

**SEMESTER 1****University of Kerala**

Discipline	Communicative English				
Course Code	UK1DSCECE100				
Course Title	English for Daily Use				
Type of Course	DSC				
Semester	I				
Academic Level	100 - 199				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours/Week
	4	3 hours	-	2 hours	5
Pre-requisites	1. Basic knowledge in English language 2. Aptitude for improving speaking and writing skills				
Course Summary	It is designed to improve verbal and non-verbal communication ability of students. It shall enrich English language communication skills in daily formal and informal life situations. It shall equip the students with digital knowledge for professional communication. It helps to communicate in error free written and spoken language in all important aspects of life.				

**Detailed Syllabus:**

Module	Unit	Content	Hrs
<b>I</b>	<b>Introduction</b>		<b>15</b>
	1	Basics of communication: levels – channels – types <a href="https://englishhelpinghand.home.blog/category/basics-of-communication/">https://englishhelpinghand.home.blog/category/basics-of-communication/</a>	
	2	Verbal & non-verbal Communication - Dialogues	

	3	Situational conversations – Formal and Informal situations	
	4	Developing speaking skills: narration (events/anecdotes etc )Extempore/ telephone communication/picture description	
<b>II</b>	<b>English at Job Market</b>		<b>15</b>
	5	Writing job applications and Resumes	
	6	Writing Reports – Emails	
	7	Group discussions/Panel discussions	
	8	Participating in discussions for the recruitment process or job interviews - <a href="https://www.robertwalters.co.nz/content/dam/robert-walters/global/files/complete-interview-guide/Interview-guide-web.pdf">https://www.robertwalters.co.nz/content/dam/robert-walters/global/files/complete-interview-guide/Interview-guide-web.pdf</a>	
<b>III</b>	<b>English at Digital Hub</b>		<b>15</b>
	9	Use of Digital Media	
	10	Electronic Literature – <a href="https://www.oeln.net/electronic-literature">https://www.oeln.net/electronic-literature</a>	
	11	Social networking – Pros and Cons - <a href="https://www.lifespan.org/lifespan-living/social-media-good-bad-and-ugly">https://www.lifespan.org/lifespan-living/social-media-good-bad-and-ugly</a>	
	12	Digital presentations - <a href="https://www.storydoc.com/blog/what-is-a-presentation">https://www.storydoc.com/blog/what-is-a-presentation</a>	
<b>IV</b>	<b>English at Official Places</b>		<b>15</b>
	13	Making an RTI request - <a href="https://www.businessinsider.in/india/article/how-to-file-rti-application-step-by-step/articleshow/72054100.cms">https://www.businessinsider.in/india/article/how-to-file-rti-application-step-by-step/articleshow/72054100.cms</a>	
	14	Writing Survey Questionnaires	
	15	Letters – Official / Business	
	16	Official vocabulary - <a href="https://promova.com/blog/office-english-20-popular-phrases-to-communicate-with-colleagues">https://promova.com/blog/office-english-20-popular-phrases-to-communicate-with-colleagues</a>	
<b>V</b>	<b>Practicum: Common Errors in Writing and Speaking</b>		<b>15</b>
	23	Identifying common errors in writing: subject-verb agreement - noun-pronoun agreement - articles - prepositions etc. - <a href="https://www.uvm.edu/sites/default/files/Undergraduate-Writing-Center/CommonErrorsGuide.pdf">https://www.uvm.edu/sites/default/files/Undergraduate-Writing-Center/CommonErrorsGuide.pdf</a>	
	24	Common errors in pronunciation	

### **Books & Sites for Reference**

1. Bruce Ross, Larson. *Writing for the Information Age*. W W Norton & Co. 2002
2. Dale Carnegi. *The Quick & Easy way to Effective Speaking*. Rupa Publications, India. 2016
3. S. C Gupta. *A Handbook for Letter Writing*. Arihant Publications, 3rd Edition. 2016
4. Wood, J. *Interpersonal Communication : Everyday Encounters*. Boston, MA : Wadsworth - Cengage Learning, 2010
5. Dr. Shivrinarayan Chaturvedi. *Official Notings & Drafting*. V&V Publishers. 2011
6. Michael Swan. *Oxford Practical English Usage*. Oxford University Press. 2016
7. <https://www.goucher.edu/career-education-office/documents/Preparing-for-an-Interview.pdf>
8. Hayles, N. Katherine. *Electronic Literature: new horizons for the literary*. University of Notre Dame. 2008
9. Grigar, Dene. & O’Sullivan, James (Ed.). *Electronic Literature as Digital Humanities Contexts, Forms, & Practices*. Bloomsbury Publishing Inc. 2021

10. <https://www.simplilearn.com/real-impact-social-media-article>

11. [https://www.gicre.in/images/pdf/RTI-Application-format\\_new.pdf](https://www.gicre.in/images/pdf/RTI-Application-format_new.pdf)

### **Course Outcomes**

<b>No.</b>	<b>Upon completion of the course the graduate will be able to</b>	<b>Cognitive Level</b>	<b>PO addressed</b>
CO-1	Build verbal and non-verbal communication ability	U, Ap	PO-1,3,4,7
CO-2	Understand professional communication	Ap, C	PO -1, 3, 4, 5
CO-3	Implement digital knowledge in various contexts	U, An, C	PO- 3,5, 7, 8
CO-4	Design different application in formal situations	Ap, E, C	PO- 1,2, 3,8
CO-5	Determine and analyse common errors	U, An,	PO -1, 2, 3,8

**R-Remember, U-Understand, Ap-Apply, An-Analyse, E-Evaluate, C-Create**

*Note: 1 or 2 COs/module*

**Name of the Course: Credits: 3:0:0 (Lecture:)**

<b>CO No.</b>	<b>CO</b>	<b>PO</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Lecture (L)/Tutorial (T)</b>	<b>Practical (P)</b>
1	Build verbal and non-verbal communication ability	PO-1,3,4,7	U, Ap	C, M	L	P
2	Understand professional communication	PO -1, 3, 4, 5	Ap, C	F, C	L	P
3	Implement digital knowledge in various contexts	PO - 3,5, 7, 8	U, An, C	P, M	L	P

4	Design different application in formal situations	PO - 1,2, 3,8	Ap, E, C	C, M	L	P
5	Determine and analyse common errors	PO - 1, 2, 3,8	U, An,	F, P	L	P

**F-Factual, C- Conceptual, P-Procedural, M-Metacognitive**

**Mapping of COs with POs :**

	PO1	PO2	PO3	PO4	PO 5	PO6	PO7	PO8
<b>CO 1</b>	2	-	2	1	-	-	2	-
<b>CO 2</b>	1	-	2	1	1	-	-	-
<b>CO 3</b>	-	-	2	-	2	-	2	1
<b>CO 4</b>	2	2	2	-	-	-	-	1
<b>CO 5</b>	2	2	1	-	-	-	-	1

**Correlation Levels:**

Level	Correlation
-	Nil

1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

**Assessment Rubrics:**

- Assignment/ Discussion / Seminar
- Midterm Exam
- Programming Assignments
- Final Exam ✓✓

**Mapping of COs to Assessment Rubrics :**

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO 1	✓			✓
CO 2	✓	✓		✓
CO 3	✓	✓		✓
CO 4	✓	✓		✓
CO 5	✓		✓	✓