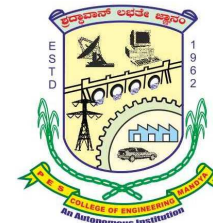


Syllabus

Soft Skill & Personality Development Courses

(Common to All Bachelor Degree in Engineering)
Out Come Based Education



2013-14

Department of Training & Placement

P.E.S. College of Engineering

Mandya - 571 401. Karnataka

(An Autonomous Institution Affiliated to VTU Belgaum)

(Grant -in- Aid from Government of Karnataka)

Accredited by NBA, New Delhi

Approved by AICTE, New Delhi.

Ph : 08232- 220043

Fax : 08232 - 222075

Web : www.pescemandya.org

Soft skill & Personality Development Training Courses									
BE Programs									
Sem	Course Code	Title of Course	Hours /Week L:T:P:H	Credits	Examination Marks			Total Marks	
					CIE	SEE	100		
I	P13HU18	Elementary English and Persona Evolution (EEPE)	2:0:0:2	1	50	50	100		
II	P13HU28	Advanced English and Persona Evolution(AEPE)	2:0:0:2	1	50	50	100		
III	P13HU39	Aptitude Competence and Professional Augmentation-I (ACPA- I)	2:0:0:2	0	(50)	--	--		
	P13HUDIP39	English & Persona Evolution [#]	4:0:0:4	[2] [#]	[50] [#]	[50] [#]	[100] [#]		
IV	P13HU49	Aptitude Competence and Professional Augmentation-II (ACPA-II)	2:0:0:2	0	(50)	--	--		
V	P13HU59	Professional and Efficient Avocation - I (PEA - I)	2:0:0:2	0	(50)	--	--		
VI	P13HU69	Professional and Efficient Avocation - II (PEA - II)	2:0:0:2	0	(50)	--	--		
Total				2	100	100	200		

L: Lecture, T: Tutorial, P: Practical, H: Hrs/Week, CIE: Continuous internal evaluation, SEE semester end Examination, C: Credits.
[#]English & Persona Evolution Lateral entry students shall have to pass these Credit courses before completion of V- Semester.

Course Articulation Matrix (CAM)											
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))									
		a	b	c	d	e	f	g	h	i	j
Communicate effectively.	L2	M	L	-	-	-	-	-	-	-	-
Solve problems from topics such as simple equations, set theory, functions, blood relations, seating arrangement, permutation and combination, probability, data interpretation and data sufficiency.	L2	L	M	-	-	-	-	-	-	-	-
Develop leadership qualities	L5	H	M	H	-	H	-	-	-	-	-
Use new words appropriately	L5	H	M	M	-	M	-	-	-	-	-
Form sentences without errors.	L3	H	H	M	-	H	-	-	-	-	-
L- Low, M- Moderate, H-High											
Course Assessment Matrix (CAM)											
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))									
		a	b	c	d	e	f	g	h	i	j
Describe the working of semiconductor devices and its characteristics.	L1	2	1	-	-	-	-	-	-	-	-
Discuss the different converters.	L2	1	2	-	-	-	-	-	-	-	-
Design the AC voltage controllers with resistive & inductive load.	L5	3	2	3	-	3	-	-	-	-	-
Develop the expressions for voltage and current for dc to dc converter circuits.	L5	3	2	2	-	2	-	-	-	-	-
Solve the problems on step up and step down chopper.	L3	3	3	2	-	3	-	-	-	-	-
Describe the inverter operation and its application.	L1	2	2	-	-	-	-	-	-	-	-
1 – Low, 2 – Moderate and 3 – High											

Unit 2

1. Dependant and independent variables, range and domain
2. Graphical expression of Functions
3. Algebraic representations of geometrical relationships
4. Problems on different kinds of functions
5. Solving puzzles
6. Problems on blood relations
7. Problems on linear arrangement
8. Problems on circular arrangement

Unit 3

1. Basic and advanced problems of counting by applying mnp rule
2. Problems on the concept of Permutation
3. Problems on the concept of Combination
4. Different ways of arranging letters in a given word
5. Problems on circular arrangement and problems on necklace and garland
6. Probability problems on dice
7. Probability problems on cards
8. Probability problems on coins
9. Solve problems on real life examples

Unit 4

1. Taking lead towards opportunities
2. Improve leadership skills
3. Stages of being a leader
4. Become a successful leader
5. How to behave with the team and followers
6. Take charge and responsibility of one's actions
7. Take failure positively and improve on their shortcomings
8. Analyse data in Bar graph, Pie chart, Tabular column and linear graph
9. Problems on data sufficiency
10. Improve vocabulary
11. Learn more phrases

Unit 5

1. Identify errors in a wrong sentence
2. Correcting the errors
3. Identify errors on the basis of tenses, usage of words, usage of verbs with subjects, active passive voice, phrasal verbs and idiom and phrases
4. Improve skill of identifying incorrect sentences
5. Speak and write grammatically right sentences

Evaluation Scheme						
Scheme	Weightage	Marks	Event Break Up			
			Test I	Test II	Quiz I	Quiz II
CIE	50%	50	35	35	5	5
SEE	50%	100	Questions to Set: 10		Questions to Answer: 5	

A. Scheme of SEE Question Paper (100 Marks)		
Duration: 3Hrs	Marks: 100	Weightage: 50%
Each of the two questions set shall be so comprehensive as to cover the entire contents of the unit. There will be direct choice between the two questions within each Unit Total questions to be set are 10. All carry equal marks of 20 The no of subdivisions in each main question shall be limited to three only No of questions to be answered by students is 5		

Course Code : P13HU18	Semester : I	L - T - P : 0 - 0 - 2
Course Title : Elementary English and Persona Evolution (EEPE)		
Contact Period: Lecture: 32 Hr, Exam: 3 Hr	Weightage: CIE:50; SEE:50	
Prerequisites : Nil		
<u>Course Learning Objectives (CLOs)</u>		
This course aims to:		
<ol style="list-style-type: none"> 1. Classify the different types of Fundamental of Grammar, Communication Oriented Modules. 2. Explain the different types of Verbal Skills Modules. 3. To identify the Importance of Vocabulary Builder-I 4. Explain the concepts of Reading Skills, Developing Receptive Language and Speed Reading Techniques. 5. Develop the knowledge of Writing Skills. 6. Explain various principles associated with Receptive Language and Writing Process. 7. Outline the concept of Listening Skills 8. Differentiate the Email Writing and Professional Letter Writing. 9. Integrate the Time Management Techniques. 10. Explain the Fundamentals of Grammar -Tenses and Verb Forms - I and II 		
<u>Course Content</u>		
Unit – I		
Believe in Your Confidence: Reasons For Lack of Confidence, Exposure, Tips on Being Confident, Activity Based on Confidence Building, Eradicating Lack of Confidence, Improving Communication Skills, Tips on enhancing personality and knowledge		
Fundamentals of Grammar: Parts of Speech - Nouns, Prepositions, Verb, Pronouns, Adjectives, Adverbs, Conjunction, Interjection and Articles 6 Hrs		
Unit – II		
Fundamentals of Grammar—I: Tenses and Verb Forms—I. Tenses and their Importance, Understanding Present Simple Tense, Present Continuous, Present Perfect, Present Continuous, Past Tense, Past Simple, Past Continuous, Past Perfect, Past Perfect Continuous, Simple Future		
Fundamentals of Grammar—II: Tenses and Verb Forms—II. Forms of Verb - Infinitive, Parts and Parts Participle, Usage of Tenses, Sentence Formation, Different types of Sentence Formation, Implementation of Tense, Tenses in Assertive Sentence, Implementation of Tenses in Negative Sentences, Implementation of Tenses in Interrogative Sentences		
Carrying Yourself: Understanding your personal nature, Personal and Professional Attire, Analyzing personality, Code of Conduct, Importance of Disciplinary Values in Life, Activity Based on Personality Enhancement, Learning Difference Between Corporate and Academic Etiquettes 10 Hrs		

<ol style="list-style-type: none"> 24. Find the probability of getting a number on top when two or more dice are thrown under different constraints 25 Find the probability of selecting a card from a deck of 52 cards under different constraints 26 Solve problems on real life examples 27. Find the probability of getting different combinations when two or more coins are thrown and related problems 28. How to start taking lead towards opportunities 29. How to improve their leadership skills 30. What are the stages of being a leader 31. How to become a successful leader 32. How to behave with the team and followers 33. List out methods to take charge and responsibility of one's actions 34. How do you take failure positively and improve on their shortcomings 35. Explain the methods to analyze data in Bar graph, Pie chart, Tabular column and linear graph and solve problems related to data interpretation on percentage changes and other concepts 36. What are the importance of data sufficiency problems apply the logic to every problem of data sufficiency 37. How will you Improve their vocabulary 38. What are the advantages of learning more phrases for effective language 39. Understand how to identify errors in a wrong sentence 40. Learn on correcting the errors on the basis of the knowledge of grammar offered in the previous sessions. 41. Identify errors on the basis of tenses, usage of words, usage of verbs with subjects, active passive voice, phrasal verbs and idiom and phrases 42. identify incorrect sentences 43. Explain methods to speak and write grammatically right sentences
<u>Lesson Plan (LP)</u>
Unit 1
<ol style="list-style-type: none"> 1. Importance of communication 2. Barriers in communication 3. Remove the barriers and keep the channel of communication understandable 4. Importance of body language 5. Improve body gestures and facial movements 6. Improving written communication 7. Politeness in English 8. Formation of Equations and solving them. 9. Problems on set theory 10. Venn diagram

