



Moodlakatte Institute of Technology, Kundapura

Basic Science (Science)

Course Name : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)
Class : Semester 2 C

**Mrs Pavana
Assistant Professor,
2022-23**

1 . Faculty Details

Name : Mrs Pavana
Qualification : -
Department : Science
Permanent Address : saligrama, udupi, 576225, India
Phone Number : 9740838071
Email ID : pavana@mitkundapura.com
Specimen Signature : _____

2 . Course Allotted

Allotted Duty	Course Title	Course Code
Theory 1	PROFESSIONAL WRITING SKILLS IN ENGLISH	BENGK206

3 . Academic calendar 2022-23 (Semester 2)

Date	Day	Event
25 May 2023	THURSDAY	Term Start Date
25 May 2023	THURSDAY	Commencement of II sem
1 Jun 2023	THURSDAY	VI SEM SECOND IA
2 Jun 2023	FRIDAY	VI SEM SECOND IA
3 Jun 2023	SATURDAY	1st SATURDAY
3 Jun 2023	SATURDAY	VI SEM SECOND IA
5 Jun 2023	MONDAY	IV SEM COMMENCEMENT
17 Jun 2023	SATURDAY	3rd SATURDAY
29 Jun 2023	THURSDAY	BAKRID
1 Jul 2023	SATURDAY	1st SATURDAY
6 Jul 2023	THURSDAY	VI SEM THIRD IA
6 Jul 2023	THURSDAY	VI SEM THIRD IA
7 Jul 2023	FRIDAY	VI SEM THIRD IA
7 Jul 2023	FRIDAY	VI SEM THIRD IA
8 Jul 2023	SATURDAY	VI SEM THIRD IA
8 Jul 2023	SATURDAY	VI SEM THIRD IA
9 Jul 2023	SUNDAY	VI SEM THIRD IA
10 Jul 2023	MONDAY	VI SEM LAST WORKING DAY
10 Jul 2023	MONDAY	VI SEM THIRD IA
10 Jul 2023	MONDAY	I IA TENTATIVE
11 Jul 2023	TUESDAY	VI SEM THIRD IA
11 Jul 2023	TUESDAY	I IA TENTATIVE
12 Jul 2023	WEDNESDAY	VI SEM THIRD IA

Date	Day	Event
12 Jul 2023	WEDNESDAY	I IA TENTATIVE
13 Jul 2023	THURSDAY	VI SEM THIRD IA
13 Jul 2023	THURSDAY	I IA TENTATIVE
14 Jul 2023	FRIDAY	I IA TENTATIVE
15 Jul 2023	SATURDAY	3rd SATURDAY
15 Jul 2023	SATURDAY	I IA TENTATIVE
16 Jul 2023	SUNDAY	I IA TENTATIVE
17 Jul 2023	MONDAY	I IA TENTATIVE
29 Jul 2023	SATURDAY	MOHARAM
5 Aug 2023	SATURDAY	1st SATURDAY
10 Aug 2023	THURSDAY	IV SEM SECOND IA
11 Aug 2023	FRIDAY	IV SEM SECOND IA
12 Aug 2023	SATURDAY	IV SEM SECOND IA
15 Aug 2023	TUESDAY	INDEPENDENCE DAY
19 Aug 2023	SATURDAY	3rd SATURDAY
24 Aug 2023	THURSDAY	II IA TENTATIVE
25 Aug 2023	FRIDAY	II IA TENTATIVE
26 Aug 2023	SATURDAY	II IA TENTATIVE
27 Aug 2023	SUNDAY	II IA TENTATIVE
28 Aug 2023	MONDAY	II IA TENTATIVE
29 Aug 2023	TUESDAY	II IA TENTATIVE
30 Aug 2023	WEDNESDAY	II IA TENTATIVE
2 Sep 2023	SATURDAY	1st SATURDAY
9 Sep 2023	SATURDAY	Last working day of II sem

Date	Day	Event
12 Sep 2023	TUESDAY	IV SEM THIRD IA
13 Sep 2023	WEDNESDAY	IV SEM THIRD IA
14 Sep 2023	THURSDAY	IV SEM THIRD IA
15 Sep 2023	FRIDAY	IV SEM THIRD IA
16 Sep 2023	SATURDAY	3rd SATURDAY
16 Sep 2023	SATURDAY	IV SEM LAST WORKING DAY
19 Sep 2023	TUESDAY	GANESH CHATURTH
7 Oct 2023	SATURDAY	1st SATURDAY
21 Oct 2023	SATURDAY	3rd SATURDAY
4 Nov 2023	SATURDAY	Term End Date
4 Nov 2023	SATURDAY	1st SATURDAY

4 . Timetable

	1	2
	08:50 AM 09:50 AM	09:50 AM 10:50 AM
MON		
TUE		
WED		
THU	BE BENGK206 Science Semester 2 B	
FRI		BE BENGK206 Science Semester 2 C
SAT	BE BENGK206 Science Semester 2 A	

5 . Department Details

5 . 1 Preliminary Information

PROGRAM OUTCOMES(PO's)

1. **Engineering knowledge** : Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems
2. **Problem analysis** : Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences
3. **Design/development of solutions** : Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations
4. **Conduct investigations of complex problems** : Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions
5. **Modern tool usage** : Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations
6. **The engineer and society** : Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice
7. **Environment and sustainability** : Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development
8. **Ethics** : Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice
9. **Individual and team work** : Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings
10. **Communication** : Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions
11. **Project management and finance** : Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments
12. **Life-long learning** : Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change

PROGRAM SPECIFIC OUTCOMES(PSO's)

PSO 1 : Identify the root cause of a problem, formulate and solve it using engineering knowledge, modern tools, imagination and innovation

PSO 2 : Apply the knowledge acquired in practical life with social and ethical commitment to achieve environmental safety and self-sustainability

PSO 3 : Function competently as an individual/part of multidisciplinary teams, of industry/educational/ research organization with extraordinary communication skills and leadership qualities

6 . Course Information

6 . 1 Course Content

Title of the Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Semester : 2

Academic Year : 2022-23

Subject Code : BENGK206	IA Marks : 50
Hours/week : 1	Total Hours : 15
Exam Hours : 1	Exam Marks : 50
Course Plan Author : Pavana	Planned Date : 2023-05-25
Approved by : Prof Deepak Shetty	Approved Date : 2023-05-25

Objectives:

- 1 . To know about Fundamentals of Communicative English and Communication Skills in general.
- 2 . To train to identify the nuances of phonetics, intonation and enhance pronunciation skills for better Communication skills.
- 3 . To impart basic English grammar and essentials of important language skills.
- 4 . To enhance with English vocabulary and language proficiency for better communication skills.
- 5 . To learn about Techniques of Information Transfer through presentation.

Course Outcomes (COs) :

- 1 . Understand and apply the Fundamentals of Communication Skills in their communication skills.
- 2 . Identify the nuances of phonetics, intonation and enhance pronunciation skills.
- 3 . To impart basic English grammar and essentials of language skills as per present requirement.
- 4 . Understand and use all types of English vocabulary and language proficiency.
- 5 . Adopt the Techniques of Information Transfer through presentation.

