	3			10	15	28
3	5				5	10
4					15	15
5		2				2
6		7				7
Total	15	15	10	20	40	100

HSSM –I	HEN41117	3-0-0	3 Credits
Module 1: Communication Level 1 - Basics of Communication - Means of Communication - Barriers of Communication			[8]
Module 2: Grammar and Syntax Level 1 - Tense - Idioms - One Word Substitutes - Articles			[8]



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• Prepositions • Sentence-making • Voice Change • Synonyms and Antonyms	
Module 3: Reading and Listening Skills Level 1 • Active Listening • Types of Listening • Listening Exercises • Reading Exercises	[11]
Module 4: Speaking Skills Level 1 • Introduction • Description • Narration • Extempore	[10]
Module 5: Writing Skills Level 1 • Composition • Letter Writing—simple applications • Essay/ Paragraph writing (argumentative and descriptive)	[8]
Text Books:	
1	Spoken English and Functional Grammar. P. C. Das.
2	Essential Grammar in Use. Raymond Murphy.
Reference Books:	
1	A Practical Course in English Pronunciation. J Sethi, KamleshSadanand and D.V. Jindal.
2	English for Technical Communication. NP Sudarshana and C Savitha.
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Learning Outcomes:

L O 1	To have a basic understanding of communication processes and to know the practical implications and its challenges at the work place
L O 2	To know the practical uses of English grammar and to use grammar correctly and unambiguously
LO 3	To be familiar with different formats of business communication like reports, letters, CVs and other technical writings
LO 4	To acquire fluency in speaking English in order to carry out effective professional communication
LO 5	To be familiar with English pronunciation and use neutral accent successfully
LO 6	To be able to comprehend different other accents of spoken English

Lecture Plan

Contact Hour	Topics to be Covered	Reference
Module -1		



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1	Definition and concept of communication	R1
2	Process of communication	R1, R3
3	Barriers to communication	R1
4	Verbal communication	R1,R3
5	Non-verbal communication: Kinesics, Proxemics, Chronemics	R1
6	Flow of Communication	R1, R3
7	Formal and informal communication	R1,R3
8	Assessment	
Module -2		
9	Tense: types and uses	R2
10	Introduction to parts of speech	R2
11	Detailed discussion and exercises on Noun – Pronoun and Verb - Adjective	R2, R6
12	Discussion on the use of Articles and related exercises	R2,R6
13	Discussion on the use of Prepositions and related exercises	R2, R6
14	Exercises on Sentence –Making (Syntax)	R2, R6
15	Practice exercises on Voice change	R2, R6
16	Class Exercises on Synonyms and Antonyms	R2,R6
17	Doubt Clearing Session	
18	Assessment	
Contact Hour	Topics to be Covered	Reference



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Module -3		
19	Introduction to listening skills: purposes and practice	R8
20	Discussion on types of listening: difference between listening and hearing	R8
21	Active listening: introduction listening exercises	R8
22	Elementary level listening exercise	R8
23	Intermediate level listening exercise	R8
24	Advance level listening exercise	R8
25	Introduction to Reading Skills	R7
26	Strategies of reading	R7
27	Skimming, Scanning and Summarizing	R7
28	Comprehension exercises	R7, R2, R6
Module -4		
29	Introduction to Speaking Skills: Mother tongue influence	R1, R8
30	Discussion on various kinds of narrative styles and techniques: Welcome speech, Vote of Thanks, Farewell Speech, Debate and Eloquution	R1, R8
31	Class Exercises on Descriptive narration	R1,R8
32	Practical Exercises on Narration styles	R1,R8
33	Presentation of small skits	
34	Practicing Extempore in the class	R3, R1
35	Mock practices of Group discussion	AV



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36	Practicing speaking in pairs	AV
37	Mock practice of job interviews	AV
Contact Hour	Topics to be Covered	Reference
38	Business letters: definition, types and format	R5
39	Practice exercises	R5
40	Business reports: definition, types and format	R4
41	Practice exercises	R4
42	CV and Application letters: types and formats	R4, R5
43	Practice exercises	R4, R5
44	Compositions: Essays and precis	R4, R5, R2, R6
45	Practice exercises	R4, R5, R2, R6
Topic to be Covered beyond the Syllabus		
46	Frequently Asked Questions in Interviews	
47	Discussion on GRE and TOEFEL Questions	
48	Doubt Clearing Session	

		ADAMAS UNIVERSITY MID-SEMESTER EXAMINATION: JANUARY 2021 (Academic Session: 2020 – 21)	
Name of the Program:	B. Tech	Semester:	I
Paper Title:	HSSM-I	Paper Code:	HEN 41117
Maximum Marks:	20	Time duration:	2 Hrs



Year: 2020-21
Semester: 1st

6. Name of the Faculty:	Dr. Punyajit Gupta	Course Code: 41117
7. Course	: Communicative English	L:
8. Program	: SOET Sec A	T:
9. Target	: 60%	P:
		C:

Total No of questions:	06	Total No of Pages:	02
(Any other information for the student may be mentioned here)	1. At top sheet, clearly mention Name, Univ. Roll No., Enrolment No., Paper Name & Code, Date of Exam. 2. All parts of a Question should be answered consecutively. Each Answer should start from a fresh page. 3. Assumptions made if any, should be stated clearly at the beginning of your answer.		