9. Understand the importance of data sufficiency problems apply the logic to every problem of data sufficiency - L5
10. Improve their vocabulary - L2
11. Learn more phrases for effective language - L1

After learning all the topics of unit – V, the student is able to

1. Understand how to identify errors in a wrong sentence - L1
2. Learn on correcting the errors on the basis of the knowledge of grammar offered in the previous sessions - L2
3. Identify errors on the basis of tenses, usage of words, usage of verbs with subjects, active passive voice, phrasal verbs and idiom and phrases - L2
4. Improve on their skills of identifying incorrect sentences - L1
5. Speak and write grammatically right sentences - L2

Review Questions

1. Explain the importance of communication.
2. List out the barriers of communication.
3. Explain the methods to improve communication by removing the barriers.
4. What is the importance of body language.
5. How do you improve your body gestures and facial movements
6. What steps will you take for improving written communication
7. Explain the procedure to understand the relevance of politeness in English
8. Explain the procedure to form the simultaneous Equations and solve them.
9. How to solve the problems on set theory
10. Explain hoe tp apply venn diagram to all the relevant set theory problems
11. Analyse a given function in terms of dependant and independent variables, range and domain
12. Express the function graphically
13. Explain algebraic representations of geometrical relationships
14. Solve the problems on different kinds of functions
15. How to think analytically by solving puzzles
16. Explain the methods to solve problems on blood relations
17. Explain the methods to solve linear arrangement problems
18. Explain the methods to solve circular arrangement problems
19. Solve the basic and advanced problems of counting by applying mnp rule
20. Solve the problems on different ways of arrangement by using the concept of Permutation
21. Solve the problems on different ways of arrangement by using the concept of Combination
22. Calculate different ways of arrangement of letters in a given word and related problems
23. Solve the problems on circular arrangement and problems on necklace and garland.

Unit – III

Speaking Skills: Pronunciation, Conversational English, Corporate English, Intonation, Voice Modulation, Clarity of Speech, Rate of Speech, Choice of words, Fluency of language.

Listening Skills: Difference between Hearing and Listening, Active and Passive Listening, Relevance of Listening, Selective Listening, Listening between the lines, Hearing & Listening Techniques, Do's and Don't's of Listening, Power of Listening, Tips to improve Listening Skills, Receptive Listening Skills

4 Hrs

Unit – IV

Vocabulary Builder—I: Synonyms and Antonyms, Homophones, Forms of Words, Usage of Words, Professional Language, Eradication of Stage Fear & Lack of Confidence, Knowledge Sharing, Understanding the concept of Command Over Language, Tips on How To Increase Word Stock

Outdoor Activity: Team Work, Creative Thinking, Understanding Yourself, Team Culture, Developing Leadership Skills, Problem Solving Skills, Decision Making Skills

Reading Skills: Developing Receptive Language Style, Verbal English Pronunciation, Speed Reading Techniques - Skimming, Inferring, Critical Reading, English Speaking Fluency, Pacing Techniques, Understanding the Reading language, Memory Management.

7 Hrs

Unit – V

Writing Skills: Sentence Formation, Punctuation, Avoiding Cliché, Different Types of Writing Formats, Importance of Writing Skills, Formal and Informal Style of Writing, Effective Writing, Formats of Different Types of Email, Email Communication, Implementation of Writing Skills, Active and Passive Voice.

Watch the Time: Organizing Yourself, Time Saving Techniques, Understanding Priorities Based Time Roles, Procrastination, Different Methods of Splitting Time, Efficient Time Utilization, Value of Time, Streamlining Daily Routine

5 Hrs

Reference Books:

1. Word Power Made Easy New Revised and Expanded Edition, First Edition, Norman Lewis, Goyal Publisher.
2. Personality Development and Soft Skills, Eighth Edition, Barun K. Mitra, Oxford University Press.
3. Managing Soft Skills for Personality Development, 2012 Edition, B.N.Ghosh, Tata McGraw Hill.

Course Outcomes (CO)

After learning all the units of the course, the student is able to:

1. Describe the Fundamentals of Grammar-Parts of Speech.
2. Discuss the different types of Tenses, Verb Forms
3. Develop the Speed Reading Techniques and Pacing Techniques.
4. Develop the Writing Process and Style.
5. Apply the Communication Strategies
6. Develop the Time Saving Techniques
7. Apply Vocabulary Builder-I

Topic Learning Objectives (TLO)

After learning all the topics of unit – I, the student is able to

1. Develop their confidence - L2
2. Discover their caliber - L3
3. Identify their strengths and accept themselves as they are - L6
4. Demonstrate confidence in front of people and overcome stage fear - L2
5. Prepare themselves to deal with criticism in positive manner - L3
6. Show focus on individual development and not on criticism - L3
7. Learn to distinguish between confidence and overconfidence - L1
8. Learn Parts of speech and can identify them in a sentence for better implementation of them - L1
9. Learn the segregation in each part of speech and use it in a right way - L3

After learning all the topics of unit – II, the student is able to

1. Distinguish various tenses and their usage - L5
2. Use tenses in a right way - L2
3. Use right tense in right situations - L2
4. Use various verb forms for relevant tenses - L2
5. Develop their dressing sense - L2
6. Propose themselves better - L2
7. Develop their over all personality - L2

After learning all the topics of unit – III, the student is able to

1. Show improved spoken English - L2
2. Demonstrate Intonated in speech - L2
3. Demonstrate modulated voice while talking - L2
4. Learn the differentiate between listening and hearing - L5
5. Integrate good listening skills in daily life - L2
6. Demonstrate good listening skills in the class - L2
7. Distinguish the barriers of communication - L5
8. Infer the correct messages - L4
9. Develop good communication - L2

After learning all the topics of unit – IV, the student is able to

1. Solve questions on synonyms/antonyms/homophones - L2
2. Extend their word stock - L2
3. Use new words in sentences - L2
4. Remember new words - L2
5. Understand usage of words in sentences - L4
6. Relate with audience better - L2
7. Develop their creative side - L2
8. Develop confidence and self esteem - L2
9. Read fast with right pronunciation, produce written content fast - L2
10. Understand the basic idea conveyance in a written text - L4

5. Improve their body gestures and facial movements - L2
6. Learn on improving written communication - L2
7. Understand the relevance of politeness in English - L1
8. Form the Equations and solve them. - L2
9. Solve the problems on set theory - L2
10. Apply venn diagram to all the relevant set theory problems - L2

After learning all the topics of unit – II, the student is able to

1. Analyse a given function in terms of dependant and independent variables, range and domain - L1
2. Express the function graphically - L2
3. Explain algebraic representations of geometrical relationships - L1
4. Solve problems on different kinds of functions - L2
5. Think analytically by solving puzzles - L2
6. Solve problems on blood relations - L2
7. Solve linear arrangement problems - L2
8. Solve circular arrangement problems - L2

After learning all the topics of unit – III, the student is able to

1. Solve the basic and advanced problems of counting by applying mnp rule - L2
2. Solve the problems on different ways of arrangement by using the concept of Permutation - L2
3. Solve the problems on different ways of arrangement by using the concept of Combination - L2
4. Calculate different ways of arrangement of letters in a given word and related problems - L2
5. Solve the problems on circular arrangement and problems on necklace and garland - L2
6. Find the probability of getting a number on top when two or more dice are thrown under different constraints - L1
7. Find the probability of selecting a card from a deck of 52 cards under different constraints - L1
8. Solve problems on real life examples - L2
9. Find the probability of getting different combinations when two or more coins are thrown and related problems - L1

After learning all the topics of unit – IV, the student is able to

1. Start taking lead towards opportunities - L2
2. How to improve their leadership skills - L1
3. Learn the stages of being a leader - L2
4. Become a successful leader - L2
5. Understand how to behave with the team and followers - L1
6. Learn to take charge and responsibility of one's actions - L2
7. Take failure positively and improve on their shortcomings - L4
8. Analyze data in Bar graph, Pie chart, Tabular column and linear graph and solve problems related to data interpretation on percentage changes and other concepts - L5

Unit - IV

Leadership skills: Motivation, Relationship management, Decision making, Problem solving, performance management.

Data Interpretation : Analyse data in Tabular column, Bar chart, Pie chart and linear graph. Solving problems related to percentage change and other areas, Solving company questions.

Data sufficiency : Understanding the importance of data sufficiency questions, Solving questions from different topics in the format of data sufficiency. Solving company questions.

Vocabulary and Phrases: Understanding the importance of root words and their origin, Learning new words using the known root words, Flash cards, Phrases. Questions from company papers.