6 . Course Information

6 . 1 . 1 Course Syllabus

Objectives:

Title of the Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Subject Code : BENGK206

Module 1

Introduction to Communicative English :

Communicative English, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills

Module 2

Introduction to Phonetics :

Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced, Silent and Non silent Letters, Syllables and Structure, Word Accent, Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation

Module 3

Basic English Communicative Grammar and Vocabulary PART - I :

Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition, Question Tags, One Word Substitutes, Strong and Weak forms of words, Introduction to Vocabulary, All Types of Vocabulary – Exercises on it

Module 4

Basic English Communicative Grammar and Vocabulary PART - II :

Words formation , Prefixes and Suffixes, Contractions and Abbreviations, Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it

Module 5

Communication Skills for Employment :

Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking, Communication Guidelines, Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises

6 . Course Information**6 . 1 . 2 Text Books and Reference Books****TEXT BOOKS :**

- 1 . Communication Skills by Sanjay Kumar & Pushp Lata, Oxford University Press India Pvt Ltd - 2019.
- 2 . A Textbook of English Language Communication Skills, (ISBN-978-81-955465-2-7), Published by Infinite Learning Solutions, Bengaluru - 2022.

REFERENCE BOOKS :

- 1 . English for Engineers by N.P.Sudharshana and C.Savitha, Cambridge University Press – 2018.
- 2 . Technical Communication by Gajendra Singh Chauhan and Et al, (ISBN-978-93-5350-050-4), Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
- 3 . English Language Communication Skills – Lab Manual cum Workbook, Cengage learning India Pvt Limited [Latest Revised Edition] – (ISBN-978-93-86668-45-5), 2019.
- 4 . A Course in Technical English – D Praveen Sam, KN Shoba, Cambridge University Press – 2020.
- 5 . Practical English Usage by Michael Swan, Oxford University Press – 2016.

6 . Course Information

6 . 2

Semester : 2
Section : C
Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
Module 1								
1	P	26 May 2023	Communicative English, Fundamentals of Communicative English				Lecture	
1	E	26 May 2023	Communicative English, Fundamentals of Communicative English	-	CO 1	Understand	Lecture	
2	P	2 Jun 2023	Process of Communication, Barriers to Effective Communicative English				Lecture	
2	E	2 Jun 2023	Process of Communication, Barriers to Effective Communicative English	-	CO 1	Understand	Lecture	
3	P	9 Jun 2023	Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills				Lecture	
3	E	9 Jun 2023	Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills	-	CO 1	Remember	Lecture	
Module 2								
4	P	16 Jun 2023	Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced				Lecture	
4	E	16 Jun 2023	Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced	-	CO 2	Understand	Lecture	
5	P	23 Jun 2023	Silent and Non silent Letters, Syllables and Structure, Word Accent				Lecture	
5	E	23 Jun 2023	Silent and Non silent Letters, Syllables and Structure, Word Accent	-	CO 2	Understand	Lecture	
6	P	30 Jun 2023	Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation				Lecture	

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
6	E	30 Jun 2023	Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation	-	CO 2	Understand	Lecture	
Module 3								
7	P	7 Jul 2023	Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition				Lecture	
7	E	7 Jul 2023	Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition	-	CO 3	Understand	Lecture	
8	P	14 Jul 2023	Question Tags, One Word Substitutes, Strong and Weak forms of words				Lecture	
8	E	14 Jul 2023	Question Tags, One Word Substitutes, Strong and Weak forms of words	-	CO 3	Remember	Lecture	
9	P	21 Jul 2023	Introduction to Vocabulary, All Types of Vocabulary – Exercises on it				Lecture	
9	E	21 Jul 2023	Introduction to Vocabulary, All Types of Vocabulary – Exercises on it	-	CO 4	Evaluate	Lecture	
Module 4								
10	P	4 Aug 2023	Words formation, Prefixes and Suffixes				Lecture	
10	E	4 Aug 2023	Words formation, Prefixes and Suffixes	-	CO 4	Understand	Lecture	
11	P	11 Aug 2023	Contractions and Abbreviations, Word Pairs (Minimal Pairs) – Exercises				Lecture	
11	E	11 Aug 2023	Contractions and Abbreviations, Word Pairs (Minimal Pairs) – Exercises	-	CO 4	Apply	Lecture	
12	P	18 Aug 2023	Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it				Lecture	
12	E	18 Aug 2023	Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it	-	CO 4	Remember	Lecture	
Module 5								
13	P	25 Aug 2023	Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking				Lecture	

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
13	E	25 Aug 2023	Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking	-	CO 5	Understand	Lecture	
14	P	1 Sep 2023	Communication Guidelines, Mother Tongue Influence (MTI)				Lecture	
14	E	1 Sep 2023	Communication Guidelines, Mother Tongue Influence (MTI)	-	CO 5	Apply	Lecture	
15	P	8 Sep 2023	Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises				Lecture	
15	E	8 Sep 2023	Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises	-	CO 5	Understand	Lecture	

6 . Course Information**6 . 2 . 1 Compliance Report**

Semester : 2 **Section :** C **Course :** PROFESSIONAL WRITING SKILLS IN ENGLISH

Module No.	# of Classes Planned(till date)	Planned Effort(till date)	# of Classes Executed(till date)	Actual Efforts(till date)	% Coverage
1	3	3hrs 0min	3	3hrs 0min	100.0
2	3	3hrs 0min	3	3hrs 0min	100.0
3	3	3hrs 0min	3	3hrs 0min	100.0
4	3	3hrs 0min	3	3hrs 0min	100.0
5	3	3hrs 0min	3	3hrs 0min	100.0

6 . Course Information
6 . 2 . 2 CO PO Mapping

Slight (Low) = 1 ,

Moderate (Medium) = 2 ,

Substantial (High) = 3 .

CO/ PO	1	2	3	4	5	6	7	8	9	10	11	12
CO 1	1	2	1	2	2		2	2	2	1	2	1
CO 2	2	3	3			2	2			3		
CO 3	2	2	2	2	2	2	3	2	1		1	1
CO 4	2		2	1	3	2	3	2		2		2
CO 5	2	1		2	2			3	2	3	2	3

6 . Course Information**6 . 2 . 3 CO-PSO Mapping**

Slight (Low) = 1 ,

Moderate (Medium) = 2 ,

Substantial (High) = 3 .

CO/PSO	PSO 1	PSO 2	PSO 3
CO 1	3	1	2
CO 2	2	3	1
CO 3	2		1
CO 4	2	1	2
CO 5	2	2	2

6 . Course Information

6 . 3 Other Assessment

ASSIGNMENT : 1

Semester:2-CBCS 2022

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGG206)

Faculty : Pavana

Max Marks: 25

Answer All Questions						
Q.No		Max Marks	CO	PO	BT/CL	
1	/opt/tomcat7070/temp/650afab450693d2f1231e6be1650afb1b35a997658f573e186708164672089649650.pdfquestion.png	25	3	3	L2	

Evaluation					
USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Abhishek Suresh Naik	P	0	0	No Level
	Aishwarya	P	0	0	No Level
	Anjali Anand Gunaga	P	0	0	No Level
	Apeksha Manjunatha Naik	P	0	0	No Level
	Ashwini	P	0	0	No Level
	Chetan Nagannanvar	P	0	0	No Level
	Deeksha	P	0	0	No Level
	Gayatri Somayya Gond	P	0	0	No Level
	H Madhura	P	0	0	No Level