Answer all the Groups

Group A

Answer all the questions of the following

5×1 = 5

1. Read the following passage and answer the questions given at the end of the passage:

The production of cheese predates recorded history and was most likely discovered by accident during the transport of fresh milk in the organs of ruminants such as sheep, goats, cows, and buffalo. In the millennia before refrigeration, cheese became a way to preserve milk. Although it is unknown where cheese production was first discovered, evidence of early cheese making is prevalent in the Middle East, Europe, and Central Asia.

It is thought that cheese was first discovered around 8000 BC around the time when sheep were first domesticated. Rennet, the enzyme used to make cheese, is naturally present in the stomachs of ruminants. The leak-proof stomachs and other bladder-like organs of animals were often put to use to store and transport milk and other liquids. Without refrigeration, warm summer heat in combination with residual rennet in the stomach lining would have naturally curdled the milk to produce the earliest forms of cheese.

These milk curds were strained, and salt was added for extra preservation, giving birth to what we now know as "cheese." Even with the addition of salt, warm climates meant that most cheeses were eaten fresh and made daily. Early Roman texts describe how ancient Romans enjoyed cheese often. They enjoyed a wide variety of cheeses, and cheese making was already considered an art form. They provided hard cheese for the Roman legions.

The word cheese comes from the Latin word *caseus*, the root of which is traced back to the proto-Indo-European root *kwat*, meaning to ferment or become sour.

- a) Give a suitable title to the above passage.
- b) How was cheese discovered?
- c) Which enzyme is used to make cheese?
- d) What was done for the extra preservation of milk-curds?
- e) The word cheese comes from which word?

GROUP –B



Year: 2020-21
Semester: 1st

6. Name of the Faculty:	Dr. Punyajit Gupta	Course Code: 41117
7. Course	: Communicative English	L:
8. Program	: SOET Sec A	T:
9. Target	: 60%	P:
		C:

Answer *any three* of the following

3×5 = 15

2. **As the Class Representative, write a letter to the Vice-chancellor of your university requesting permission for a day long educational trip to the National Museum, Kolkata**
3. **Write a paragraph on advantages and disadvantages of online education.**
4. **Discuss the barriers to effective communication.**
5. **Fill in the blanks using the correct article. Please copy full sentences while writing the answer. Each question carries 0.5 marks.**
 - a) There is ____ book.
 - b) I need ____ inverter.
 - c) She is ____ respectable woman.
 - d) She is ____ honest girl.
 - e) Honest people speak ____ truth.
 - f) There is ____ cow.
 - g) She is ____ efficient woman.
 - h) Varanasi is ____ oldest living city.
 - i) Aladin had ____ wonderful lamp.
 - j) He is ____ able man.
6. **Fill in the blanks using the correct preposition. Please copy full sentences while writing the answer. Each question carries 0.5 marks.**
 - a) I am ____ my cabin.
 - b) What is the time ____ your watch.
 - c) He is coming ____ Mumbai.
 - d) There is nothing new ____ this job.
 - e) I bought it ____ you.
 - f) He was good ____ me.
 - g) I shall do it ____ pleasure.
 - h) I am tired ____ walking.
 - i) I went ____ the shop.
 - j) The books lie ____ the table.



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
7. Course : Communicative English
8. Program : SOET Sec A
9. Target : 60%

Course Code: 41117

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C:

	ADAMAS UNIVERSITY MID-SEMESTER EXAMINATION: JANUARY 2021 (Academic Session: 2020 – 21)		
Name of the Program:	B. Tech	Semester:	I
Paper Title:	HSSM-I	Paper Code:	HEN 41117
Maximum Marks:	20	Time duration:	2 Hrs
Total No of questions:	06	Total No of Pages:	02
(Any other information for the student may be mentioned here)	4. At top sheet, clearly mention Name, Univ. Roll No., Enrolment No., Paper Name & Code, Date of Exam. 5. All parts of a Question should be answered consecutively. Each Answer should start from a fresh page. 6. Assumptions made if any, should be stated clearly at the beginning of your answer.		

Answer all the Groups

Group A

Answer all the questions of the following

5×1 = 5

7. Read the following passage and answer the questions given at the end of the passage:

The production of cheese predates recorded history and was most likely discovered by accident during the transport of fresh milk in the organs of ruminants such as sheep, goats, cows, and buffalo. In the millennia before refrigeration, cheese became a way to preserve milk. Although it is unknown where cheese production was first discovered, evidence of early cheese making is prevalent in the Middle East, Europe, and Central Asia.

It is thought that cheese was first discovered around 8000 BC around the time when sheep were first domesticated. Rennet, the enzyme used to make cheese, is naturally present in the stomachs of ruminants. The leak-proof stomachs and other bladder-like organs of animals were often put to use to store and transport milk and other liquids. Without refrigeration, warm summer heat in combination with residual rennet in the stomach lining would have naturally curdled the milk to produce the earliest forms of cheese.