8 Hrs

Unit – V

Sentence correction and Comprehension: Error spotting, Correcting the common errors, Understanding the importance of proper sentence formations, Different nuances in sentence formation.

Semester Refresher : Revision of simple equations, set theory, functions, blood relations, seating arrangement, permutation and combination, probability, data interpretation, data sufficiency.

6 Hrs

Reference Books:

1. Quantitative Aptitude for CAT, Arun Sharma, Tata McGraw Hill's.
2. Quantitative Aptitude For Competitive Examinations (English), R.S Agarwal, 17th Edition: Book
3. Quantitative Aptitude for Competitive Examinations 5th Edition. By Abhijit Guha .
4. Personality Development and Soft Skills, Eighth Edition, Barun K. Mitra, Oxford University Press.
5. Managing Soft Skills for Personality Development, 2012 Edition, B.N.Ghosh, Tata McGraw Hill.

Course Outcomes (CO)

After learning all the units of the course, the student is able to:

1. Communicate effectively - L2
2. Solve problems from topics such as simple equations, set theory, functions, blood relations, seating arrangement, permutation and combination, probability, data interpretation and data sufficiency - L2
3. Develop leadership qualities - L3
4. Use new words appropriately - L2
5. Form sentences without errors - L2

Topic Learning Objectives (TLO)

After learning all the topics of unit – I, the student is able to

1. Understand the importance of communication - L1
2. What creates barriers in communication - L1
3. Learn to remove the barriers and keep the channel of communication understandable - L2
4. Learn on importance of body language - L2

After learning all the topics of unit – V, the student is able to

1. Demonstrate improved writing skills - L2
2. Explain the different usage of punctuation and the importance of it - L1
3. Demonstrate their written communication - L2
4. Develop their spellings - L2
5. Write professional emails - L2
6. Determine the important things and prioritize their work - L5
7. Organize time by identifying time wasters - L2
8. Organize their time in constructive actions - L2

Review Questions

1. How do you develop your confidence?
2. What are the ways to discover your caliber?
3. How do you identify your strengths?
4. How to speak confidently in front of the audience?
5. What are the ways to deal with criticism?
6. What is the importance of focusing on self development?
7. What are the differences between confidence and self confidence?
8. What are the different parts of speech?
9. Explain the uses of each parts of speech
10. What are the different forms of tenses?
11. Give an example of each tense
12. Explain the situations where we use different tenses
13. What are the various verb forms for relevant tenses?
14. Explain the do's and don'ts of dressing
15. How should one present himself in front of others?
16. On what parameters would you judge a persons personality?
17. What are the ways to improve spoken English?
18. Explain the importance of intonation
19. Explain the importance and benefit of voice modulation
20. What are the difference between listening and hearing?
21. How do you integrate listening skills in daily life?
22. What are the barriers of communication?
23. How do you infer the correct message?
24. Describe the importance of having good communication
25. Explain the difference between synonyms, antonyms & homophones
26. How do you expand your word stock?
27. Describe ways to use new words in sentences
28. Describe ways to remember new words
29. How to understand the usage of words in sentences?
30. State how should you relate with the audience better
31. Explain how do you develop your creative side
32. Explain how do you develop confidence and self esteem
33. How to read fast with right pronunciation, produce written content fast?
34. How to understand the basic idea conveyance in a written text?
35. Demonstrate improved writing skills
36. Explain the different usage of punctuation and the importance of it
37. Describe the different ways to improve written communication
38. How do you develop your spellings?
39. Explain the do's and don'ts of writing a professional email
40. Explain how to prioritize your work?

Lesson Plan

Unit – I

1. Confidence building
2. Discover your caliber
3. Analysing own strengths and weakness
4. Speaking in front of the audience and overcoming stage fear
5. Handling criticism in positive manner
6. Focusing on individual development and not on criticism
7. Understanding between confidence and overconfidence
8. Parts of speech and their implementation
9. Learning different Part of Speech and exercises

Unit – II

1. Different types of tenses
2. Tenses and its uses
3. Using right tense in right situations
4. Using various verb forms for relevant tenses
5. Dressing etiquette
6. Presentation skills and first impression
7. Developing over all personality

Unit – III

1. Spoken English
2. Intonated in speech
3. Voice Modulation while talking
4. Differences between listening and hearing
5. Integrate good listening skills in daily life
6. Demonstrate good listening skills in the class
7. Barriers of communication
8. Infer the correct messages
9. Developing good communication

Unit – IV

1. Solving questions on synonyms/antonyms/homophones
2. Extending word stock
3. Using new words in sentences
4. Learning and remembering new words
5. Using words in sentences
6. Connecting with audience better
7. Develop your creative side
8. Develop confidence and self esteem
9. Read fast with right pronunciation, produce written content fast
10. Understanding the basic idea conveyance in a written text

Unit – V

1. Writing skills
2. Different punctuation and the importance of it
3. Practicing written communication

Course Code : P13HU49	Semester : IV	L - T - P : 0 - 0 - 2
Course Title : Aptitude Competence and Professional Augmentation-II		
Contact Period: Lecture: 32 Hr, Exam: 3 Hr	Weightage: CIE:50; SEE:50	
Prerequisites : Nil		
<u>Course Learning Objectives (CLOs)</u>		
This course aims to		
<ol style="list-style-type: none">1. Construct good communication skill amongst students.2. Explain the importance of forming equations in problem solving.3. Explain Higher mathematical topics such as Functions, Graph, Permutation and Combination and Probability.4. Explain the logic behind Linear arrangement and Circular arrangement.5. Demonstrate the problems of Data Interpretation.6. Demonstrate the problems of Data Sufficiency.7. Develop the vocabulary of the students		
<u>Course Content</u>		
Unit - I		
Overcoming hurdles of communication: Parameters of effective communication, Reasons for communication being a barrier, Methods to improve communication, Activity.		
Simple Equations: forming equations with 2 variables and 3 variables, Solving problems with simultaneous equations, Application of simple equations in solving puzzles and problems from topics such as ages, ratio and proportion and other topics.		
Set Theory: Theoretical concepts, Venn diagram, Solving company questions.		
6 Hrs		
Unit- II		
Functions: Basic methods of representing the functions– Analytical representation, Tabular representation and graphical representation, Even and odd functions, inverse of a function, Shifting of graphs, Maxima and minima.		
Puzzles and blood relations: Puzzles from different company papers and interview questions, Blood relations. Solving company questions.		
Seating arrangement : Linear arrangement and circular arrangement. Solving company questions.		
6 Hrs		
Unit - III		
Permutation and Combination : Basics of counting, mnp rule, Selection– Combination, Arrangement– Permutation, Circular permutation. Solving company questions.		
Probability: Concept and importance of probability, Use of conjunction AND, Use of conjunction OR, Basics of probability, Important considerations while defining a event. Solving company questions.		
6 Hrs		
37		

Course Articulation Matrix (CAM)												
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Construct awareness of the basics of Number system and various concepts in it.	L1	H	-	-	-	M	-	-	-	-	-	M
Point out various ways to succeed by effectively prioritizing tasks.	L2	-	-	H	H	-	L	M	-	L	-	-
Formulate Corporate Etiquettes and Organizational Behaviour.	L 2	-	-	-	M	-	H	H	-	M	L	-
Illustrate concept of Time, Speed and Distance, and their inter-relation.	L1	H	M	M	-	M	-	-	L	L	-	-
Demonstrate the various series and patterns, and illustrate methods of solving them	L2	-	H	H	-	L	-	-	-	-	-	-
L- Low, M- Moderate, H-High												
Course Assessment Matrix (CAM)												
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Construct awareness of the basics of Number system and various concepts in it.	L1	3	-	-	-	2	-	-	-	-	-	2
Point out various ways to succeed by effectively prioritizing tasks.	L2	-	-	3	3	-	1	2	-	1	-	-
Formulate Corporate Etiquettes and Organizational Behaviour.	L 2	-	-	-	2	-	3	3	-	2	1	-
Illustrate concept of Time, Speed and Distance, and their inter-relation.	L1	3	2	2	-	2	-	-	1	1	-	-
Demonstrate the various series and patterns, and illustrate methods of solving them	L2	-	3	3	-	1	-	-	-	-	-	-
1 – Low, 2 – Moderate and 3 – High												

4. Learning spellings
5. Writing professional emails
6. Prioritize work
7. Organize time by identifying time wasters
8. Organize time in constructive actions

Course Articulation Matrix (CAM)												
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Describe the Fundamentals of Grammar-Parts of Speech.	L 1	-	-	-	-	-	-	H	-	M	-	-
Discuss the different types of Tenses, Verb Forms	L 1	-	-	-	-	-	-	H	-	M	-	-
Develop the Speed Reading Techniques and Pacing Techniques.	L 2	-	-	-	-	-	-	H	-	M	-	-
Develop the Writing Process and Style.	L 2	-	-	-	-	-	-	H	-	M	-	-
Apply the Communication Strategies	L 2	-	-	-	-	-	M	H	-	H	-	-
Develop the Time Saving Techniques	L 3	-	-	-	-	-	M	H	-	M	-	-
Apply Vocabulary Builder-I	L 2			-	-	-	-	H	-	M	-	-
L- Low, M- Moderate, H-High												