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	H R Niranjan Acharya	P	0	0	No Level
	Kanaka	P	0	0	No Level
	Karthik S Shetty	P	0	0	No Level
	Kiran M	P	0	0	No Level
	Lavanya K	P	0	0	No Level
	Madhu Kumara H S	P	0	0	No Level
	Madhura	P	0	0	No Level
	Mahammad Shamma	P	0	0	No Level
	Malathesha S S	P	0	0	No Level
	Manikantha M D	P	0	0	No Level
	Manjunatha P Gowda	P	0	0	No Level
	Manvith Devadiga	P	0	0	No Level
	Maruti Madlur	P	0	0	No Level
	Mithun Govinda Poojari	P	0	0	No Level
	Mohammed Rihan	P	0	0	No Level
	Naganagouda B Soratur	P	0	0	No Level
	Nanditha	P	0	0	No Level
	Nikhil	P	0	0	No Level
	Pavan K B	P	0	0	No Level
	Prerana Hiremath	P	0	0	No Level
	Rakesh J Narendra	P	0	0	No Level
	Revathi C S	P	0	0	No Level
	Rohan Bommayya Patgar	P	0	0	No Level
	Samay Manjunath Desai	P	0	0	No Level
	Shri Lakshmi Mallikarjuna Kambali	P	0	0	No Level
	Soujanya	P	0	0	No Level
	Srushti N	P	0	0	No Level
	T G Sunag	P	0	0	No Level
	Thanmayi N	P	0	0	No Level
	Varun R Jadhav	P	0	0	No Level
	Vasanthkumar A	P	0	0	No Level
	Vimala Manjunath Gond	P	0	0	No Level

2 Scheme of Evaluation

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MOODLAKATTE INSTITUTE OF TECHNOLOGY, KUNDAPURA

(An ISO 9001:2008 Certified Institution)

DEPARTMENT OF BASIC SCIENCE

Version-C

Internal Assessment - I

SUBJECT: COMMUNICATIVE ENGLISH - 1

Semester: I

Subject Code: BENGK106

Time: 30 minutes

Max. Marks: 20

Date: 9-03-2023

Name of Staff: PAVANA.N

Note: Answer All the questions

Choose the correct option from those given in each of the sentences below:

1) Which of the following has /i:/ sound?

- a) silk b) exit c) each d) thick

2) What is the phonetic transcription of "Policeman"?

- a) /pə'li:smən/ b) /pɒli:smen/ c) /peli:zmən/ d) /puli:zmən/

3) Which of the following words end with /eɪdʒ/ sound?

- a) damage b) stage c) carriage d) savage

4) What is the phonetic transcription of "scream"?

- a) /skreem/ b) /skri:m/ c) /skriem/ d) /skrei:m/

5) The syllable structure for the word "ABILITY"

- a) V-CV-CV-CV b) CV-V-CC c) V-CC-CC d) W-CC-CV

Tag Questions: Choose the correct question tag to complete the sentence

6) They live in London, _____

- a) didn't they? b) don't they? c) won't they? d) did they?

7) We must lock the door, _____

- a) mustn't they? b) shouldn't we? c) mustn't we? d) do they

8) Nobody called, _____

- a) do they? b) didn't they? c) did they? d) do not they?

9) I'm right, _____

- a) amn't I? b) am not I? c) aren't I? d) do I?

Select the missing silent letter from the options given. Check the spelling properly

10) I always _rap up during winter.

- a) gap b) wrap c) snap d) group

11) I _ _now London very well.

- A) now b) know c) knew d) known

Choose the correct option from those given in each of the sentences below

12) Oral communication is different from written communication as it is

- a) Spoken and structured b) Spoken and transitory
c) Spoken and permanent d) Spoken and time consuming

13) Writing diary every day is an example of _____ communication.

- a) Extrapersonal b) Intrapersonal c) Organizational d) Interpersonal

14) In communication, the observation of a receiver's response is called

- a) Feedback b) Survey c) Channel d) Message

15) IPA stands for-

- a) International Phoneme Association b) International Phonetic Alphabet
c) International Phonemic Assembly d) International Phonetic Associates

16) Which of the following is desired for effective communication?

- a) Redundancy b) Clarity c) Cliches d) Circumlocution

17) The Sales Manager providing tips to its team for boosting the sales of electronic items during the festive season is _____

- a) Informational b) Horizontal c) Radial d) Vertically downward

Correct spelling:

18) I would not lend my book to him, if I were you. The appropriate contraction for the underlined word is

- a) won't b) wouldn't c) weren't d) would've

19) Which of the following words form minimal pair?

- a) storm-come b) well-dwell c) weak-wick d) mourn-drown

20) Salt is an _____ ingredient for cooking.

- a) indispensable b) indispenible c) indipansable d) indispensable

ASSIGNMENT : 2

Semester:2-CBCS 2022

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Faculty : Pavana

Max Marks: 25

Answer All Questions

Q.No		Max Marks	CO	PO	BT/CL
1	/opt/tomcat7070/temp/650afab450693d2f1231e6be1650afb1b35a997658f573e185162790731126072432.pdfquestion.png	25	3	3	L2

Evaluation

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Deeksha	P	0	0	No Level
	Madhu Kumara H S	P	0	0	No Level
	Naganagouda B Soratur	P	0	0	No Level
	Nanditha	P	0	0	No Level
	Vasanthkumar A	P	0	0	No Level
	Samay Manjunath Desai	P	0	0	No Level
	Aishwarya	P	0	0	No Level
	Apeksha Manjunatha Naik	P	0	0	No Level
	Kiran M	P	0	0	No Level
	Lavanya K	P	0	0	No Level
	Maruti Madlur	P	0	0	No Level
	Chetan Nagannanvar	P	0	0	No Level
	H Madhura	P	0	0	No Level
	Pavan K B	P	0	0	No Level
	Ashwini	P	0	0	No Level
	H R Niranjan Acharya	P	0	0	No Level
	Madhura	P	0	0	No Level
	Mithun Govinda Poojari	P	0	0	No Level

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Rohan Bommayya Patgar	P	0	0	No Level
	Abhishek Suresh Naik	P	0	0	No Level
	Karthik S Shetty	P	0	0	No Level
	T G Sunag	P	0	0	No Level
	Shri Lakshmi Mallikarjuna Kambali	P	0	0	No Level
	Varun R Jadhav	P	0	0	No Level
	Mahammad Shamma	P	0	0	No Level
	Anjali Anand Gunaga	P	0	0	No Level
	Manvith Devadiga	P	0	0	No Level
	Rakesh J Narendra	P	0	0	No Level
	Prerana Hiremath	P	0	0	No Level
	Mohammed Rihan	P	0	0	No Level
	Kanaka	P	0	0	No Level
	Malathesha S S	P	0	0	No Level
	Manjunatha P Gowda	P	0	0	No Level
	Nikhil	P	0	0	No Level
	Soujanya	P	0	0	No Level
	Vimala Manjunath Gond	P	0	0	No Level
	Srushti N	P	0	0	No Level
	Gayatri Somayya Gond	P	0	0	No Level
	Thanmayi N	P	0	0	No Level
	Manikantha M D	P	0	0	No Level
	Revathi C S	P	0	0	No Level

2 Scheme of Evaluation

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MOODLAKATTE INSTITUTE OF TECHNOLOGY, KUNDAPURA

(An ISO 9001:2008 Certified Institution)

DEPARTMENT OF BASIC SCIENCE

Version-C

Internal Assessment - I

SUBJECT: COMMUNICATIVE ENGLISH - 1

Semester: I

Subject Code: BENGK106

Time: 30 minutes

Max. Marks: 20

Date: 9-03-2023

Name of Staff: PAVANA.N

Note: Answer All the questions

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Tag Questions: Choose the correct question tag to complete the sentence

6) They live in London, _____

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- a) do they? b) didn't they? c) did they? d) do not they?

9) I'm right, _____

- a) amn't I? b) am not I? c) aren't I? d) do I?

Select the missing silent letter from the options given. Check the spelling properly

10) I always _rap up during winter.

- a) gap b) wrap c) snap d) group

11) I _ _now London very well.

- A) now b) know c) knew d) known

Choose the correct option from those given in each of the sentences below

12) Oral communication is different from written communication as it is

- a) Spoken and structured b) Spoken and transitory
c) Spoken and permanent d) Spoken and time consuming

13) Writing diary every day is an example of _____ communication.