Year: 2020-21
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6. Name of the Faculty:	Dr. Punyajit Gupta	Course Code: 41117
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		C:

These milk curds were strained, and salt was added for extra preservation, giving birth to what we now know as "cheese." Even with the addition of salt, warm climates meant that most cheeses were eaten fresh and made daily. Early Roman texts describe how ancient Romans enjoyed cheese often. They enjoyed a wide variety of cheeses, and cheese making was already considered an art form. They provided hard cheese for the Roman legions.

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- Give a suitable title to the above passage.
- How was cheese discovered?
- Which enzyme is used to make cheese?
- What was done for the extra preservation of milk-curds?
- The word cheese comes from which word?

GROUP –B

Answer *any three* of the following

3×5 = 15

- As the Class Representative, write a letter to the Vice-chancellor of your university requesting permission for a day long educational trip to the National Museum, Kolkata
- Write a paragraph on advantages and disadvantages of online education.
- Discuss the barriers to effective communication.
- Fill in the blanks using the correct article. Please copy full sentences while writing the answer. Each question carries 0.5 marks.
 - There is ____ book.
 - I need ____ inverter.
 - She is ____ respectable woman.
 - She is ____ honest girl.
 - Honest people speak ____ truth.
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 - She is ____ efficient woman.
 - Varanasi is ____ oldest living city.
 - Aladin had ____ wonderful lamp.
 - He is ____ able man.



Year: 2020-21
Semester: 1st

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9. Target : 60%

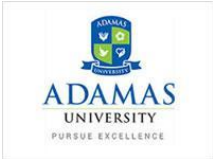
Course Code: 41117

L:
T:
P:
C:

12. Fill in the blanks using the correct preposition. Please copy full sentences while writing the answer. Each question carries 0.5 marks.

- k) I am ____ my cabin.
- l) What is the time ____ your watch.
- m) He is coming ____ Mumbai.
- n) There is nothing new ____ this job.
- o) I bought it ____ you.
- p) He was good ____ me.
- q) I shall do it ____ pleasure.
- r) I am tired ____ walking.
- s) I went ____ the shop.
- t) The books lie ____ the table.

Question Bank Sample

				
School: SOET				
Course Code: 41117		Course Name: English Communication		
Program: SOET		Semester: UG Vi		
Sl. No.	Question	Level of Difficulty (Easy/Medium/Difficult)	Knowledge Level (Bloom's Taxonomy)	Course Outcome (CO)
	Indian Writing in English 1			
Part A (Multiple Choice Questions) (1 mark each)				
1.	The word communication derives from the Latin word i)Communique ii) Communist iii) Communicare iv)) none of the above	Easy		Co1



Year: 2020-21
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2.	The word communication means: i)share ii) care iii) pair iv) feedback	Medium		Co1
3.	Verbal communication means: i)Oral form ii) written form iii) Both oral and written iv) Body language	Difficult		Co1
Part B (Definition/Naming Questions) (2 marks each)				
1.	What are different levels of Communication?	Easy		Co1
2.	What are Downward and Upward Communication in flow of formal Communication in organization	Medium		Co1
3.	What do you mean by Horizontal and Diagonal Communication in the flow of Formal Organization	Difficult		Co1
Part C (Short Questions) (3-4 marks each)				
1.	Explain Chain network with suitable example	Easy		Co1
2.	Explain Y network with suitable example	Medium		Co1
3.	Explain Wheel network with suitable example	Difficult		Co1
Part D (Explanation Based Questions) (5 marks each)				
1.	What is non-verbal communications? Explain it with suitable examples	Easy		Co1
2.	Explain the five elements of communication	Medium		Co1
3.	Illustrate the communication cycle with a suitable diagram.	Difficult		Co1
Part E (Questions Based on Reasoning) (5 marks each)				
1.	Explain the utility of single strand communication in Grapevine Communication with a suitable diagram	Easy		Co1
2.	Explain the utility of probability communication in Grapevine Communication with a suitable diagram	Medium		Co1
3.	Explain the utility of Cluster communication in Grapevine Communication with a suitable diagram	Difficult		Co1
Part F (Application Based Questions) (5-10 marks each)				



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1.	What is Barrier to Communication? Explain briefly Inter-personal barriers with suitable examples.	Easy		Co1
2.	Explain Inter-personal barriers with suitable examples	Medium		Co1
3.	Explain Organization barriers with suitable examples	Difficult		Co1
Part G (Short Notes) (5 marks each)				
1.	Compose a short note on Proxemics	Easy		Co1
2.	Compose a short note on Chronemics	Medium		Co1
3.	Compose a short note on Body Language	Difficult		Co1

Sample Lecture Notes:-

1. https://youtu.be/5Q14vPRu9_E
2. <https://youtu.be/97oz4Q0UYBQ>
3. <https://youtu.be/PAISeBhtYqI>
- 4.