Course Assessment Matrix (CAM)												
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Describe the Fundamentals of Grammar-Parts of Speech.	L 1	-	-	-	-	-	-	3	-	2	-	-
Discuss the different types of Tenses, Verb Forms	L 1	-	-	-	-	-	-	3	-	2	-	-
Develop the Speed Reading Techniques and Pacing Techniques.	L 2	-	-	-	-	-	-	3	-	2	-	-
Develop the Writing Process and Style.	L 2	-	-	-	-	-	-	3	-	2	-	-
Apply the Communication Strategies	L 2	-	-	-	-	-	2	3	-	H	-	-
Develop the Time Saving Techniques	L 3	-	-	-	-	-	2	3	-	2	-	-
Apply Vocabulary Builder-I	L 2			-	-	-	-	3	-	2	-	-
L- Low, M- Moderate, H-High												

Lesson Plan (LP)
Unit – I
<ol style="list-style-type: none"> Factorize and to find the squares and cubes of the numbers using vedic mathematics. Fast ways of multiplication, division and basic calculations Basic problems on algebraic equations– linear simultaneous equations and quadratic equations Concept of digital sum for verification HCF and LCM Number of factors and sum of factors of a given number Number of zeroes in an expression and in a factorial Remainder Theorem Last digit and last two digits in an expression
Unit – II
<ol style="list-style-type: none"> Realize his/her potential Understand one's unique strength Prioritize the work in terms of its importance Convert a percentage into fraction and hence to solve the problems in less time Calculate the profit percentage and loss percentage Calculate the value of profit/ loss when Cost price is not given by using n/ d rule Calculate discount and discount and discount percentage Problems on marked price Concept of ratio and proportion
Unit – III
<ol style="list-style-type: none"> Professional Behaviour Corporate etiquettes Groom himself/ herself Simple average using different methods Weighted average Technique of allegation Removal and replacement
Unit – IV
<ol style="list-style-type: none"> Team Dynamics Leadership qualities Problem solving and decision making skills Concept of proportionality in Time, Speed and Distance Average speed in different conditions Relative speed Problems on trains Problems on boats and stream Problems on circular motion Find out the day of any day Clocks, Calendars and Cubes
Unit – V
<ol style="list-style-type: none"> Picture Series Number Series Letter Series Coding and Decoding Semester refresher

8. Solve the problems on boats and stream - L2
9. Solve the problems on circular motion - L2
10. Find out the day of any day - L5
11. Solve the problems on Clocks, Calendars and Cubes - L2

After learning all the topics of unit – V, the student is able to

1. Solve the problems on geometrical based reasoning questions - L2
2. Apply the logic to find the odd number out in a given sequence - L2
3. Find the code for a given problem and to solve it. - L2
4. Decode the logic behind the problems - L2
5. Solve all the problems from the topics covered in previous four units - L2

Review Questions

1. Describe the methods of finding squares and cubes of the numbers using vedic mathematics.
2. What are the various fast ways of multiplication, division and basic calculations/
4. Explain the concept of digital sum for verification
5. How is HCF and LCM of two or more numbers found out./
6. How do you find the number and sum of factors of a given number?
7. How do you find the number of zeroes in an expression and in a factorial?
8. How do you find the remainder of an exponential number after dividing it by another number?
9. How do you find the last digit and last two digits in an expression?
10. How do you realize your potential and channelize the same in right directions?
11. How do you identify one's unique strength?
12. How do you prioritize the work in terms of its importance?
13. How to convert a percentage into fraction?
14. How to calculate the profit percentage and loss percentage?
15. How to Calculate the value of profit/ loss when Cost price is not given by using n/d rule?
16. How to calculate discount and discount and discount percentage?
17. How to solve problems on marked price ?
18. Explain in your own words 'Professional behaviour'.
19. How to find the simple average using different methods
20. How to calculate weighted average
21. Explain technique of allegation in weighted average problems
22. How to solve the problems on removal and replacement
23. How to work in team effectively
24. How to have leadership qualities
25. How to cultivate problem solving and decision making skills
26. Explain the rules of proportionality.
27. Explain the process of finding average speed in different conditions
28. How to find the relative speed
29. Explain the concepts encountered in trains problems
30. Explain the concepts encountered in Boats problems
31. Explain the concepts encountered in Circular motion problems
32. How to find out the part of week of any day?

Course Code : P13HU28	Semester : 2	L - T - P : 0 - 0 - 2
Course Title : Advance English and Persona Evolution (AEPE)		
Contact Period: Lecture: 32 Hr, Exam: 3 Hr		Weightage: CIE:50; SEE:50
Prerequisites : Nil		
<u>Course Learning Objectives (CLOs)</u>		
This course aims to		
<ol style="list-style-type: none"> 1. Develop concentration ability and ability to focus towards their goal. 2. Explain subject verb agreement and to form grammatically correct sentences. 3. Develop new words and give them tips to use it daily by using them in a sentence. 4. Explain the right usage of idioms and phrases. 5. Develop their attitude towards learning new things at work and college. 6. Discover better reading techniques, inference and ability to comprehend. 7. Describe the importance of professional language and introduce them to corporate words and culture. 8. Explain the right way to compose an email and some common mistakes done. 9. Tell them how to motivate themselves and take responsibility in life. 10. Outline the importance of team work and how to a good team player. 		
<u>Course Content</u>		
Unit – I		
Focus of Bulls eye—Concentration : This module focuses on improving the concentration of students in-turn helping them to absorb more and perform better. This module aims at suggesting ways to improve concentration and how to concentrate in class. It also briefs on sources that deviate your concentration and how to handle them.		
Fundamentals of grammar : Rules of Subject verb agreement. Uses of Subject verb agreement. Kinds of sentences - Simple, compound & complex. Clauses. Common mistake and some incorrect sentences. Exercises. 6 Hrs		
Unit – II		
Vocabulary builder-2 : Introduction to higher level of words. Creating flash cards of new words. Using words in sentences. Word games.		
Speaking skills : List of phrases and Idioms and common phrases and idioms used.		
Attitude and Ego – hazard potential : Building a positive attitude, taking responsibility, attitude towards work and towards people. Building a win-win attitude. 10 Hrs		
Unit – III		
Reading Skills : Speed reading techniques. Skimming and scanning techniques to approach Reading Comprehensions. Increasing eye span. Understanding idea and tone of passages. 4 Hrs		

Unit – IV

Writing Skills : Create better sentences. Writing in active and passive voice. Format for e-mail writing. Constructing better sentences. Some common errors.

Leading yourself : Motivating self and setting goals. Managing failures and taking responsibilities and working towards eliminating their weakness. **5 Hrs**

Unit – V

Handling team work : Stages of team formation—Forming, Storming and Norming. Team building activities. Being an effective team player. **7 Hours**

Reference Books:

1. "Word Power Made Easy New Revised and Expanded Edition", First Edition, Norman Lewis, Goyal Publisher.
2. "Personality Development and Soft Skills", Eighth Edition, Barun K. Mitra, Oxford University Press.
3. "Managing Soft Skills for Personality Development", 2012 Edition, B.N.Ghosh, Tata McGraw Hill.
4. Essential English Grammar by Raymond Murphy, published by Cambridge University Press

Course Outcomes (CO)

After learning all the units of the course, the student is able to:

1. Prioritize what is important and focus on what has to be accomplished.
2. Understand the rules of grammar and rules for better sentence structure.
3. Use new words and pronounce the words in the correct manner.
4. Have the right attitude towards work and college.
5. Read quick using eye span and infer better.
6. Construct better sentences and use right format for e-mails.
7. Motivate oneself for continuous improvement.
8. Build and lead effective teams and have qualities of a good team member.