- a) Extrapersonal b) Intrapersonal c) Organizational d) Interpersonal

14) In communication, the observation of a receiver's response is called

- a) Feedback b) Survey c) Channel d) Message

15) IPA stands for-

- a) International Phoneme Association b) International Phonetic Alphabet
c) International Phonemic Assembly d) International Phonetic Associates

16) Which of the following is desired for effective communication?

- a) Redundancy b) Clarity c) Cliches d) Circumlocution

17) The Sales Manager providing tips to its team for boosting the sales of electronic items during the festive season is _____

- a) Informational b) Horizontal c) Radial d) Vertically downward

Correct spelling:

18) I would not lend my book to him, if I were you. The appropriate contraction for the underlined word is

- a) won't b) wouldn't c) weren't d) would've

19) Which of the following words form minimal pair?

- a) storm-come b) well-dwell c) weak-wick d) mourn-drown

20) Salt is an _____ ingredient for cooking.

- a) indispensable b) indispenible c) indipansable d) indispensable

6 . Course Information

6 . 4 Internal Assessment

Internal : 1

Semester:2-CBCS 2022

Date : 14/07/2023

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGGK206)

Time : 09:30 - 10:30

Faculty : Pavana

Max Marks: 25

Answer All Questions						
Q.No			Max Marks	CO	PO	BT/CL
1		/opt/tomcat7070/temp/650aead035a99765868063b11650af3c550693d2f0c9a917c2569621206149565670.pdfquestion.png	25	1,2	2	L2

Evaluation						
USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BEEC029	Deeksha	P	0	0	0	No Level
2022BEEC011	Madhu Kumara H S	P	0	0	0	No Level
2022BEEC014	Naganagouda B Soratur	P	0	0	0	No Level
2022BEEC085	Nanditha	P	0	0	0	No Level
2022BEEC087	Vasanthkumar A	P	0	0	0	No Level
2022BEEC019	Samay Manjunath Desai	P	0	0	0	No Level
2022BEEC018	Aishwarya	P	0	0	0	No Level
2022BEEC024	Apeksha Manjunatha Naik	P	0	0	0	No Level
2022BEEC015	Kiran M	P	0	0	0	No Level

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BEEC081	Lavanya K	P	0	0	0	No Level
2022BEEC020	Maruti Madlur	P	0	0	0	No Level
2022BEEC013	Chetan Nagannanvar	P	0	0	0	No Level
2022BEEC025	H Madhura	P	0	0	0	No Level
2022BEEC077	Pavan K B	P	0	0	0	No Level
2022BEEC080	Ashwini	P	0	0	0	No Level
2022BEEC008	H R Niranjan Acharya	P	0	0	0	No Level
2022BEEC027	Madhura	P	0	0	0	No Level
2022BEEC088	Mithun Govinda Poojari	P	0	0	0	No Level
2022BEEC006	Rohan Bommayya Patgar	P	0	0	0	No Level
2022BEEC022	Abhishek Suresh Naik	P	0	0	0	No Level
2022BEEC005	Karthik S Shetty	P	0	0	0	No Level
2022BEEC082	T G Sunag	P	0	0	0	No Level
2022BEEC090	Shri Lakshmi Mallikarjuna Kambali	P	0	0	0	No Level
2022BEEC004	Varun R Jadhav	P	0	0	0	No Level
2022BEEC030	Mahammad Shamma	P	0	0	0	No Level
2022BEEC016	Anjali Anand Gunaga	P	0	0	0	No Level
2022BEEC023	Manvith Devadiga	P	0	0	0	No Level
2022BEEC010	Rakesh J Narendra	P	0	0	0	No Level
2022BEEC078	Prerana Hiremath	P	0	0	0	No Level
2022BECS076	Mohammed Rihan	P	0	0	0	No Level
2022BEEC017	Kanaka	P	0	0	0	No Level
2022BEEC083	Malathesha S S	P	0	0	0	No Level
2022BEEC012	Manjunatha P Gowda	P	0	0	0	No Level
2022BEEC021	Nikhil	P	0	0	0	No Level
2022BEEC001	Soujanya	P	0	0	0	No Level
2022BECS068	Vimala Manjunath Gond	P	0	0	0	No Level
2022BEEC028	Srushti N	P	0	0	0	No Level
2022BECS053	Gayatri Somayya Gond	P	0	0	0	No Level
2022BECS017	Thanmayi N	P	0	0	0	No Level
2022BEEC026	Manikantha M D	P	0	0	0	No Level
2022BECS041	Revathi C S	P	0	0	0	No Level

2 Scheme of Evaluation

Professional Communication Questions & Answers – Features of a Paragraph

This set of Professional Communication Multiple Choice Questions & Answers (MCQs) focuses on “Features of a Paragraph”.

1. A paragraph gives expression to thoughts in any writing.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph gives expression to thoughts in any writing. It has many features like length, unity, etc..

2. Which of these is not an important feature of a paragraph?

a) Length

b) Breadth

c) Unity

d) Coherence

Answer: b

Explanation: A paragraph gives expression to thoughts in any writing. The important features of paragraph are its length, unity, coherence and emphasis.

3. A paragraph should contain short sentences.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph should contain short sentences. These are preferred.

4. An average length of sentence in a paragraph should be _____

a) 15 to 20 words

b) 25 to 30 words

c) 2 to 5 words

d) 5 to 10 words

Answer: a

Explanation: An average length of sentence should be about 15 to 20 words. These should be a variety in sentence length. It is better to adopt a range from 15 to 20 words.

5. Which of these is not a feature of a paragraph?

- a) Length
- b) Unity
- c) Incoherence
- d) Correctness

Answer: c

Explanation: A paragraph has six features. They are: length, unity, coherence, emphasis, courtesy and correctness. Out of these the important ones are length, unity, coherence, emphasis.

6. Where should the main idea be put up in a paragraph?

- a) In the beginning
- b) In the middle
- c) At the end
- d) After the paragraph

Answer: a

Explanation: The main idea should be put up front within a sentence. A writer must decide the emphasis accordingly. The writer should choose words precisely.

7. Which of these should be avoided in a paragraph?

- a) Courtesy
- b) Positive attitude
- c) Discriminatory language
- d) Politeness

Answer: c

Explanation: A paragraph writer should be sincerely tactful, thoughtful and nondiscriminatory. Courteous communication wins hearts of the readers and the listeners.

8. Which of these is not a level of language?

- a) Formal
- b) Public
- c) Informal
- d) Substandard

Answer: b

Explanation: There are three levels of language. They are: formal, informal and substandard (or non standard).

9. Which of these is not a level of language?

- a) Formal writing

- b) Informal writing
- c) Substandard language
- d) Formal speaking

Answer: d

Explanation: The levels of language used are in writing. It is important to use the right level of language. The levels of language are: formal, informal and substandard.

10. Which of these is associated with academic pursuits?

- a) Informal writing
- b) Formal writing
- c) Personal writing
- d) Substandard writing

Answer: b

Explanation: Formal writing is associated with academic pursuits and scholarly writings e.g: thesis, research papers and articles, government agreements, legal documents.