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GUIDELINES TO STUDY THE SUBJECT

Go through the 'Syllabus' in the LMS in order to find out the Reading **Instructions to Students**:

1. List.
2. Get your schedule and try to pace your studies as close to the timeline as possible.
3. Get your on-line lecture notes (Content, videos) at Lecture Notes section. These are our lecture notes. Make sure you use them during this course.
4. check your LMS regularly
5. go through study material
6. check mails and announcements on blackboard
7. keep updated with the posts, assignments and examinations which shall be conducted on the blackboard
8. Be regular, so that you do not suffer in any way
9. **Cell Phones and other Electronic Communication Devices:** Cell phones and other electronic communication devices (such as Blackberries/Laptops) are not permitted in classes during Tests or the Mid/Final Examination. Such devices MUST be turned off in the class room.
10. **E-Mail and online learning tool:** Each student in the class should have an e-mail id and a pass word to access the LMS system regularly. Regularly, important information – Date of conducting class tests, guest lectures, via online learning tool. The best way to arrange meetings with us or ask specific questions is by email and prior appointment. All the assignments preferably should be uploaded on online learning tool. Various research papers/reference material will be mailed/uploaded on online learning platform time to time.
11. **Attendance:** Students are required to have minimum attendance of 75% in each subject. Students with less than said percentage shall NOT be allowed to appear in the end semester examination.

This much should be enough to get you organized and on your way to having a great semester! If you need us for anything, send your feedback through e-mail XXX@adamasuniversity.ac.in Please use an appropriate subject line to indicate your message details.

There will no doubt be many more activities in the coming weeks. So, to keep up to date with all the latest developments, please keep visiting this website regularly.



Year: 2020-21
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RELATED OUTCOMES

1. The expected outcomes of the Program are:

PO1	Domain Knowledge: Apply comprehensive knowledge of theories, concepts and principles for effective control and management of construction industry projects.
PO2	Problem Analysis: Identify and analyze the strategic importance of construction projects and its problems in the perspectives of client, context and constraints and obtain solution using mathematics, engineering and management principles.
PO3	Design/Development of Solutions: Planning, scheduling, and control of construction projects by managing resources and constraints with appropriate consideration for the public health and safety, and the cultural, societal, and economical considerations.
PO4	Conduct Investigations of Complex Problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
PO5	Modern Tool Usage: Create, select, and apply appropriate techniques, resources, and modern IT prediction and simulation tools for construction projects.
PO6	Project Management, Governance and Finance: Create comprehensive understanding of the techniques associated with the management of resources and finance, assessment and management of risk and subsequent corporate governance as appropriate to a project manager operating in the construction industry.
PO7	Ethics and Environment: Understand the impact of residential, commercial, industrial and infrastructural projects in societal, ethical and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
PO8	Individual and Team Work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
PO9	Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
PO10	Life-long Learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

2. The expected outcomes of the Specific Program are: (up to 3)

PS01	
PS02	
PS03	



Year: 2020-21
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3. The expected outcomes of the Course are: (minimum 4 and maximum 6)

C01	To know the importance and techniques of communication skills in order to improve professional skills
C02	To enhance the knowledge of the students on vocabulary, syntax , and grammatical skills
C03	To improve writings by applying writing techniques , tools in practice sessions
C04	To achieve an overall enhancement in terms of reading, listening and speaking
C05	
etc.	

4. Co-Relationship Matrix

Indicate the relationships by 1- Slight (Low) 2- Moderate (Medium) 3-Substantial (High)

Program Outcomes Course Outcomes	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012	PS01	PS02	PS03
C01	-	-	-	-	-	-	--	--	--	-					
C02	-	2	2	1	2	2	2	2	3	3					
C03		2	2	1	2	2	2	2	3	3					
C04		2	2	1	2	2	2	2	3	3					
C05															
etc.															
Average		2	2	1	2	2	2	2	3	3					



Year: 2020-21
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5. Course Outcomes Assessment Plan (COA):

Course Outcomes	Internal Assessment* (30 Marks)		Mid Term Exam (20 Marks)	End Term Exam (50 Marks)	Total (100 Marks)
	Before Mid Term	After Mid Term			
C01		10	5	10	25
C02			5	15	20
C03			5	10	15
C04		20	5	15	40
C05					
etc.					
Total		30	20	50	100

* Internal Assessment – Tools Used: Tutorial, Assignment, Seminar, Class Test etc.



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OVERVIEW OF COURSE PLAN OF COURSE COVERAGE

Course Activities:

S. No.	Description	Planned			Actual			Remarks
		From	To	No. of Session	From	TO	No. of Session	
1.	Module 1 Communication	01 st Sept.2020	30 Sept.	09	September, 2020	September	09	Completed as per plan
2.	Module 2 Grammar and Syntax	5thOct.	28 October	07	5thOctober	28 th October	07	Completed as per plan
3.	Module 3 Reading and Listening Skill	2ndNov.	27 Nov.	09	2ndNov.	27thNov.	9	Completed as per plan
4.	Module 4 Speaking Skills	1Dec.	24Dec.	07	01stDec.	24.Dec.	07	Completed as per plan
5.	Module 5 Writing Skills	4 th Jan.	26 February	05+12	4thJan.	26.Feb..	06+07	Completed as per plan

Total No. of Instructional periods available for the course: __45__ Sessions

Signature of HOD/Dean

Date:

Signature of Faculty

Date:



