| Course Code & Name | 26CAAE1001 Professional English | | |
|---|---|---|---|
| Teaching Hours /week (L: T:P: R) | 2:0:2:0 | Credits | 4 |
| CIE Marks | 40 | ESE Marks | 60 |
| Course Type | Theory (AEC) | Exam Hours | 3 |
| Prerequisites (if any) | Basic Communication Skills | | |

**Course Objectives:**

1. To help students understand the structure and different learning strategies of language.
2. To focus on effective communication in various life situations as it is an important criteria for success in workplaces.

**Course Outcomes (COs)**

At the end of the course students should be able to:

| CO# | Course Outcomes | Bloom's Knowledge Level (KL) |
|---|---|---|
| CO 1 | Apply language skills in professional and real-life situations | K3 |
| CO 2 | Apply various strategies to actively listen and comprehend messages | K3 |
| CO 3 | Analyze various contexts and demonstrate appropriate speaking skills | K4 |
| CO 4 | Analyze and interpret various technical and non-technical texts using appropriate reading methodologies | K4 |
| CO 5 | Apply appropriate structural framework to write well-organized academic and professional documents | K3 |
| CO 6 | Interpret sentence structures and lexical structures | K2 |

**Note:** *K1- Remember, K2- Understand, K3- Apply, K4- Analyze, K5- Evaluate, K6- Create*

**CO-PO Mapping Table (Mapping of Course Outcomes to Program Outcomes)**

| CO # | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 |
|---|---|---|---|---|---|---|---|---|
| **CO 1** | - | 2 | - | - | 3 | - | - | - |
| **CO 2** | - | 2 | - | - | 3 | - | - | - |
| **CO 3** | - | 3 | - | - | 3 | - | - | - |
| **CO 4** | - | 2 | - | - | 3 | - | - | - |
| **CO 5** | - | 3 | – | - | 2 | - | - | - |
| **CO 6** | - | 3 | - | - | 3 | - | - | - |

**Note:** *1: Slight (Low), 2: Moderate (Medium), 3: Substantial (High), - : No Correlation*

**Course Assessment Method**

**(CIE: 40 marks, ESE: 60 marks)**

**Continuous Internal Evaluation Marks (CIE)**

| Attendance | Assignment/ Micro-project | Internal Examination-1 (Written) | Internal Examination- 2 (Written ) | Total |
|---|---|---|---|---|
| **8** | **12** | **10** | **10** | **40 Marks** |

**End Semester Examination Marks (ESE)**

*In Part A, all questions need to be answered and in Part B, each student can choose any one full question out of two questions.*

| PART A | PART B | TOTAL |
|---|---|---|
| ■ 2 Questions from each module.<br>■ Total of 8 Questions, each carrying 3 marks<br>**(8x3 =24 marks)** | ■ Each question carries 9 marks.<br>■ Two questions will be given from each module, out of which 1 question should be answered.<br>■ Each question can have a maximum of 3 subdivisions.<br>**(4x9 = 36 marks)** | **60 Marks** |

## SYLLABUS

| Module # | Syllabus Description | Hours |
|---|---|---|
| 1 | FOUNDATIONS OF LANGUAGE LEARNING & BASIC COMMUNICATION<br>Introduction to Language Learning: Language Learning Strategies, Oxford Taxonomy; English as a Global Language<br>Phonetics & Listening Basics: Introduction to Vowels, Consonants & Diphthongs; Phonetic Transcription (Basic); Active & Intensive Listening – Traits of a Good Listener<br>Speaking & Interaction: Introducing Oneself and Others; Making Requests, Seeking Permission; Reading: Description of places and events.<br>Grammar & Vocabulary: Tenses (Simple & Continuous); One-word Substitutions; Common Errors in Tenses<br>Activities: Self-introduction speech; Listening to short conversations (appointment, telephonic); Phonetic transcription practice | 12 |
| 2 | INTERMEDIATE LANGUAGE SKILLS & PROFESSIONAL CORRESPONDENCE<br>Listening for Specific Information: Fluency and Pace of Delivery; Telephone Communication – Agreeing, Disagreeing, Making Appointments<br>Speaking Practice: Role-plays – Seeking Clarification, Extending an Apology; Giving an Opinion; Reading Critically<br>Writing Skills: Framing short speeches (Welcome, Vote of Thanks, Farewell); Letter Writing – Permission, Leave, Apology; Question Tags, Prefix & Suffix<br>Grammar & Vocabulary: Active-Passive Voice; Subject-Verb Agreement; Synonyms & Antonyms<br>Activities: Role-play: Doctor appointment via telephone; Drafting formal letters; Converting active to passive voice | 12 |

| | | |
|---|---|---|
| **3** | TECHNICAL READING, NOTE-MAKING & ACADEMIC WRITING<br>Reading Comprehension: Reading for Research, Critical Reading; Understanding Graphs and Charts; Inference Making<br>Note-Making & Summarizing: Keyword Outline Method; Cornell Method; Mind-mapping<br>Writing Academic & Professional Documents: Letters of Enquiry and Complaints; Framing letters for product replacement; Precise Writing<br>Grammar & Vocabulary: Articles & Prepositions; Compound Words & Abbreviations<br>Activities: Analyze a pie chart on 'Skills Expected by Companies'; Write a letter of complaint with precise; Note-making from a technical passage | **12** |
| **4** | ADVANCED COMMUNICATION & WORKPLACE READINESS<br>Advanced Listening & Speaking: Barriers to Listening, Strategies to Improve; Academic Listening (Lectures, Seminars); Making Requests, Denying Permission, Framing Apology<br>Professional Writing: Letters of Enquiry, Complaints, Permission; Writing Resumes (Brief); Email Etiquette<br>Awareness of Speech Defects: Influence of Mother Tongue; Remedies for Common Pronunciation Errors<br>Grammar & Vocabulary: Question Tags; Suffixes & Prefixes; Compound Words & Abbreviations<br>Activities: Group discussion on 'Impact of English in IT Industry'; Write a professional email seeking internship; Pronunciation drill with minimal pairs | **12** |