Internal : 2

Semester:2-CBCS 2022

Date : 04/09/2023

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Time : 10:30 - 11:30

Faculty : Pavana

Max Marks: 25

Answer All Questions

Q.No		Max Marks	CO	PO	BT/CL
1	/opt/tomcat7070/temp/650af7ea4bb65004225395fa1650af91f4bb6500435750f368605007721833924480.pdfquestion.png	25	4,5	2	L4

Evaluation

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
2022BEEC029	Deeksha	P	0	0	No Level
2022BEEC011	Madhu Kumara H S	P	0	0	No Level
2022BEEC014	Naganagouda B Soratur	P	0	0	No Level
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2022BEEC018	Aishwarya	P	0	0	No Level
2022BEEC024	Apeksha Manjunatha Naik	P	0	0	No Level
2022BEEC015	Kiran M	P	0	0	No Level
2022BEEC081	Lavanya K	P	0	0	No Level
2022BEEC020	Maruti Madlur	P	0	0	No Level
2022BEEC013	Chetan Nagannanvar	P	0	0	No Level
2022BEEC025	H Madhura	P	0	0	No Level
2022BEEC077	Pavan K B	P	0	0	No Level
2022BEEC080	Ashwini	P	0	0	No Level
2022BEEC008	H R Niranjan Acharya	P	0	0	No Level
2022BEEC027	Madhura	P	0	0	No Level
2022BEEC088	Mithun Govinda Poojari	P	0	0	No Level

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
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2022BEEC005	Karthik S Shetty	P	0	0	No Level
2022BEEC082	T G Sunag	P	0	0	No Level
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2022BEEC028	Srushti N	P	0	0	No Level
2022BECS053	Gayatri Somayya Gond	P	0	0	No Level
2022BECS017	Thanmayi N	P	0	0	No Level
2022BEEC026	Manikantha M D	P	0	0	No Level
2022BECS041	Revathi C S	P	0	0	No Level

2 Scheme of Evaluation

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a) True

b) False

Answer: a

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2. Which of these is not an important feature of a paragraph?

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b) Breadth

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d) Coherence

Answer: b

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a) True

b) False

Answer: a

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4. An average length of sentence in a paragraph should be _____

a) 15 to 20 words

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- d) Correctness

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- b) Formal writing
- c) Personal writing
- d) Substandard writing

Answer: b

Explanation: Formal writing is associated with academic pursuits and scholarly writings e.g: thesis, research papers and articles, government agreements, legal documents.

6 . Course Information

6 . 5 . 1 CO Attainment

CO attainment data not available

6 . Course Information

6 . 5 . 2 PO Attainment

PO attainment data not available



Moodlakatte Institute of Technology, Kundapura

Basic Science (Science)

Course Name : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)
Class : Semester 2 B

**Mrs Pavana
Assistant Professor,
2022-23**

1 . Faculty Details

Name : Mrs Pavana
Qualification : -
Department : Science
Permanent Address : saligrama, udupi, 576225, India
Phone Number : 9740838071
Email ID : pavana@mitkundapura.com
Specimen Signature : _____

2 . Course Allotted

Allotted Duty	Course Title	Course Code
Theory 1	PROFESSIONAL WRITING SKILLS IN ENGLISH	BENGK206

3 . Academic calendar 2022-23 (Semester 2)

Date	Day	Event
25 May 2023	THURSDAY	Term Start Date
25 May 2023	THURSDAY	Commencement of II sem
1 Jun 2023	THURSDAY	VI SEM SECOND IA
2 Jun 2023	FRIDAY	VI SEM SECOND IA
3 Jun 2023	SATURDAY	1st SATURDAY
3 Jun 2023	SATURDAY	VI SEM SECOND IA
5 Jun 2023	MONDAY	IV SEM COMMENCEMENT
17 Jun 2023	SATURDAY	3rd SATURDAY
29 Jun 2023	THURSDAY	BAKRID
1 Jul 2023	SATURDAY	1st SATURDAY
6 Jul 2023	THURSDAY	VI SEM THIRD IA
6 Jul 2023	THURSDAY	VI SEM THIRD IA
7 Jul 2023	FRIDAY	VI SEM THIRD IA
7 Jul 2023	FRIDAY	VI SEM THIRD IA
8 Jul 2023	SATURDAY	VI SEM THIRD IA
8 Jul 2023	SATURDAY	VI SEM THIRD IA
9 Jul 2023	SUNDAY	VI SEM THIRD IA
10 Jul 2023	MONDAY	VI SEM LAST WORKING DAY
10 Jul 2023	MONDAY	VI SEM THIRD IA
10 Jul 2023	MONDAY	I IA TENTATIVE
11 Jul 2023	TUESDAY	VI SEM THIRD IA
11 Jul 2023	TUESDAY	I IA TENTATIVE
12 Jul 2023	WEDNESDAY	VI SEM THIRD IA

Date	Day	Event
12 Jul 2023	WEDNESDAY	I IA TENTATIVE
13 Jul 2023	THURSDAY	VI SEM THIRD IA
13 Jul 2023	THURSDAY	I IA TENTATIVE
14 Jul 2023	FRIDAY	I IA TENTATIVE
15 Jul 2023	SATURDAY	3rd SATURDAY
15 Jul 2023	SATURDAY	I IA TENTATIVE
16 Jul 2023	SUNDAY	I IA TENTATIVE
17 Jul 2023	MONDAY	I IA TENTATIVE
29 Jul 2023	SATURDAY	MOHARAM
5 Aug 2023	SATURDAY	1st SATURDAY
10 Aug 2023	THURSDAY	IV SEM SECOND IA
11 Aug 2023	FRIDAY	IV SEM SECOND IA
12 Aug 2023	SATURDAY	IV SEM SECOND IA
15 Aug 2023	TUESDAY	INDEPENDENCE DAY
19 Aug 2023	SATURDAY	3rd SATURDAY
24 Aug 2023	THURSDAY	II IA TENTATIVE
25 Aug 2023	FRIDAY	II IA TENTATIVE
26 Aug 2023	SATURDAY	II IA TENTATIVE
27 Aug 2023	SUNDAY	II IA TENTATIVE
28 Aug 2023	MONDAY	II IA TENTATIVE
29 Aug 2023	TUESDAY	II IA TENTATIVE
30 Aug 2023	WEDNESDAY	II IA TENTATIVE
2 Sep 2023	SATURDAY	1st SATURDAY
9 Sep 2023	SATURDAY	Last working day of II sem

Date	Day	Event
12 Sep 2023	TUESDAY	IV SEM THIRD IA
13 Sep 2023	WEDNESDAY	IV SEM THIRD IA
14 Sep 2023	THURSDAY	IV SEM THIRD IA
15 Sep 2023	FRIDAY	IV SEM THIRD IA
16 Sep 2023	SATURDAY	3rd SATURDAY
16 Sep 2023	SATURDAY	IV SEM LAST WORKING DAY
19 Sep 2023	TUESDAY	GANESH CHATURTH
7 Oct 2023	SATURDAY	1st SATURDAY
21 Oct 2023	SATURDAY	3rd SATURDAY
4 Nov 2023	SATURDAY	Term End Date
4 Nov 2023	SATURDAY	1st SATURDAY

4 . Timetable

	1	2
	08:50 AM 09:50 AM	09:50 AM 10:50 AM
MON		
TUE		
WED		
THU	BE BENGK206 Science Semester 2 B	
FRI		BE BENGK206 Science Semester 2 C
SAT	BE BENGK206 Science Semester 2 A	

5 . Department Details

5 . 1 Preliminary Information

PROGRAM OUTCOMES(PO's)

1. **Engineering knowledge** : Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems
2. **Problem analysis** : Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences
3. **Design/development of solutions** : Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations
4. **Conduct investigations of complex problems** : Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions
5. **Modern tool usage** : Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations
6. **The engineer and society** : Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice
7. **Environment and sustainability** : Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development
8. **Ethics** : Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice
9. **Individual and team work** : Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings
10. **Communication** : Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions
11. **Project management and finance** : Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments
12. **Life-long learning** : Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change

PROGRAM SPECIFIC OUTCOMES(PSO's)

PSO 1 : Identify the root cause of a problem, formulate and solve it using engineering knowledge, modern tools, imagination and innovation

PSO 2 : Apply the knowledge acquired in practical life with social and ethical commitment to achieve environmental safety and self-sustainability

PSO 3 : Function competently as an individual/part of multidisciplinary teams, of industry/educational/ research organization with extraordinary communication skills and leadership qualities

6 . Course Information

6 . 1 Course Content

Title of the Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Semester : 2

Academic Year : 2022-23

Subject Code : BENGK206	IA Marks : 50
Hours/week : 1	Total Hours : 15
Exam Hours : 1	Exam Marks : 50
Course Plan Author : Pavana	Planned Date : 2023-05-25
Approved by : Prof Deepak Shetty	Approved Date : 2023-05-25

Objectives:

- 1 . To know about Fundamentals of Communicative English and Communication Skills in general.
- 2 . To train to identify the nuances of phonetics, intonation and enhance pronunciation skills for better Communication skills.
- 3 . To impart basic English grammar and essentials of important language skills.
- 4 . To enhance with English vocabulary and language proficiency for better communication skills.
- 5 . To learn about Techniques of Information Transfer through presentation.