Year: 2020-21
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SESSION PLAN

Session Plan				Actual Delivery			
Lect.	Date	Topics to be Covered	CO Mapped	Lect.	Date	Topics Covered	CO Achieved
1	01/9/20	Definition and concept of Communication	Co1	1	01/9/20	Definition and concept of Communication	CO Achieved
2	4/9/20	Definition and concept of Communication	Co1	2	4/9/20	Definition and concept of Communication	CO Achieved
3	7/9/20	Barriers to Communication	Co1	3	7/9/20	Barriers to Communication	CO Achieved
4	15/9/20	Verbal Communication	Co1	4	15/9/20	Verbal Communication	CO Achieved
5	16/9/20	Non-verbal Communication: Kinesics, Proxemics, Chronemics	Co1	5	16/9/20	Non-verbal Communication: Kinesics, Proxemics, Chronemics	CO Achieved
6	21/9/20	Flow of Communication	Co1	6	21/9/20	Flow of Communication	CO Achieved
7	22/9/20	Flow of Communication	Co1	7	22/9/20	Flow of Communication	CO Achieved
8	23/9/20	Flow of Communication	Co1	8	23/9/20	Flow of Communication	CO Achieved
9	25/9/20	Flow of Communication	Co1	9	25/9/20	Flow of Communication	CO Achieved



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
7. Course : Communicative English
8. Program : SOET Sec A
9. Target : 60%

Course Code: 41117

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UNIT-I

Remarks:

Signature of Faculty

Date:



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
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Course Code: 41117

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SESSION PLAN

UNIT-II

Session Plan				Actual Delivery			
Lect.	Date	Topics to be Covered	CO Mapped	Lect.	Date	Topics Covered	CO Achieved
1	22/9/20	Tense types and uses	Co2	1	22/9/20	Tense types and uses	CO Achieved
2	23/9/20	Introduction to parts of speech	Co2	2	23/9/20	Introduction to parts of speech	CO Achieved
3	25/9/20	Details discussion and exercise on Noun- Pronoun Verb-Adjective	Co2	3	25/9/20	Details discussion and exercise on Noun- Pronoun Verb-Adjective	CO Achieved
4	05/10/20	Discussion on the use of Articles and related exercises	Co2	4	05/10/20	Discussion on the use of Articles and related exercises	CO Achieved
5	07/10/20	Discussion on the use of Preposition and related exercises	Co2	5	07/10/20	Discussion on the use of Preposition and related exercises	CO Achieved
6	14/10/20	Practice exercises on Voice change	Co2	6	14/10/20	Practice exercises on Voice change	CO Achieved
7	19/10/20	Class exercises on Synonyms and Antonyms	Co2	7	19/10/20	Class exercises on Synonyms and Antonyms	CO Achieved



Year: 2020-21
Semester: 1st

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Course Code: 41117

7. Course : Communicative English

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8. Program : SOET Sec A

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9. Target : 60%

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Remarks:

Signature of Faculty

Date:



Year: 2020-21
Semester: 1st

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C:

SESSION PLAN **UNIT-III**

Session Plan				Actual Delivery			
Lect.	Date	Topics to be Covered	CO Mapped	Lect.	Date	Topics Covered	CO Achieved
1	02/11/20	Listening and Reading Skills Introduction to listening skills : Purposes and practice	Co3	1	02/11/20	Listening and Reading Skills Introduction to listening skills : Purposes and practice	CO Achieved
2	03/11/20	Types of Listening: Difference between Listening and hearing	Co3	2	03/11/20	Types of Listening: Difference between Listening and hearing	CO Achieved
3	04/11/20	Active Listening: Introduction to listening exercises	Co3	3	04/11/20	Active Listening: Introduction to Listening Exercises	CO Achieved
4	06/11/20	Intermediate level Listening exercises	Co3	4	06/11/20	Intermediate level Listening exercises	CO Achieved
5	07/11/20	Advance level Listening exercises	Co3	5	07/11/20	Advance level Listening exercises	CO Achieved
6	09/11/20	Introduction to reading skills strategies of reading	Co3	6	09/11/20	Introduction to reading skills strategies of reading	CO Achieved



Year: 2020-21
Semester: 1st

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Course Code: 41117

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7	10/11/20	Skimming and scanning	Co3	7	10/11/20	Skimming and scanning	CO Achieved
8	11/11/20	Comprehension exercises	Co3	8	11/11/20	Comprehension exercises	CO Achieved
9	17/11/20	Comprehension exercises	Co3	9	17/11/20	Comprehension exercises	CO Achieved

Remarks:

Signature of Faculty

Date:



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
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8. Program : SOET Sec A
9. Target : 60%

Course Code: 41117

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T:
P:
C:

SESSION PLAN

UNIT-IV

Session Plan				Actual Delivery			
Lect.	Date	Topics to be Covered	CO Mapped	Lect.	Date	Topics Covered	CO Achieved
1	23/11/20	Speaking Skills Introduction : Mother tongue influence	Co4			Speaking Skills Introduction: Mother tongue influence	CO Achieved
2	4/12/20	Discussion on various kinds of narrative styles and techniques : Welcome speech ,Vote of thanks , Farewell speech, Debate and Eloquution	Co4			Discussion on various kinds of narrative styles and techniques : Welcome speech ,Vote of thanks , Farewell speech, Debate and Eloquution	CO Achieved
3	05/12/20	Class exercise on DescriptiveNarration	Co4			Class exercise on DescriptiveNarration	CO Achieved
4	18/12/20	Practical exercise in the class	Co4			Practical exercise in the class	CO Achieved
5	19/12/20	Mock practices of GD	Co4			Mock practices of GD	CO Achieved
6	20/12/20	Practicing speaking in pairs	Co4			Practicing speaking in pairs	CO Achieved