Topic Learning Objectives (TLO)

After learning all the topics of unit – I, the student is able to

1. Describe the importance of concentration - L1
2. Solve the hurdles towards concentration effectively - L2
3. Apply the suggestions to improve concentration - L2
4. Develop their concentration - L2
5. Able to analyze what to concentrate more on - L6
6. Understand placement of subject and verb in a sentence - L4
7. Construct meaningful sentences - L2
8. Compose ideas in a right way - L2

Topic Learning Objectives (TLO)

After learning all the topics of unit – I, the student is able to

1. Learn to factorize and to find the squares and cubes of the numbers using vedic mathematics. - L1
2. Learn fast ways of multiplication, division and basic calculations - L1
3. Solve basic problems on algebraic equations— linear simultaneous equations and quadratic equations - L2
4. Understand the apply the concept of digital sum for verification - L2
5. Find out HCF and LCM effectively and to solve problems on real life examples - L2
6. Find the number and sum of factors of a given number - L2
7. Find the number of zeroes in an expression and in a factorial - L2
8. Find the remainder of a n exponential number after dividing it by an another number - L2
9. Find the last digit and last two digits in an expression - L2

After learning all the topics of unit – II, the student is able to

1. Realize their potential and to channelize the same in right directions - L4
2. Understand one's unique strength - L4
3. To prioritize the work in terms of its importance - L2
4. To convert a percentage into fraction and hence to solve the problems in less time - L2
5. To calculate the profit percentage and loss percentage - L2
6. To Calculate the value of profit/ loss when Cost price is not given by using n/d rule - L2
7. To calculate discount and discount percentage -L2
8. To solve problems on marked price - L2
9. To understand the concept of ratio and proportion and to solve the problems on the same - L2

After learning all the topics of unit – III, the student is able to

1. Behave professionally - L2
2. Imbibe the corporate etiquettes in him - L2
3. Groom himself/ herself - L2
4. To find the simple average using different methods - L2
5. To calculate weighted average - L2
6. To apply the technique of allegation in weighted average problems -L2
7. To solve the problems on removal and replacement - L2

After learning all the topics of unit – IV, the student is able to

1. To work in team effectively - L2
2. To have leadership qualities - L2
3. Have problem solving and decision making skills - L2
4. Apply the concept of proportionality to solve problems on Time, Speed and Distance - L2
5. Find average speed in different conditions - L2
6. Find the relative speed and solve problems on the same - L2
7. Solve the problems on trains - L2

Unit - IV

Outdoor Activity: Team Building, Team Dynamics, Conflict Resolution, Effective Team Communication.

Time Speed Distance : Rules of Proportionality, average speed , relative speed , problems on trains, problems on Boats and Streams, problems on Circular Motion

Clocks and Calendars and Cubes: To find out the part of week of any given day. Problems on Clocks and angles made by the min/hour hand. Problems on Cubes

8 Hrs

Unit – V

Picture Series: Geometrical based reasoning questions

Number Series : Odd number in a given sequence, Next term in the sequence.

Letter Series: Odd letter in a given sequence, Next letter in the sequence. Coding and Decoding.

Semester Refresher: Revision of Basics of Mathematics , Number System, Setting up the Right Priorities, Profit and Loss, Percentage and Ratio Proportion, Being Professional, Averages, Allegations and Mixtures, Time Speed Distance, Clocks and Calendars and Cubes, Picture Series, Number Series and Letter Series

6 Hrs

Reference Books:

1. Quantitative Aptitude for CAT, Arun Sharma, Tata McGraw Hill's.
2. Quantitative Aptitude For Competitive Examinations (English), R.S Agarwal, 17th Edition: Book
3. Quantitative Aptitude for Competitive Examinations 5th Edition. By Abhijit Guha.
4. Personality Development and Soft Skills, Eighth Edition, Barun K. Mitra, Oxford University Press.
5. Managing Soft Skills for Personality Development, 2012 Edition, B.N.Ghosh, Tata McGraw Hill.

Course Outcomes (CO)

After learning all the units of the course, the student is able to:

1. Construct awareness of the basics of Number system and various concepts in it.
2. Point out various ways to succeed by effectively prioritizing tasks.
3. Formulate Corporate Etiquettes and Organizational Behaviour.
4. Illustrate concept of Time, Speed and Distance, and their inter-relation.
5. Demonstrate the various series and patterns, and illustrate methods of solving them

After learning all the topics of unit – II, the student is able to

1. Use better words while writing and speaking - L2
2. Understand the importance of good vocabulary - L1
3. Understand importance of using better words to convey an idea effectively - L1
4. Solve different idioms and phrases - L2
5. Use idioms and phrases while talking and writing - L2
6. Develop their language with idioms and phrases - L1
7. Understand sentences where idioms and phrases are used - L1
8. Understand importance of right attitude in academic and work life - L1
9. Demonstrate better attitude towards life - L2
10. Integrate a win-win attitude - L2

After learning all the topics of unit – III, the student is able to

1. Describe the qualities of reading and communication - L1
2. Develop their reading skills - L2
3. Understand how to read fast and grasp the basic idea of a passage - L4
4. Will read with expression to convey better - L2
5. Will read comprehension passages fast and answer the questions asked - L2
6. Connect one idea to another in a written text - L1

After learning all the topics of unit – IV, the student is able to

1. Construct sentences in a right way - L2
2. Learn about commonly made errors of written English and how to correct them - L1
3. Understand what is active and passive voice - L1
4. Use active and passive voice effectively - L2
5. Write an email in a right way - L2
6. Understand difference types of emails - L1
7. Write good professional and non professional emails - L2
8. Understand the challenges of written communication - L1
9. Effective removal of miscommunication in written English - L2
10. Lead himself, motivate himself - L2
11. Take charge and responsibility - L2
12. Grasp opportunities with confidence - L1

After learning all the topics of unit – V, the student is able to

1. Develop team working skills - L1
2. Show the importance of team work - L2
3. Tell why and how MNC's work in teams - L1
4. Create spirit of team work - L2
5. Learn to be assertive and supportive to the team mates - L1
6. Learn responsibility and meeting commitments - L1
7. Improve his attitude, will become professional in approach - L2
8. Learn how to run a team effectively - L1
9. Understand the challenges - L1
10. Understand how to tackle challenges in a team - L2

<u>Review Questions</u>
<ol style="list-style-type: none"> 1. Describe the importance of concentration 2. What are the hurdles towards concentrating effectively? 3. Describe ways to improve concentration 4. Give 4 ways of developing concentration 5. Explain how to analyze what to concentrate more on 6. Explain what is subject and verb in a sentence with examples 7. How to construct meaningful sentences? 8. Describe ways to propose ideas in a right way 9. Explain the importance of words while writing and speaking 10. Describe the importance of good vocabulary 11. Explain the role of words in conveying an idea effectively 12. What is the difference between idioms and phrases, give examples? 13. Explain the uses of idioms and phrases while talking and writing 14. Explain the role of idioms and phrases in developing good language 15. Give 5 sentences where idioms and phrases are used 16. Explain the importance of right attitude in academic and work life 17. How do you demonstrate better attitude towards life? 18. Why should one have a win-win attitude? 19. Describe the qualities of reading and communication 20. What are the ways of developing their reading skills? 21. Explain the ways to read fast and grasp the basic idea of a passage 22. Explain how to read with expression to convey better 23. Explain the ways to read comprehension passages quickly 24. How can one put an idea on paper, describe the method? 25. What is the right way to construct sentences in a right way 26. State some common errors in written English and how to correct them 27. Explain what is active and passive voice 28. Where do you active and passive voice? 29. Explain the do's and don'ts of email writing 30. What are the different types of emails? 31. Differentiate between professional and non professional emails 32. What are the challenges of written communication? 33. How to remove miscommunication in written English 34. How can one Lead himself, motivate himself? 35. Why should one take responsibility and benefit of taking responsibility? 36. State the benefits of being proactive 37. How to develop team working skills 38. State the importance of team work 39. How MNC's work in teams? 40. How can we create spirit of team work? 41. State the importance of being assertive and supportive to the team mates 42. How important is taking responsibility and meeting commitments in MNC? 43. How to improve one's attitude in professional & personal life? 44. State the ways to run a team effectively 45. State some challenges faced when working in a team 46. Explain how to tackle challenges in a team

Course Code : P13HU39	Semester : III	L - T - P : 0 - 0 - 2
Course Title : Aptitude Competence and Professional Augmentation-I		
Contact Period: Lecture: 32 Hr, Exam: 3 Hr		Weightage: CIE:50; SEE:50
Prerequisites : Nil		
<u>Course Learning Objectives (CLOs)</u>		
This course aims to		
<ol style="list-style-type: none"> 1. Illustrate speed Mathematics and various shortcuts to simplification. 2. Construct awareness of the basics of Number system and various concepts in it. 3. Point out various ways to succeed by effectively prioritizing tasks. 4. Apply the concept of Percentages and Rations to solve Profit and Loss numerical. 5. Formulate Corporate Etiquettes and Organizational Behaviour. 6. Illustrate the concepts of Averages, Mixtures and Allegations. 7. Outline Team Building, and Team Dynamics 8. Illustrate concept of Time, Speed and Distance, and their inter-relation. 9. Show the practical applications of clocks and calendars 10. Demonstrate the various series and patterns, and illustrate methods of solving them 		
<u>Course Content</u>		
Unit - I		
Basics of Mathematics : Factorization, Squares and Cubes of numbers, Square Roots and Cube Roots of numbers, Speed Mathematics, Digital Sum		
Number System : HCF & LCM, Unit Digit, Number of Zeros, Remainder Theorem. 6 Hrs		
Unit- II		
Setting up the Right Priorities : Understanding Strengths and Weakness, Setting up Short term and Long term goals, Prioritize Tasks, Planning		
Profit and Loss : Introduction to Basics, Profit, Loss, Profit Percentage and Loss Percentage, Discount and Discount Percentage, Marked Price		
Percentage and Ratio Proportion : Conversion of percentage into fraction, Conversion of fraction into percentage, Successive Percentage, Concept Ratio and Proportions 6 Hrs		
Unit - III		
Being Professional : Carrying Yourself, Dressing Sense, Professional Behavior. Do's and Don'ts		
Averages, Allegations and Mixtures : Simple average using different methods, Weighted average, Allegation, Removal and replacement 6 Hrs		