Course Outcomes (COs) :

- 1 . Understand and apply the Fundamentals of Communication Skills in their communication skills.
- 2 . Identify the nuances of phonetics, intonation and enhance pronunciation skills.
- 3 . To impart basic English grammar and essentials of language skills as per present requirement.
- 4 . Understand and use all types of English vocabulary and language proficiency.
- 5 . Adopt the Techniques of Information Transfer through presentation.

6 . Course Information

6 . 1 . 1 Course Syllabus

Objectives:

Title of the Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Subject Code : BENGK206

Module 1

Introduction to Communicative English :

Communicative English, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills

Module 2

Introduction to Phonetics :

Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced, Silent and Non silent Letters, Syllables and Structure, Word Accent, Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation

Module 3

Basic English Communicative Grammar and Vocabulary PART - I :

Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition, Question Tags, One Word Substitutes, Strong and Weak forms of words, Introduction to Vocabulary, All Types of Vocabulary – Exercises on it

Module 4

Basic English Communicative Grammar and Vocabulary PART - II :

Words formation , Prefixes and Suffixes, Contractions and Abbreviations, Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it

Module 5

Communication Skills for Employment :

Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking, Communication Guidelines, Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises

6 . Course Information**6 . 1 . 2 Text Books and Reference Books****TEXT BOOKS :**

- 1 . Communication Skills by Sanjay Kumar & Pushp Lata, Oxford University Press India Pvt Ltd - 2019.
- 2 . A Textbook of English Language Communication Skills, (ISBN-978-81-955465-2-7), Published by Infinite Learning Solutions, Bengaluru - 2022.

REFERENCE BOOKS :

- 1 . English for Engineers by N.P.Sudharshana and C.Savitha, Cambridge University Press – 2018.
- 2 . Technical Communication by Gajendra Singh Chauhan and Et al, (ISBN-978-93-5350-050-4), Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
- 3 . English Language Communication Skills – Lab Manual cum Workbook, Cengage learning India Pvt Limited [Latest Revised Edition] – (ISBN-978-93-86668-45-5), 2019.
- 4 . A Course in Technical English – D Praveen Sam, KN Shoba, Cambridge University Press – 2020.
- 5 . Practical English Usage by Michael Swan, Oxford University Press – 2016.

6 . Course Information

6 . 2

Semester : 2
Section : B
Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
Module 1								
1	P	25 May 2023	Communicative English, Fundamentals of Communicative English				Lecture	
1	E	25 May 2023	Communicative English, Fundamentals of Communicative English	Text 1	CO 1	Understand	Lecture	Assignment
2	P	1 Jun 2023	Process of Communication, Barriers to Effective Communicative English				Lecture	
2	E	25 May 2023	Communicative English, Fundamentals of Communicative English		CO 1	Understand	Lecture	
3	P	8 Jun 2023	Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills				Lecture	
3	E	1 Jun 2023	Process of Communication, Barriers to Effective Communicative English	Text 1	CO 1	Understand	Lecture	
4	E	8 Jun 2023	Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills	-	CO 1	Remember	Lecture	
Module 2								
4	P	15 Jun 2023	Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced				Lecture	
5	P	22 Jun 2023	Silent and Non silent Letters, Syllables and Structure, Word Accent				Lecture	
5	E	15 Jun 2023	Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced	-	CO 2	Remember	Lecture	
6	P	6 Jul 2023	Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation				Lecture	

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
6	E	22 Jun 2023	Silent and Non silent Letters, Syllables and Structure, Word Accent	-	CO 2	Understand	Lecture	
7	E	6 Jul 2023	Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation	-	CO 2	Understand	Lecture	
Module 3								
7	P	13 Jul 2023	Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition				Lecture	
8	P	20 Jul 2023	Question Tags, One Word Substitutes, Strong and Weak forms of words				Lecture	
8	E	13 Jul 2023	Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition	-	CO 3	Understand	Lecture	
9	P	27 Jul 2023	Introduction to Vocabulary, All Types of Vocabulary – Exercises on it				Lecture	
9	E	20 Jul 2023	Question Tags, One Word Substitutes, Strong and Weak forms of words	-	CO 3	Understand	Lecture	
10	E	27 Jul 2023	Introduction to Vocabulary, All Types of Vocabulary – Exercises on it	Text 1, Text 2	CO 4	Understand	Lecture	
Module 4								
10	P	3 Aug 2023	Words formation, Prefixes and Suffixes				Lecture	
11	P	10 Aug 2023	Contractions and Abbreviations, Word Pairs (Minimal Pairs) – Exercises				Lecture	
11	E	3 Aug 2023	Words formation, Prefixes and Suffixes	-	CO 4	Remember	Lecture	
12	P	17 Aug 2023	Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it				Lecture	
12	E	10 Aug 2023	Contractions and Abbreviations, Word Pairs (Minimal Pairs) – Exercises	Text 1	CO 4	Remember	Lecture	
13	E	17 Aug 2023	Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it	Text 1	CO 4	Understand	Lecture	

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
Module 5								
13	P	24 Aug 2023	Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking				Lecture	
14	P	31 Aug 2023	Communication Guidelines, Mother Tongue Influence (MTI)				Lecture	
14	E	24 Aug 2023	Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking	Text 1	CO 5	Understand	Lecture	
15	P	7 Sep 2023	Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises				Lecture	
15	E	31 Aug 2023	Communication Guidelines, Mother Tongue Influence (MTI)	Text 1	CO 5	Understand	Lecture	
16	E	7 Sep 2023	Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises	Text 1	CO 5	Remember	Lecture	

6 . Course Information**6 . 2 . 1 Compliance Report****Semester : 2****Section : B****Course : PROFESSIONAL WRITING SKILLS IN ENGLISH**

Module No.	# of Classes Planned(till date)	Planned Effort(till date)	# of Classes Executed(till date)	Actual Efforts(till date)	% Coverage
1	3	3hrs 0min	4	4hrs 0min	133.33
2	3	3hrs 0min	3	3hrs 0min	100.0
3	3	3hrs 0min	3	3hrs 0min	100.0
4	3	3hrs 0min	3	3hrs 0min	100.0
5	3	3hrs 0min	3	3hrs 0min	100.0

6 . Course Information
6 . 2 . 2 CO PO Mapping

Slight (Low) = 1 ,

Moderate (Medium) = 2 ,

Substantial (High) = 3 .