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
7. Course : Communicative English
8. Program : SOET Sec A
9. Target : 60%

Course Code: 41117

L:
T:
P:
C:

7	22/12/20	Mock practice of job interview	Co4			Mock practice of job interview	CO Achieved
8							
9							

Remarks:

Signature of Faculty

Date:

SESSION PLAN

UNIT-V

Session Plan				Actual Delivery			
Lect.	Date	Topics to be Covered	CO Mapped	Lect.	Date	Topics Covered	CO Achieved
1	04/1/21	Business letters : definition types and format	Co4		04/1/21	Business letters : definition types and format	CO Achieved
2	05/1/21	Practice Exercises	Co4		05/1/21	Practice Exercises	CO Achieved
3	25/1/21	CV and Application letters: Types and format	Co4		25/1/21	CV and Application letters: Types and format	CO Achieved



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta

Course Code: 41117

7. Course : Communicative English

L:

8. Program : SOET Sec A

T:

9. Target : 60%

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4	28/1/21	Practice exercises	Co4		28/1/21	Practice exercises	CO Achieved
5	01/2/21	Compositions : Essay and Precis	Co4			Compositions : Essay and Precis	CO Achieved
6	4/2/21	Practice exercises	Co4			Practice exercises	CO Achieved
7							
8							
9							

Remarks:

Signature of Faculty

Date:



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
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PERIODIC MONITORING

Actual date of completion and remarks, if any

Components		From	To	From	To
Duration (Mention from and to Dates)		1/9/20	13/1/21	25/1/21	25/1/21
Percentage of Syllabus covered			80%	20%	20%+ Revision
Lectures	Planned	September	13/1/21	25/1/21	25/1/21
	Taken	September	13/1/21	25/1/21	25/2/21
Tutorials	Planned				
	Taken				
Test/Quizzes/ Mid Semester/ End Semester	Planned	13/1/21	20/1/21		
	Taken	13/1/21	20/1/21		
	CO's Addressed	Co 1 ,Co2, co3, Co4			
	CO's Achieved	Co 1 ,Co2, co3, Co4			
Assignments	Planned	25 Feb.			
	Taken	25 th Feb.			
	CO's Addressed	Co 1 ,Co2, co3, Co4			
	CO's Achieved	Co 1 ,Co2, co3, Co4			
Signature of Faculty					
Head of the Department					
OBE Coordinator					

Signature of HOD/ Dean

Date

Signature of Faculty

Date



Year: 2020-21

Semester: 1st

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PERIODIC MONITORING

Attainment of the Course (Learning) Outcomes:

Components	Attainment level	Action Plan	Remarks
Assignment	C01:	Submission time 25/2/21	Assignments are given to evaluate the competencies in application letter writings
	C02:		
	C03:	Submission time 25/2/21	Assignments are given to evaluate the competencies in application letter writings
	C04:	Submission time 25/2/21	Assignments are given to evaluate the competencies in Paragraph writings
	C05:		
Quiz/Test etc.	C01:		
	C02:		
	C03:		
	C04:		
	C05:		
Mid Semester	C01:		Questions are asked to evaluate the competency of students in Communication theories refer to Mid sem. Question paper
	C02:		Questions are asked to evaluate the competency of students the application of grammar refer to Mid sem. Question paper
	C03:	Conducted on 13/1/21	Questions are asked to evaluate the competency of students in the Listening skills refer to Mid sem. Question paper
	C04:		Questions are asked to evaluate the competency of students in the art of Presentation skills refer to Mid sem. Question paper
	C04		Questions are asked to evaluate the competency of



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			students in Writing skills refer to Mid sem. Question p
End Semester	C01:		
	C02:		Questions are asked to evaluate the competency of students in Grammar and its application refer to End sem. Question paper
	C03:		Questions are asked to evaluate the competency of students listening skills refer to End sem. Question paper
	C04:	Conducted on 15/3/21	Questions are asked to evaluate the competency of students in the art of presentations End sem. Question paper
	C04		Questions are asked to evaluate the competency of students in Writing Skills End sem. Question paper
Any Other	C01:		
	C02:		
	C03:		
	C04:		
	C05:		

Signature of HOD/ Dean

Date

Signature of Faculty

Date



Year: 2020-21

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Evaluation Sheet – Internal Assessment

Roll Number	Registration Number	Name of the Student	Internal Assessment (30)				
			Assignment	Class Test	Case Study	etc.	Total
			30				30
UG/02/BT BIOME/20 20/006	AU/2020/0005268	Riya Paul	27				27
UG/02/BT BIOME/20 20/007	AU/2020/0005270	Hritika Adhikary	28				28
UG/02/BT BIOME/20 20/001	AU/2020/0004488	Soumyadip Santra	26				26
UG/02/BT BIOME/20 20/005	AU/2020/0005262	Moyuri Sen	27				27
UG/02/BT BIOME/20 20/009	AU/2020/0005518	Anwesa Sarkar	27				27
UG/02/BT CSE/2020/ 014	AU/2020/0004474	Abhishek Thakur	27				27
UG/02/BT CSE/2020/ 015	AU/2020/0004475	Subhendu Roy	26				26