Course Assessment Matrix (CAM)											
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))									
		a	b	c	d	e	f	g	h	i	j
Describe the Fundamentals of Grammar-Parts of Speech.	L1	-	-	-	-	-	3	-	2	-	-
Discuss the different types of Tenses, Verb Forms	L1	-	-	-	-	-	3	-	2	-	-
Develop the Speed Reading Techniques and Pacing Techniques.	L2	-	-	-	-	-	3	-	2	-	-
Develop the Writing Process and Style.	L2	-	-	-	-	-	3	-	2	-	-
Apply the Communication Strategies	L2	-	-	-	-	2	3	-	H	-	-
Develop the Time Saving Techniques	L3	-	-	-	-	2	3	-	2	-	-
Apply Vocabulary Builder-I	L2		-	-	-	-	3	-	2	-	-
L- Low, M- Moderate, H-High											
Part –B											
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))									
		a	b	c	d	e	f	g	h	i	j
Describe the Fundamentals of Grammar-Parts of Speech.	L1	-	-	-	-	-	3	-	2	-	-
Discuss the different types of Tenses, Verb Forms	L1	-	-	-	-	-	3	-	2	-	-
Develop the Speed Reading Techniques and Pacing Techniques.	L2	-	-	-	-	-	3	-	2	-	-
Develop the Writing Process and Style.	L2	-	-	-	-	-	3	-	2	-	-
Apply the Communication Strategies	L2	-	-	-	-	2	3	-	H	-	-
Develop the Time Saving Techniques	L3	-	-	-	-	2	3	-	2	-	-
Apply Vocabulary Builder-I	L2		-	-	-	-	3	-	2	-	-
L- Low, M- Moderate, H-High											

<u>Lesson Plan</u>
Unit – I
<ol style="list-style-type: none"> 1. Describe the importance of concentration 2. Solve the hurdles towards concentration effectively 3. Apply the suggestions to improve concentration 4. Develop their concentration 5. Able to analyze what to concentrate more on 6. Understand placement of subject and verb in a sentence 7. Construct meaningful sentences 8. Compose ideas in a right way
Unit – II
<ol style="list-style-type: none"> 1. Use better words while writing and speaking 2. Understand the importance of good vocabulary 3. Understand importance of using better words to convey an idea effectively 4. Solve different idioms and phrases 5. Use idioms and phrases while talking and writing 6. Develop their language with idioms and phrases 7. Understand sentences where idioms and phrases are used 8. Understand importance of right attitude in academic and work life 9. Demonstrate better attitude towards life 10. Integrate a win-win attitude
Unit – III
<ol style="list-style-type: none"> 1. Describe the qualities of reading and communication 2. Develop their reading skills 3. Understand how to read fast and grasp the basic idea of a passage 4. Will read with expression to convey better 5. Will read comprehension passages fast and answer the questions asked 6. Connect one idea to another in a written text
Unit – IV
<ol style="list-style-type: none"> 1. Construct sentences in a right way 2. Learn about commonly made errors of written English and how to correct them 3. Understand what is active and passive voice 4. Use active and passive voice effectively 5. Write an email in a right way 6. Understand difference types of emails 7. Write good professional and non professional emails 8. Understand the challenges of written communication 9. Effective removal of miscommunication in written English 10. Lead himself, motivate himself 11. Take charge and responsibility 12. Grasp opportunities with confidence

Unit – V

1. Develop team working skills
2. Show the importance of team work
3. Tell why and how MNC's work in teams
4. Create spirit of team work
5. Learn to be assertive and supportive to the team mates
6. Learn responsibility and meeting commitments
7. Improve his attitude, will become professional in approach
8. Learn how to run a team effectively
9. Understand the challenges
10. Understand how to tackle challenges in a team

Construct better sentences and use right format for e-mails.	L2	-	-	-	-	-	H	H	-	M	-	-
Motivate oneself for continuous improvement.	L2	-	-	-	-	-	H	-	-	H	-	-
Build and lead effective teams and have qualities of a good team member	L2	-	-	-	H	H	-	-	-	H	-	-
L- Low, M- Moderate, H-High												

Course Articulation Matrix (CAM)

Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Prioritize what is important and focus on what has to be accomplished	L2	-	-	M	-	M	L	-	-	H	-	-
Understand the rules of grammar and rules for better sentence structure.	L1	-	-	-	-	-	-	H	-	M	-	-
Use new words and pronounce the words in the correct manner.	L2	-	-	-	-	-	-	H	-	-	-	-
Have the right attitude towards work and college	L3	-	-	-	-	-	H	-	-	H	M	-
Read quick using eye span and infer better.	L2	-	-	-	-	-	-	L	-	-	-	-
Construct better sentences and use right format for e-mails.	L2	-	-	-	-	-	H	H	-	M	-	-
Motivate oneself for continuous improvement.	L2	-	-	-	-	-	H	-	-	H	-	-
Build and lead effective teams and have qualities of a good team member	L2	-	-	-	H	H	-	-	-	H	-	-
L- Low, M- Moderate, H-High												

8. Learn how to run a team effectively
9. Understand the challenges
10. Understand how to tackle challenges in a team

Course Articulation Matrix (CAM)												
Part - A												
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Describe the Fundamentals of Grammar-Parts of Speech.	L1	-	-	-	-	-	H	-	M	-	-	-
Discuss the different types of Tenses, Verb Forms	L1	-	-	-	-	-	H	-	M	-	-	-
Develop the Speed Reading Techniques and Pacing Techniques.	L2	-	-	-	-	-	H	-	M	-	-	-
Develop the Writing Process and Style.	L2	-	-	-	-	-	H	-	M	-	-	-
Apply the Communication Strategies	L2	-	-	-	-	M	H	-	H	-	-	-
Develop the Time Saving Techniques	L3	-	-	-	-	M	H	-	M	-	-	-
Apply Vocabulary Builder-I	L2	-	-	-	-	-	H	-	M	-	-	-
Part - B												
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Prioritize what is important and focus on what has to be accomplished	L2	-	-	M	-	M	L	-	-	H	-	-
Understand the rules of grammar and rules for better sentence structure.	L1	-	-	-	-	-	H	-	M	-	-	-
Use new words and pronounce the words in the correct manner.	L2	-	-	-	-	-	H	-	-	-	-	-
Have the right attitude towards work and college	L3	-	-	-	-	H	-	-	H	M	-	-
Read quick using eye span and infer better.	L2	-	-	-	-	-	L	-	-	-	-	-

Course Assessment Matrix (CAM)												
Course Outcome (CO)		Program Outcome (ABET/NBA-(3a-k))										
		a	b	c	d	e	f	g	h	i	j	k
Prioritize what is important and focus on what has to be accomplished	L2	-	-	2	-	2	1	-	-	3	-	-
Understand the rules of grammar and rules for better sentence structure.	L1	-	-	-	-	-	-	3	-	2	-	-
Use new words and pronounce the words in the correct manner.	L2	-	-	-	-	-	-	3	-	-	-	-
Have the right attitude towards work and college	L3	-	-	-	-	-	3	-	-	3	2	-
Read quick using eye span and infer better.	L2	-	-	-	-	-	-	1	-	-	-	-
Construct better sentences and use right format for e-mails.	L2	-	-	-	-	-	3	3	-	2	-	-
Motivate oneself for continuous improvement.	L2	-	-	-	-	-	3	-	-	3	-	-
Build and lead effective teams and have qualities of a good team member	L2	-	-	-	3	3	-	-	-	3	-	-
1 – Low, 2 – Moderate and 3 – High												

Course Code : P13HUDIP39	Semester : 3	L - T - P : 4 - 0 - 0
Course Title : English and Persona Evolution (EPE)		
Contact Period: Lecture: 64 Hr, Exam: 3 Hr	Weightage: CIE:50; SEE:50	
Prerequisites : Nil		
Course Learning Objectives (CLOs)		
This course aims to:		
Part—A		
<ol style="list-style-type: none"> 1. Classify the different types of Fundamental of Grammar, Communication Oriented Modules. 2. Explain the different types of Verbal Skills Modules. 3. To identify the Importance of Vocabulary Builder-I 4. Explain the concepts of Reading Skills, Developing Receptive Language and Speed Reading Techniques. 5. Develop the knowledge of Writing Skills. 6. Explain various principles associated with Receptive Language and Writing Process. 7. Outline the concept of Listening Skills 8. Differentiate the Email Writing and Professional Letter Writing. 9. Integrate the Time Management Techniques. 10. Explain the Fundamentals of Grammar—Tenses and Verb Forms—I and II 		
Part—B		
<ol style="list-style-type: none"> 1. Develop concentration ability and ability to focus towards their goal. 2. Explain subject verb agreement and to form grammatically correct sentences. 3. Develop new words and give them tips to use it daily by using them in a sentence. 4. Explain the right usage of idioms and phrases. 5. Develop their attitude towards learning new things at work and college. 6. Discover better reading techniques, inference and ability to comprehend. 7. Describe the importance of professional language and introduce them to corporate words and culture. 8. Explain the right way to compose an email and some common mistakes done. 9. Tell them how to motivate themselves and take responsibility in life. 10. Outline the importance of team work and how to a good team player. 		
Course Content		
Part—A		
Unit – I		
<p>Believe in Your Confidence: Reasons For Lack of Confidence, Exposure, Tips on Being Confident, Activity Based on Confidence Building, Eradicating Lack of Confidence, Improving Communication Skills, Tips on enhancing personality and knowledge</p> <p>Fundamentals of Grammar: Parts of Speech - Nouns, Prepositions, Verb, Pronouns, Adjectives, Adverbs, Conjunction, Interjection and Articles 6 Hrs</p>		