**Text Books**

| Sl. No | Title of the Book | Name of the Author/s | Name of the Publisher | Edition & Year |
|---|---|---|---|---|
| 1 | Technical communication: Principles and Practice, | Meenakshi Raman & Sangeetha Sharma, | Oxford University Press, | 2nd Ed., 2011. |

| Reference Books | | | | |
|---|---|---|---|---|
| **Sl. No** | **Title of the Book** | **Name of the Author/s** | **Name of the Publisher** | **Edition & Year** |
| 1 | Communication Skills in English. | Sasikumar V., Kiranmai Dutt P., Geetha Rajeevan | Cambridge University Press | 2014 |
| 2 | Communication Skills | Kumar Sanjay & Lata Pushp | Oxford University Press | 2015 3rd edition |
| 3 | Effective Technical Communication | Ashraf Rizvi | McGraw Hill Education | 2nd Ed 2017. |

| Web References/ Video Links (NPTEL, SWAYAM…) | |
|---|---|
| **Sl.No** | **Link ID** |
| 1 | Tenses:<br>Exercise: https://www.englishpage.com/verbpage<br>Video: https://www.youtube.com/watch?v=s4jV20D-KJY |
| 2 | Active-Passive Voice<br>Exercise: https://www.english-hilfen.de/en/exercises/active_passive<br>Video: https://www.youtube.com/watch?v=oISiKOch8B4 |
| 3 | Subject-Verb Agreement<br>Exercise: https://www.english-grammar.at/subject-verb-agreement<br>Video: https://www.youtube.com/watch?v=BULLEb4ZnMo |
| 4 | Question Tags<br>Exercise: ttps://www.english-hilfen.de/en/exercises/questions/question_tags.htm<br>Video: https://www.youtube.com/watch?v=becqCLgbrnc |
| 5 | Articles<br>Exercise: https://www.englishpage.com/articles<br>Video: https://www.youtube.com/watch?v=zZau_dtRY |
| 6 | Prepositions<br>Exercise: https://www.englishgrammar.org/prepositions<br>Video: https://www.youtube.com/watch?v=lu7FSXfgYs |

**MODEL QUESTION PAPER**

Reg No.:_____ Name:_____

# FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY

MCA Integrated S1 (R) Examination, December 2026 (2026 Scheme)

**Course Code: 26CAAE1001**

**Course Name: Professional English**

Max. Marks: 60 Duration: 3 Hours

**PART A**

***Answer all questions, each carries 3 marks.***

**Time: 3hrs** **Marks: 60**

1. Describe any three language learning strategies. (CO1) (3)

2 Define Phonetics with examples.(CO3) (3)

3. Write the Antonyms of the following words: (CO6) (3)

   a) Enormous
   b) Artificial
   c) Frugal

4. Change the following sentences into passive voice (CO6) (3)

   a) The Prime Minister inaugurated the function.
   b) Someone has stolen my money.
   c) Children ate the chocolates

5. Explain the importance of Critical Reading (CO4) (3)

6. Explain any two advantages of Mind mapping (CO4) (3)

7. Provide question tags (CO6) (3)

   a) He is not satisfied with his result, ----------?

   b) Manu has visited Delhi, ----------?

8. What remedies can you suggest for speech defects? (CO3) (3)

## PART B

***(Answer any one full question from each module, each question carries 9 marks)***

### Module I

9. a) Write and explain different Language learning strategies. (CO1) (5)

   b) Elaborate on the importance of English as a Global Language (CO1) (4)

OR

10 a) Create a conversation between a stranger and yourself in a train using at least three phrases of request. (CO3) (6)

   b) Write one word substitute for the following (CO6) (3)

   a. One who possesses many talents
   b. State in which the few govern the many.
   c. The custom or practice of having more than one husband.

### Module II

11. Create a conversation between a Hospital receptionist and a patient to book an appointment with a doctor. There should be a minimum of four exchanges (CO3) (9)

OR

12. Create a Vote of Thanks for the Environment Day Celebration which held in your college as Co-ordinator of Nature Club (CO3) (9)

### Module III

13. Write about any three methods of making notes (CO4) (9)

OR

14. Imagine you are Aditi .You bought a TV from Nickson Electronics which does not function properly. Write a letter to the Sales Manager of the shop, complaining about the defect and asking for immediate replacement or repair, as necessary. (CO5) (9)

### Module IV

15. Write in detail the different barriers to Listening (CO2) (9)

OR

16. Write a letter to the principal asking for the permission to conduct a Tech Fest in your College (CO5) (9)

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