Signature of HOD/Dean

Date:

Signature of Faculty

Date:



Year: 2020-21

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Evaluation Sheet – Mid Semester

Roll Number	Registration Number	Name of the Student	Marks (20)
UG/02/BTBIOME/2020/007	AU/2020/0005270	Hritika Adhikary	19
UG/02/BTBIOME/2020/001	AU/2020/0004488	Soumyadip Santra	17
UG/02/BTBIOME/2020/005	AU/2020/0005262	Moyuri Sen	18
UG/02/BTBIOME/2020/009	AU/2020/0005518	Anwesa Sarkar	18
UG/02/BTCSE/2020/014	AU/2020/0004474	Abhishek Thakur	19
UG/02/BTCSE/2020/015	AU/2020/0004475	Subhendu Roy	16

Signature of HOD/Dean

Signature of Faculty

Date:

Date:

Planning for Remedial Classes – Mid Semester

Sl. No.	Name of Student	Roll No.	Reg. No.	Mid Sem Marks	Remedial Classes Held	Class test on the basis of Remedial Classes	End Sem Marks	Improve ment (Y/N)



Year: 2020-21

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					Date									
					Venue									
					Time									
1.														
2.														

Signature of HOD/ Dean

Signature of Faculty

Date:

Date:

COURSE END SURVEY

INDIRECT ASSESSMENT

Sample format for Indirect Assessment of Course outcomes:

NAME: Anushka Khatua	
Roll no.	UG/02/BTCSE/2020/025
REG. NO.: AU/2020/0004516	
COURSE: English Communication	
PROGRAM: SOET	

Please rate the following aspects of course outcomes of



Year: 2020-21

Semester: 1st

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Use the scale 1-5 (Poor – Excellent)

Course Outcome s	Statement	1	2	3	4	5
CO1	Are you able to know the importance and techniques of communication skills in order to improve professional skills?					5
CO2	Are you able to enhance the knowledge of the students on vocabulary, syntax , and grammatical skills ?					5
CO3	Are you able to improve writings by applying writing techniques , tools in practice sessions?					5
CO4	Are you able to achieve an overall enhancement in terms of reading, listening and speaking?					5
CO5						

INDIRECT ASSESSMENT CONSOLIDATION

ADAMAS UNIVERSITY, KOLKATA SCHOOL OF DEPARTMENT OF CO Indirect Assessment		
Programme: SOET Year:2020-21	Batch: 2020-22	Academic



Year: 2020-21

Semester: 1st

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Course Code &
Name: HEN 41117
English
Communication

Course Outcome	Students Feed Back (5)	Attainment (100)
C01	5	100
C02	5	100
C03	5	100
C04	5	100
C05		
etc.		
Signature of HOD/Dean Date:		Signature of Faculty Date:



Year: 2020-21
Semester: 1st

6. Name of the Faculty: Dr. Punyajit Gupta
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8. Program : SOET Sec A
9. Target : 60%

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Evaluation Sheet (End Semester)

Roll Number	Registration Number	Name of the Student	Marks (50)
UG/02/BTBIOME/2020/007	AU/2020/0005270	Hritika Adhikary	43
UG/02/BTBIOME/2020/001	AU/2020/0004488	Soumyadip Santra	42
UG/02/BTBIOME/2020/005	AU/2020/0005262	Moyuri Sen	45
UG/02/BTBIOME/2020/009	AU/2020/0005518	Anwesa Sarkar	43
UG/02/BTCSE/2020/014	AU/2020/0004474	Abhishek Thakur	38
UG/02/BTCSE/2020/015	AU/2020/0004475	Subhendu Roy	44

Signature of HOD/Dean

Date:

Signature of Faculty

Date:

Year: 2020-21
Semester: 1st



Year: 2020-21
Semester: 1st

- 6. Name of the Faculty:** Dr. Punyajit Gupta
7. Course : Communicative English
8. Program : SOET Sec A
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CO ATTAINMENT – GAP ANALYSIS & REMEDIAL MEASURES

ADAMAS UNIVERSITY, KOLKATA SCHOOL OF DEPARTMENT OF CO ATTAINMENT - GAP ANALYSIS & REMEDIAL MEASURES							
Batch :	2020-22					Academic Year: 2020-21	
Course Code & Name			Name of the Coordinator			Year & Semester	
						I & I	
CO	Direct Assessment	Indirect Assessment	CO Attainment	Target	CO Attainment Gaps	Action for Bridge the Gap	Target Modification
CO1	70%	100%					
CO2	70%	100%					
CO3	70%	100%					
CO4	70%	100%					
CO5							

Signature of HOD/Dean

Signature of Faculty

Date:

Date:



Year: 2020-21
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CO-PO ATTAINMENT

ADAMAS UNIVERSITY, KOLKATA SCHOOL OF DEPARTMENT OF CO-PO ATTAINMENT																	
Programme :		Year & Sem: I & I		Academic Year: 2020-21		Batch:2020-22											
Course Code	Course Name	CO-PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
		Relationship						Co3	Co4	Co3, Co4	Co4	Co1, Co2		Co4			
		Mapping Value						1	1	2	1	2		1			
		Attainment						0.8		1.6	0.8	1.6		0.8			

