Gyanmanjari
Innovative University

Subject: Interactive English (DET1XX10102)

Type of course: Ability Enhancement Course (AEC)

Prerequisite: Basic English communication skills, grammar and keen interest in learning.

Rationale:

In the modern IT workplace, technical expertise must be complemented by strong communication and collaboration skills. This course helps students acquire professional English communication abilities needed for client interaction, documentation, presentations, emails, and teamwork. The focus is on real-world use of English in technical and IT settings.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks		Total Marks
CI	T	P	C	SEE	CCE	
2	0	0	2	100	50	150

Legends: CI-Classroom Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; V – Viva; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.

Sr. No	Course content	Hrs.	Weightage
1	**Personality Development and Public Speaking** • Verbal and non-verbal delivery skills • Organizing content for presentation • Use of visual aids (PPT, charts, models) • Handling questions and audience **Practical:** 1. Prepare and deliver short presentations 2. Use of AI tools for enhancement of presentation. 3. Record and reflect on speaking performances 4. Group speech or demonstration 5. **Evaluation Method:** _(see table below)_ **Final Presentation on Technical Topic:** **Objective:** To evaluate the student's ability to present technical content orally using effective communication skills. The themes of the final presentation will be given by the faculty. **Active Learning Activity- Interview of Business Professional:** Students have to conduct interview with business professional and submit the video.	T:02 P:04	20%
2	**Basics of Workplace Communication** • Definition and types of communication: Verbal, Non-verbal, Written, Visual • Barriers to communication and how to overcome them • Process of Communication • Levels of Communication **Practical:** 1. Ice-breaker and team-building speaking activities 2. Movie Review based on communication 3. Role plays on formal/informal conversations 4. Vocabulary enhancement through games	T:02 P:04	20%

Evaluation Method:

Component	SEE	CCE
Final Presentation on Technical Topic	20	-
Interview of Business Professional	-	10
Total	20	10

Evaluation Method:

Component	SEE	CCE
Communication Simulation Task	10	-
Reporting Real Life Incidents (New Anchoring)	10	-
Active Learning Activity: Dialogue Creation + Voice Recording	-	10
Total	20	10

Communication Simulation Task
Objective: To assess the ability to communicate effectively in real-life, professional scenarios.
Students have to work in pairs to create a simulation of given themes.

Reporting Real Life Incidents:
Students have to report real life incidents/events (i,e, New Anchoring)

Active Learning Activity: Dialogue Creation + Voice Recording
Students create a short 8–10-line dialogue between two people in a workplace scenario (e.g., asking for help, giving instructions). They must record themselves speaking both parts using proper tone and clarity and submit the audio.

3	**Speaking & Presentation Skills** • Clarity, tone, and delivery; professional small talk; team communication. • Telephone etiquette, email etiquette • Asking for/giving directions, instructions, and feedback • Speaking in meetings and interviews • Common expressions and phrases in a professional setting **Practical:** 1. Mock interviews and telephonic conversations 2. Group discussion on workplace scenarios 3. Dialogue practice for real-life communication 4. Formal email writing (requests, complaints, reports)	T:02 P:04	20%

Evaluation Method:

Component	SEE	CCE
Professional Interview	20	-
Elocution Competition	-	10
Total	20	10

Professional Interview (20 Marks):

Objective:
To assess the student's ability to communicate effectively in a simulated professional interview and respond appropriately to real-life workplace situations using spoken English. (Interview will be conducted by external examiner.)

Active Learning Activity: Elocution Competition:
Students will be given situation/topics for Elocution Competition in the class. Individuals will be evaluated based on their performance.

Corporate Instruction
- Written Instructions: How to write instructions, Planning introduction, general warning, caution, danger, notice.
- Oral Instruction: Audience Analysis, Audience Adaptation.

Practical:
1. Write detailed instruction manual.
2. Draft simple memos and circulars.
3. Audience Analysis: Audience observation
4. Audience Adaptation: Non-verbal communication.

Evaluation Method:

Component	SEE	CCE
Essay Writing	10	-
Email/Memo/Circular Writing	10	
Active Learning Activity: Poster Presentation on Instructional Interpretation	-	10
Total	20	10

T:02
P:04

20%

Essay Writing: (10 Marks)

Objective: To assess the ability of sentence structure formation and creative writing.

Email/Memo/Circular Writing: (10 Marks)

Objective: To assess the ability of Technical Writing.

Active Learning Activity: Poster Presentation on Instructional Interpretation
Students must present posters on interpretations of instruction. It should be in the form of an explanation to use the product/service step-by-step.

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Writing Reports and Picture Description

- Structure of technical reports, resume/CV essentials, cover letter.
- Types of reports: Incident, lab, field, project
- Structure of a technical report, use of word processor (title, abstract, body, conclusion)
- Picture description writing

Practical:
1. Write a mini project report and formal resume
2. Draft a cover letter for a job advertisement.
3. Prepare Picture Description (individually or in groups)
4. Peer review and feedback sessions

Evaluation Method:

Component	SEE	CCE
Drafting Reports and Proposals	10	-
Picture Description	10	
Resume and Cover letter Submission	-	10
Total	20	10

(Row 5) T:02 P:04   20%

Drafting Reports and Proposals: (10 Marks)

Objective: To assess documentation and organization skills through a field/lab-based mini report or proposal.

Picture Description: (10 Marks)

Objective: To assess observation and creative writing skills.

Active Learning Activity- Resume and Cover letter submission:
Students will be provided with different job posts to write a formal, job-oriented Resume and cover letter with appropriate tone, format, and purpose. Use of AI and plagiarism are strictly prohibited.

Suggested Specification table with Marks (Theory):100

Distribution of Theory Marks						
(Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	10%	25%	30%	15%	10%	10%

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from the above table.

Course Outcome:

After learning the course, the students should be able to:	
CO1	Deliver clear, organized technical presentations using visual tools and handle audience queries.
CO2	Communicate effectively using verbal and non-verbal skills in professional settings.
CO3	Draft workplace emails, cover letters, technical documents, and proposals with proper format.
CO4	Participate in interviews, discussions, and team interactions using correct language and tone.
CO5	Design and interpret technical visuals, flowcharts, and posters.

Instructional Method:

The course delivery method will depend upon the requirement of content and the needs of students. The teacher, in addition to conventional teaching methods by black board, may also use any tools such as demonstration, task-based and activity-driven learning strategies, role play, Quiz, brainstorming, MOOCs etc.

Teachers will use audio-visual aids, mock simulations, lab assignments, real-life scenarios, and peer learning tools.

Platforms such as Google Forms, PPTs, Quizizz, and Google Docs may be used for assessments.

Students will engage in active learning through ALAs, peer feedback, and role-based activities.

10–15% of topics may be delivered using flipped classroom or self-learning videos (SWAYAM/NPTEL/dictionary apps).

Reference Books:

[1] Technical Communication: Principles and Practice – Meenakshi Raman & Sangeeta Sharma

[2] English for Technical Communication – K. R. Lakshminarayan

[3] Soft Skills for Engineers – Dr. R.S. Salaria

[4] Effective Business Communication – Murphy & Hildebrandt

[5] Grammarly, GrammarlyGO, Purdue OWL (Online Writing Lab)

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