CO/ PO	1	2	3	4	5	6	7	8	9	10	11	12
CO 1	1	2	1	2	2		2	2	2	1	2	1
CO 2	2	3	3			2	2			3		
CO 3	2	2	2	2	2	2	3	2	1		1	1
CO 4	2		2	1	3	2	3	2		2		2
CO 5	2	1		2	2			3	2	3	2	3

6 . Course Information**6 . 2 . 3 CO-PSO Mapping**

Slight (Low) = 1 ,

Moderate (Medium) = 2 ,

Substantial (High) = 3 .

CO/PSO	PSO 1	PSO 2	PSO 3
CO 1	3	1	2
CO 2	2	3	1
CO 3	2		1
CO 4	2	1	2
CO 5	2	2	2

6 . Course Information

6 . 3 Other Assessment

ASSIGNMENT : 1

Semester:2-CBCS 2022

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGGK206)

Faculty : Pavana

Max Marks: 25

Answer All Questions						
Q.No		Max Marks	CO	PO	BT/CL	
1	/opt/tomcat7070/temp/650afab450693d2f1231e6be1650afb1b35a997658f573e18359461322732913427.pdfquestion.png	25	3	3	L2	

Evaluation						
USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
	Abhishek	P	25	25	Understand	
	Abhishek C H	P	25	25	Understand	
	Akash	P	25	25	Understand	
	Ananya Shetty	P	25	25	Understand	
	Anjali Chandrashekar Kalas	P	25	25	Understand	
	Anu M	P	25	25	Understand	
	Arun P	P	25	25	Understand	
	Aryan Shetty	P	25	25	Understand	
	Ashoka	P	25	25	Understand	

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Aysha Nuha	P	25	25	Understand
	Banudeep	P	25	25	Understand
	Chaitrashri	P	25	25	Understand
	Darshan B G	P	25	25	Understand
	Darshan M Poojary	P	25	25	Understand
	Deepthi H S	P	25	25	Understand
	Gagan Kumar S N	P	25	25	Understand
	Ghanashree Gaikwad N	P	25	25	Understand
	Harshita Ganesh Achari	P	25	25	Understand
	Indu D	P	25	25	Understand
	Jayashree M T	P	25	25	Understand
	K Shubharaj Shetty	P	25	25	Understand
	Karthik Ramachandra Naik	P	25	25	Understand
	Keerthana G P	P	25	25	Understand
	Keerthi V	P	25	25	Understand
	Kumari Shivaji Kesarekar	P	25	25	Understand
	Manish	P	25	25	Understand
	Manoj	P	25	25	Understand
	Meghana Shivananda Harikant	P	25	25	Understand
	Meghana Suresh Naik	P	25	25	Understand
	Mohit Mohan Kochari	P	25	25	Understand
	Nagendrappa Gowda M T	P	25	25	Understand
	Namita Govind Naik	P	25	25	Understand
	Nischitha B M	P	25	25	Understand
	Poorna	P	25	25	Understand
	Prajwal	P	25	25	Understand
	Prajwal A	P	25	25	Understand
	Pramith R	P	25	25	Understand
	Praveena Kumara	P	25	25	Understand
	Punith Kumar	P	25	25	Understand
	Rahul Ravchandran	P	25	25	Understand
	Raju Dabbin	P	25	25	Understand
	Rakshita Girish Shetty	P	25	25	Understand
	Ramya A	P	25	25	Understand
	Ranjan	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Rishitha R	P	25	25	Understand
	Riya Krishna Govekar	P	25	25	Understand
	Sachin A	P	25	25	Understand
	Sahana R	P	25	25	Understand
	Sandeep K	P	25	25	Understand
	Sandeep R Master	P	25	25	Understand
	Sangam S M	P	25	25	Understand
	Santhosh Krishnappa Angadi	P	25	25	Understand
	Sathvik T N	P	25	25	Understand
	Shankar H Daragadakatte	P	25	25	Understand
	Shashank S	P	25	25	Understand
	ShashankKK	P	25	25	Understand
	Shashanka S P	P	25	25	Understand
	Shashikala	P	25	25	Understand
	Shetty Sumithkumar Surendra	P	25	25	Understand
	Shraddha P Shetty	P	25	25	Understand
	Shreya	P	25	25	Understand
	Shreya Ganesh Naik	P	25	25	Understand
	Shri Shakthhi Velu C	P	25	25	Understand
	Shrihari	P	25	25	Understand
	Shweta Sheelavantar	P	25	25	Understand
	Shwetha	P	25	25	Understand
	Sinchana Ramachandra Naik	P	25	25	Understand
	Sindhu Shivanandappa Yattinaha	P	25	25	Understand
	Siri	P	25	25	Understand
	Sneha Gowd	P	25	25	Understand
	Sneha Kamalakar Goankar	P	25	25	Understand
	Sudharshan	P	25	25	Understand
	Sujan Kumar	P	25	25	Understand
	Vaishnavi	P	25	25	Understand
	Vani Sriyan	P	25	25	Understand
	Varsha M	P	25	25	Understand
	Vighneshwara Vishwanath Hebbar	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Vignesh	P	25	25	Understand
	Vinod Kumar N	P	25	25	Understand
	Vinodraj Naik	P	25	25	Understand
	Yatakunta Shweta Reddy	P	25	25	Understand

2 Scheme of Evaluation

Professional Communication Questions & Answers – Features of a Paragraph

This set of Professional Communication Multiple Choice Questions & Answers (MCQs) focuses on “Features of a Paragraph”.

1. A paragraph gives expression to thoughts in any writing.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph gives expression to thoughts in any writing. It has many features like length, unity, etc..

2. Which of these is not an important feature of a paragraph?

a) Length

b) Breadth

c) Unity

d) Coherence

Answer: b

Explanation: A paragraph gives expression to thoughts in any writing. The important features of a paragraph are its length, unity, coherence and emphasis.

3. A paragraph should contain short sentences.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph should contain short sentences. These are preferred.

4. An average length of sentence in a paragraph should be _____

a) 15 to 20 words

b) 25 to 30 words

c) 2 to 5 words

d) 5 to 10 words

Answer: a

Explanation: An average length of sentence should be about 15 to 20 words. These should be a variety in sentence length. It is better to adopt a range from 15 to 20 words.

5. Which of these is not a feature of a paragraph?

- a) Length
- b) Unity
- c) Incoherence
- d) Correctness

Answer: c

Explanation: A paragraph has six features. They are: length, unity, coherence, emphasis, courtesy and correctness. Out of these the important ones are length, unity, coherence, emphasis.

6. Where should the main idea be put up in a paragraph?

- a) In the beginning
- b) In the middle
- c) At the end
- d) After the paragraph

Answer: a

Explanation: The main idea should be put up front within a sentence. A writer must decide the emphasis accordingly. The writer should choose words precisely.

7. Which of these should be avoided in a paragraph?

- a) Courtesy
- b) Positive attitude
- c) Discriminatory language
- d) Politeness

Answer: c

Explanation: A paragraph writer should be sincerely tactful, thoughtful and nondiscriminatory. Courteous communication wins hearts of the readers and the listeners.

8. Which of these is not a level of language?

- a) Formal
- b) Public
- c) Informal
- d) Substandard

Answer: b

Explanation: There are three levels of language. They are: formal, informal and substandard (or non standard).

9. Which of these is not a level of language?

- a) Formal writing

- b) Informal writing
- c) Substandard language
- d) Formal speaking

Answer: d

Explanation: The levels of language used are in writing. It is important to use the right level of language. The levels of language are: formal, informal and substandard.

10. Which of these is associated with academic pursuits?

- a) Informal writing
- b) Formal writing
- c) Personal writing
- d) Substandard writing

Answer: b

Explanation: Formal writing is associated with academic pursuits and scholarly writings e.g: thesis, research papers and articles, government agreements, legal documents.