Part-B
Unit – I

1. Describe the importance of concentration
2. Solve the hurdles towards concentration effectively
3. Apply the suggestions to improve concentration
4. Develop their concentration
5. Able to analyze what to concentrate more on
6. Understand placement of subject and verb in a sentence
7. Construct meaningful sentences
8. Compose ideas in a right way

Unit – II

1. Use better words while writing and speaking
2. Understand the importance of good vocabulary
3. Understand importance of using better words to convey an idea effectively
4. Solve different idioms and phrases
5. Use idioms and phrases while talking and writing
6. Develop their language with idioms and phrases
7. Understand sentences where idioms and phrases are used
8. Understand importance of right attitude in academic and work life
9. Demonstrate better attitude towards life
10. Integrate a win-win attitude

Unit – III

1. Describe the qualities of reading and communication
2. Develop their reading skills
3. Understand how to read fast and grasp the basic idea of a passage
4. Will read with expression to convey better
5. Will read comprehension passages fast and answer the questions asked
6. Connect one idea to another in a written text

Unit – IV

1. Construct sentences in a right way
2. Learn about commonly made errors of written English and how to correct them
3. Understand what is active and passive voice
4. Use active and passive voice effectively
5. Write an email in a right way
6. Understand difference types of emails
7. Write good professional and non professional emails
8. Understand the challenges of written communication
9. Effective removal of miscommunication in written English
10. Lead himself, motivate himself
11. Take charge and responsibility
12. Grasp opportunities with confidence

Unit – V

1. Develop team working skills
2. Show the importance of team work
3. Tell why and how MNC's work in teams
4. Create spirit of team work
5. Learn to be assertive and supportive to the team mates
6. Learn responsibility and meeting commitments
7. Improve his attitude, will become professional in approach

Lesson Plan

Part—A

Unit – I

1. Confidence building
2. Discover your caliber
3. Analysing own strengths and weakness
4. Speaking in front of the audience and overcoming stage fear
5. Handling criticism in positive manner
6. Focusing on individual development and not on criticism
7. Understanding between confidence and overconfidence
8. Parts of speech and their implementation
9. Learning different Part of Speech and exercises

Unit – II

1. Different types of tenses
2. Tenses and its uses
3. Using right tense in right situations
4. Using various verb forms for relevant tenses
5. Dressing etiquette
6. Presentation skills and first impression
7. Developing over all personality

Unit – III

1. Spoken English
2. Intonated in speech
3. Voice Modulation while talking
4. Differences between listening and hearing
5. Integrate good listening skills in daily life
6. Demonstrate good listening skills in the class
7. Barriers of communication
8. Infer the correct messages
9. Developing good communication

Unit – IV

1. Solving questions on synonyms/antonyms/homophones
2. Extending word stock
3. Using new words in sentences
4. Learning and remembering new words
5. Using words in sentences
6. Connecting with audience better
7. Develop your creative side
8. Develop confidence and self esteem
9. Read fast with right pronunciation, produce written content fast
10. Understanding the basic idea conveyance in a written text

Unit – V

1. Writing skills
2. Different punctuation and the importance of it
3. Practicing written communication
4. Learning spellings
5. Writing professional emails
6. Prioritize work
7. Organize time by identifying time wasters
8. Organize time in constructive actions

Unit – II

Fundamentals of Grammar—I: Tenses and Verb Forms—I. Tenses and their Importance, Understanding Present Simple Tense, Present Continuous, Present Perfect, Present Continuous, Past Tense, Past Simple, Past Continuous, Past Perfect, Past Perfect Continuous, Simple Future

Fundamentals of Grammar—II: Tenses and Verb Forms—II. Forms of Verb - Infinitive, Parts and Parts Participle, Usage of Tenses, Sentence Formation, Different types of Sentence Formation, Implementation of Tense, Tenses in Assertive Sentence, Implementation of Tenses in Negative Sentences, Implementation of Tenses in Interrogative Sentences

Carrying Yourself: Understanding your personal nature, Personal and Professional Attire, Analyzing personality, Code of Conduct, Importance of Disciplinary Values in Life, Activity Based on Personality Enhancement, Learning Difference Between Corporate and Academic Etiquettes **10 Hrs**

Unit – III

Speaking Skills: Pronunciation, Conversational English, Corporate English, Intonation, Voice Modulation, Clarity of Speech, Rate of Speech, Choice of words, Fluency of language.

Listening Skills: Difference between Hearing and Listening, Active and Passive Listening, Relevance of Listening, Selective Listening, Listening between the lines, Hearing & Listening Techniques, Do's and Don't's of Listening, Power of Listening, Tips to improve Listening Skills, Receptive Listening Skills. **4Hrs**

Unit – IV

Vocabulary Builder—I: Synonyms and Antonyms, Homophones, Forms of Words, Usage of Words, Professional Language, Eradication of Stage Fear & Lack of Confidence, Knowledge Sharing, Understanding the concept of Command Over Language, Tips on How To Increase Word Stock

Outdoor Activity: Team Work, Creative Thinking, Understanding Yourself, Team Culture, Developing Leadership Skills, Problem Solving Skills, Decision Making Skills

Reading Skills: Developing Receptive Language Style, Verbal English Pronunciation, Speed Reading Techniques - Skimming, Inferring, Critical Reading, English Speaking Fluency, Pacing Techniques, Understanding the Reading language, Memory Management. **7 Hrs**

Unit – V

Writing Skills: Sentence Formation, Punctuation, Avoiding Cliché, Different Types of Writing Formats, Importance of Writing Skills, Formal and Informal Style of Writing, Effective Writing, Formats of Different Types of Email, Email Communication, Implementation of Writing Skills, Active and Passive Voice.

Watch the Time: Organizing Yourself, Time Saving Techniques, Understanding Priorities Based Time Roles, Procrastination, Different Methods of Splitting Time, Efficient Time Utilization, Value of Time, Streamlining Daily Routine **5 Hrs**

.Part—B

Unit – I

Focus of Bulls eye—Concentration : This module focuses on improving the concentration of students in-turn helping them to absorb more and perform better. This module aims at suggesting ways to improve concentration and how to concentrate in class. It also briefs on sources that deviate your concentration and how to handle them.

Fundamentals of grammar : Rules of Subject verb agreement. Uses of Subject verb agreement. Kinds of sentences - Simple, compound & complex. Clauses. Common mistake and some incorrect sentences. Exercises. **6 Hrs**

Unit – II

Vocabulary builder-2 : Introduction to higher level of words. Creating flash cards of new words. Using words in sentences. Word games.

Speaking skills : List of phrases and Idioms and common phrases and idioms used.

Attitude and Ego – hazard potential : Building a positive attitude, taking responsibility, attitude towards work and towards people. Building a win-win attitude. **10 Hrs**

Unit – III

Reading Skills : Speed reading techniques. Skimming and scanning techniques to approach Reading Comprehensions. Increasing eye span. Understanding idea and tone of passages. **4 Hrs**

Unit – IV

Writing Skills : Create better sentences. Writing in active and passive voice. Format for e-mail writing. Constructing better sentences. Some common errors.

Leading yourself : Motivating self and setting goals. Managing failures and taking responsibilities and working towards eliminating their weakness. **5 Hrs**

Unit – V

Handling team work : Stages of team formation—Forming, Storming and Norming. Team building activities. Being an effective team player. **7 Hrs**

Reference Books:

1. Word Power Made Easy New Revised and Expanded Edition, First Edition, Norman Lewis, Goyal Publisher.
2. Personality Development and Soft Skills, Eighth Edition, Barun K. Mitra, Oxford University Press.
3. Managing Soft Skills for Personality Development, 2012 Edition, B.N.Ghosh, Tata McGraw Hill
4. "Word Power Made Easy New Revised and Expanded Edition", First Edition, Norman Lewis, Goyal Publisher.
5. "Personality Development and Soft Skills", Eighth Edition, Barun K. Mitra, Oxford University Press.
6. "Managing Soft Skills for Personality Development", 2012 Edition, B.N.Ghosh, Tata McGraw Hill.
7. Essential English Grammar by Raymond Murphy, published by Cambridge University Press.