Signature of HOD/Dean

Signature of Faculty



Year: 2020-21
Semester: 1st

6. **Name of the Faculty:** Dr. Punyajit Gupta
7. **Course** : Communicative English
8. **Program** : SOET Sec A
9. **Target** : 60%

Course Code: 41117

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Date:



Year: 2020-21
Semester: 1st

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Course Code: 41117

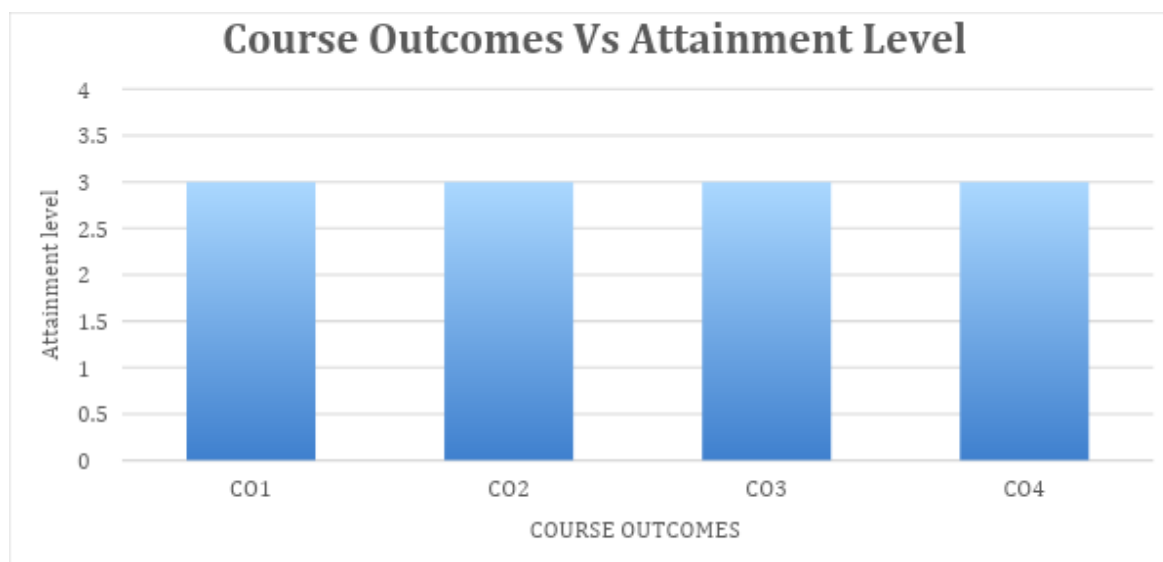
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PO ATTAINMENT OF THE COURSE





Year: 2020-21
Semester: 1st

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Signature of HOD/Dean

Date:

Signature of Faculty

Date:



Year: 2020-21
Semester: 1st

6. Name of the Faculty:	Dr. Punyajit Gupta	Course Code: 41117
7. Course	: Communicative English	L:
8. Program	: SOET Sec A	T:
9. Target	: 60%	P:
		C:

INSTRUCTIONS FOR FACULTY

Instructions for Faculty

- Faculty should keep track of the students with low attendance and counsel them regularly.
- Course coordinator will arrange to communicate the short attendance (as per University policy) cases to the students and their parents monthly.
- Topics covered in each class should be recorded in the table of RECORD OF CLASS TEACHING (Suggested Format).
- Internal assessment marks should be communicated to the students twice in a semester.
- The file will be audited by respective Academic Monitoring and Review Committee (AMRC) members for theory as well as for lab as per AMRC schedule.
- The faculty is required to maintain these files for a period of at least three years.
- This register should be handed over to the head of department, whenever the faculty member goes on long leave or leaves the Colleges/University.
- For labs, continuous evaluation format (break-up given in the guidelines for result preparation in the same file) should be followed.
- Department should monitor the actual execution of the components of continuous lab evaluation regularly.
- Instructor should maintain record of experiments conducted by the students in the lab weekly.
- Instructor should promote students for self-study and to make concept diary, due weightage in the internal should be given under faculty assessment for the same.
- Course outcome assessment: To assess the fulfilment of course outcomes two different approaches have been decided. Degree of fulfilment of course outcomes will be assessed in different ways through direct assessment and indirect assessment. In Direct Assessment, it is measured through quizzes, tests, assignment, Mid-term and/or End-term examinations. It is suggested that each examination is designed in such a way that it can address one or two outcomes (depending upon the course completion). Indirect assessment is done through the student survey which needs to be designed by the faculty (sample format is given below) and it shall be conducted towards the end of course completion. The evaluation of the achievement of the Course Outcomes shall be done by analyzing the inputs received through Direct and Indirect Assessments and then corrective actions suggested for further improvement.
- **Submission Targets of Course Contents:**
 - S. No. 1 to 8 : Before Starting the Course
 - S. No. 9 & 10 : After Mid Semester Examination
 - S. No. 11 to 18 : Immediately After End Semester Examination
 - S. No. 19 to 22 : After Declaration of Result of the Course