19. Describe the qualities of reading and communication
20. What are the ways of developing their reading skills?
21. Explain the ways to read fast and grasp the basic idea of a passage
22. Explain how to read with expression to convey better
23. Explain the ways to read comprehension passages quickly
24. How can one put an idea on paper, describe the method?
25. What is the right way to construct sentences in a right way
26. State some common errors in written English and how to correct them
27. Explain what is active and passive voice
28. Where do you active and passive voice?
29. Explain the do's and don'ts of email writing
30. What are the different types of emails?
31. Differentiate between professional and non professional emails
32. What are the challenges of written communication?
33. How to remove miscommunication in written English
34. How can one Lead himself, motivate himself?
35. Why should one take responsibility and benefit of taking responsibility?
36. State the benefits of being proactive
37. How to develop team working skills
38. State the importance of team work
39. How MNC's work in teams?
40. How can we create spirit of team work?
41. State the importance of being assertive and supportive to the team mates
42. How important is taking responsibility and meeting commitments in MNC?
43. How to improve one's attitude in professional & personal life?
44. State the ways to run a team effectively
45. State some challenges faced when working in a team
46. Explain how to tackle challenges in a team

12. Explain the situations where we use different tenses
13. What are the various verb forms for relevant tenses?
14. Explain the do's and don'ts of dressing
15. How should one present himself in front of others?
16. On what parameters would you judge a person's personality?
17. What are the ways to improve spoken English?
18. Explain the importance of intonation
19. Explain the importance and benefit of voice modulation
20. What are the difference between listening and hearing?
21. How do you integrate listening skills in daily life?
22. What are the barriers of communication?
23. How do you infer the correct message?
24. Describe the importance of having good communication
25. Explain the difference between synonyms, antonyms & homophones
26. How do you expand your word stock?
27. Describe ways to use new words in sentences
28. Describe ways to remember new words
29. How to understand the usage of words in sentences?
30. State how should you relate with the audience better
31. Explain how do you develop your creative side
32. Explain how do you develop confidence and self esteem
33. How to read fast with right pronunciation, produce written content fast?
34. How to understand the basic idea conveyance in a written text?
35. Demonstrate improved writing skills
36. Explain the different usage of punctuation and the importance of it
37. Describe the different ways to improve written communication
38. How do you develop your spellings?
39. Explain the do's and don'ts of writing a professional email
40. Explain how to prioritize your work

Part—B

1. Describe the importance of concentration
2. What are the hurdles towards concentrating effectively?
3. Describe ways to improve concentration
4. Give 4 ways of developing concentration
5. Explain how to analyze what to concentrate more on
6. Explain what is subject and verb in a sentence with examples
7. How to construct meaningful sentences?
8. Describe ways to propose ideas in a right way
9. Explain the importance of words while writing and speaking
10. Describe the importance of good vocabulary
11. Explain the role of words in conveying an idea effectively
12. What is the difference between idioms and phrases, give examples?
13. Explain the uses of idioms and phrases while talking and writing
14. Explain the role of idioms and phrases in developing good language
15. Give 5 sentences where idioms and phrases are used
16. Explain the importance of right attitude in academic and work life
17. How do you demonstrate better attitude towards life?
18. Why should one have a win-win attitude?

Course Outcomes (CO)

Part—A

After learning all the units of the course, the student is able to:

1. Describe the Fundamentals of Grammar-Parts of Speech.
2. Discuss the different types of Tenses, Verb Forms
3. Develop the Speed Reading Techniques and Pacing Techniques.
4. Develop the Writing Process and Style.
5. Apply the Communication Strategies
6. Develop the Time Saving Techniques
7. Apply Vocabulary Builder-I

Part—B

1. Prioritize what is important and focus on what has to be accomplished.
2. Understand the rules of grammar and rules for better sentence structure.
3. Use new words and pronounce the words in the correct manner.
4. Have the right attitude towards work and college.
5. Read quick using eye span and infer better.
6. Construct better sentences and use right format for e-mails.
7. Motivate oneself for continuous improvement.
8. Build and lead effective teams and have qualities of a good team member.

Topic Learning Objectives (TLO)

Part—A

After learning all the topics of unit – I, the student is able to

1. Develop their confidence - L2
2. Discover their caliber - L3
3. Identify their strengths and accept themselves as they are - L6
4. Demonstrate confidence in front of people and overcome stage fear - L2
5. Prepare themselves to deal with criticism in positive manner - L3
6. Show focus on individual development and not on criticism - L3
7. Learn to distinguish between confidence and overconfidence - L1
8. Learn Parts of speech and can identify them in a sentence for better implementation of them - L1
9. Learn the segregation in each part of speech and use it in a right way - L3

After learning all the topics of unit – II, the student is able to

1. Distinguish various tenses and their usage - L5
2. Use tenses in a right way - L2
3. Use right tense in right situations - L2
4. Use various verb forms for relevant tenses - L2
5. Develop their dressing sense - L2
6. Propose themselves better - L2
7. Develop their over all personality - L2

After learning all the topics of unit – III, the student is able to

1. Show improved spoken English - L2
2. Demonstrate Intonated in speech - L2
3. Demonstrate modulated voice while talking - L2
4. Learn the differentiate between listening and hearing - L5
5. Integrate good listening skills in daily life - L2

6. Demonstrate good listening skills in the class - L2
7. Distinguish the barriers of communication - L5
8. Infer the correct messages - L4
9. Develop good communication - L2

After learning all the topics of unit – IV, the student is able to

1. Solve questions on synonyms/antonyms/homophones - L2
2. Extend their word stock - L2
3. Use new words in sentences - L2
4. Remember new words - L2
5. Understand usage of words in sentences - L4
6. Relate with audience better - L2
7. Develop their creative side - L2
8. Develop confidence and self esteem - L2
9. Read fast with right pronunciation, produce written content fast - L2
10. Understand the basic idea conveyance in a written text - L4

After learning all the topics of unit – V, the student is able to

1. Demonstrate improved writing skills - L2
2. Explain the different usage of punctuation and the importance of it - L1
3. Demonstrate their written communication - L2
4. Develop their spellings - L2
5. Write professional emails - L2
6. Determine the important things and prioritize their work - L5
7. Organize time by identifying time wasters - L2
8. Organize their time in constructive actions - L2

Part -- B

After learning all the topics of unit – I, the student is able to

1. Describe the importance of concentration - L1
2. Solve the hurdles towards concentration effectively - L2
3. Apply the suggestions to improve concentration - L2
4. Develop their concentration - L2
5. Able to analyze what to concentrate more on - L6
6. Understand placement of subject and verb in a sentence - L4
7. Construct meaningful sentences - L2
8. Compose ideas in a right way - L2

After learning all the topics of unit – II, the student is able to

1. Use better words while writing and speaking - L2
2. Understand the importance of good vocabulary - L1
3. Understand importance of using better words to convey an idea effectively - L1
4. Solve different idioms and phrases - L2
5. Use idioms and phrases while talking and writing - L2
6. Develop their language with idioms and phrases - L1
7. Understand sentences where idioms and phrases are used - L1
8. Understand importance of right attitude in academic and work life - L1
9. Demonstrate better attitude towards life - L2
10. Integrate a win-win attitude - L2

After learning all the topics of unit – III, the student is able to

1. Describe the qualities of reading and communication - L1
2. Develop their reading skills - L2
3. Understand how to read fast and grasp the basic idea of a passage - L4
4. Will read with expression to convey better - L2
5. Will read comprehension passages fast and answer the questions asked - L2
6. Connect one idea to another in a written text - L1

After learning all the topics of unit – IV, the student is able to

1. Construct sentences in a right way - L2
2. Learn about commonly made errors of written English and how to correct them - L1
3. Understand what is active and passive voice - L1
4. Use active and passive voice effectively - L2
5. Write an email in a right way - L2
6. Understand difference types of emails - L1
7. Write good professional and non professional emails - L2
8. Understand the challenges of written communication - L1
9. Effective removal of miscommunication in written English - L2
10. Lead himself, motivate himself - L2
11. Take charge and responsibility - L2
12. Grasp opportunities with confidence - L1

After learning all the topics of unit – V, the student is able to

1. Develop team working skills - L1
2. Show the importance of team work - L2
3. Tell why and how MNC's work in teams - L1
4. Create spirit of team work - L2
5. Learn to be assertive and supportive to the team mates - L1
6. Learn responsibility and meeting commitments - L1
7. Improve his attitude, will become professional in approach - L2
8. Learn how to run a team effectively - L1
9. Understand the challenges - L1
10. Understand how to tackle challenges in a team - L2

Review Questions

Part—A

1. How do you develop your confidence?
2. What are the ways to discover your caliber?
3. How do you identify your strengths?
4. How to speak confidently in front of the audience?
5. What are the ways to deal with criticism?
6. What is the importance of focusing on self development?
7. What are the differences between confidence and self confidence?
8. What are the different parts of speech?
9. Explain the uses of each parts of speech
10. What are the different forms of tenses?
11. Give an example of each tense