ASSIGNMENT : 2

Semester:2-CBCS 2022

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Faculty : Pavana

Max Marks: 25

Answer All Questions

Q.No		Max Marks	CO	PO	BT/CL
1	/opt/tomcat7070/temp/650afab450693d2f1231e6be1650afb1b35a997658f573e184287808623778264830.pdfquestion.png	25	3	3	L2

Evaluation

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Abhishek	P	25	25	Understand
	Abhishek C H	P	25	25	Understand
	Akash	P	25	25	Understand
	Ananya Shetty	P	25	25	Understand
	Anjali Chandrashekar Kalas	P	25	25	Understand
	Anu M	P	25	25	Understand
	Arun P	P	25	25	Understand
	Aryan Shetty	P	25	25	Understand
	Ashoka	P	25	25	Understand
	Aysha Nuha	P	25	25	Understand
	Banudeep	P	25	25	Understand
	Chaitrashri	P	25	25	Understand
	Darshan B G	P	25	25	Understand
	Darshan M Poojary	P	25	25	Understand
	Deepthi H S	P	25	25	Understand
	Gagan Kumar S N	P	25	25	Understand
	Ghanashree Gaikwad N	P	25	25	Understand
	Harshita Ganesh Achari	P	25	25	Understand
	Indu D	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Jayashree M T	P	25	25	Understand
	K Shubharaj Shetty	P	25	25	Understand
	Karthik Ramachandra Naik	P	25	25	Understand
	Keerthana G P	P	25	25	Understand
	Keerthi V	P	25	25	Understand
	Kumari Shivaji Kesarekar	P	25	25	Understand
	Manish	P	25	25	Understand
	Manoj	P	25	25	Understand
	Meghana Shivananda Harikant	P	25	25	Understand
	Meghana Suresh Naik	P	25	25	Understand
	Mohit Mohan Kochari	P	25	25	Understand
	Nagendrappa Gowda M T	P	25	25	Understand
	Namita Govind Naik	P	25	25	Understand
	Nischitha B M	P	25	25	Understand
	Poorna	P	25	25	Understand
	Prajwal	P	25	25	Understand
	Prajwal A	P	25	25	Understand
	Pramith R	P	25	25	Understand
	Praveena Kumara	P	25	25	Understand
	Punith Kumar	P	25	25	Understand
	Rahul Ravchandran	P	25	25	Understand
	Raju Dabbin	P	25	25	Understand
	Rakshita Girish Shetty	P	25	25	Understand
	Ramya A	P	25	25	Understand
	Ranjan	P	25	25	Understand
	Rishitha R	P	25	25	Understand
	Riya Krishna Govekar	P	25	25	Understand
	Sachin A	P	25	25	Understand
	Sahana R	P	25	25	Understand
	Sandeep K	P	25	25	Understand
	Sandeep R Master	P	25	25	Understand
	Sangam S M	P	25	25	Understand
	Santhosh Krishnappa Angadi	P	25	25	Understand
	Sathvik T N	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Shankar H Daragadakatte	P	25	25	Understand
	Shashank S	P	25	25	Understand
	ShashankKK	P	25	25	Understand
	Shashanka S P	P	25	25	Understand
	Shashikala	P	25	25	Understand
	Shetty Sumithkumar Surendra	P	25	25	Understand
	Shraddha P Shetty	P	25	25	Understand
	Shreya	P	25	25	Understand
	Shreya Ganesh Naik	P	25	25	Understand
	Shri Shakthi Velu C	P	25	25	Understand
	Shrihari	P	25	25	Understand
	Shweta Sheelavantar	P	25	25	Understand
	Shwetha	P	25	25	Understand
	Sinchana Ramachandra Naik	P	25	25	Understand
	Sindhu Shivanandappa Yattinaha	P	25	25	Understand
	Siri	P	25	25	Understand
	Sneha Gowd	P	25	25	Understand
	Sneha Kamalakar Goankar	P	25	25	Understand
	Sudharshan	P	25	25	Understand
	Sujan Kumar	P	25	25	Understand
	Vaishnavi	P	25	25	Understand
	Vani Sriyan	P	25	25	Understand
	Varsha M	P	25	25	Understand
	Vighneshwara Vishwanath Hebbar	P	25	25	Understand
	Vignesh	P	25	25	Understand
	Vinod Kumar N	P	25	25	Understand
	Vinodraj Naik	P	25	25	Understand
	Yatakunta Shweta Reddy	P	25	25	Understand

2 Scheme of Evaluation

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MOODLAKATTE INSTITUTE OF TECHNOLOGY, KUNDAPURA

(An ISO 9001:2008 Certified Institution)

DEPARTMENT OF BASIC SCIENCE

Version-C

Internal Assessment - I

SUBJECT: COMMUNICATIVE ENGLISH - 1

Semester: I

Subject Code: BENGK106

Time: 30 minutes

Max. Marks: 20

Date: 9-03-2023

Name of Staff: PAVANA.N

Note: Answer All the questions

Choose the correct option from those given in each of the sentences below:

1) Which of the following has /i:/ sound?

a) silk b) exit c) each d) thick

2) What is the phonetic transcription of "Policeman"?

a) /pə'li:smən/ b) /pɒli:smen/ c) /peli:zmən/ d) /puli:zmən/

3) Which of the following words end with /eɪdʒ/ sound?

a) damage b) stage c) carriage d) savage

4) What is the phonetic transcription of "scream"?

a) /skreem/ b) /skri:m/ c) /skriem/ d) /skrei:m/

5) The syllable structure for the word "ABILITY"

a) V-CV-CV-CV b) CV-V-CC c) V-CC-CC d) W-CC-CV

Tag Questions: Choose the correct question tag to complete the sentence

6) They live in London, _____

a) didn't they? b) don't they? c) won't they? d) did they?

7) We must lock the door, _____

a) mustn't they? b) shouldn't we? c) mustn't we? d) do they

8) Nobody called, _____

a) do they? b) didn't they? c) did they? d) do not they?

9) I'm right, _____

- a) amn't I? b) am not I? c) aren't I? d) do I?

Select the missing silent letter from the options given. Check the spelling properly

10) I always _rap up during winter.

- a) gap b) wrap c) snap d) group

11) I _ _now London very well.

- A) now b) know c) knew d) known

Choose the correct option from those given in each of the sentences below

12) Oral communication is different from written communication as it is

- a) Spoken and structured b) Spoken and transitory
c) Spoken and permanent d) Spoken and time consuming

13) Writing diary every day is an example of _____ communication.

- a) Extrapersonal b) Intrapersonal c) Organizational d) Interpersonal

14) In communication, the observation of a receiver's response is called

- a) Feedback b) Survey c) Channel d) Message

15) IPA stands for-

- a) International Phoneme Association b) International Phonetic Alphabet
c) International Phonemic Assembly d) International Phonetic Associates

16) Which of the following is desired for effective communication?

- a) Redundancy b) Clarity c) Cliches d) Circumlocution

17) The Sales Manager providing tips to its team for boosting the sales of electronic items during the festive season is _____

- a) Informational b) Horizontal c) Radial d) Vertically downward

Correct spelling:

18) I would not lend my book to him, if I were you. The appropriate contraction for the underlined word is

- a) won't b) wouldn't c) weren't d) would've

19) Which of the following words form minimal pair?

- a) storm-come b) well-dwell c) weak-wick d) mourn-drown

20) Salt is an _____ ingredient for cooking.

- a) indispensable b) indispenible c) indipansable d) indispensable



6 . Course Information

6 . 4 Internal Assessment

Internal : 1

Semester:2-CBCS 2022

Date : 14/07/2023

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Time : 09:30 - 10:30

Faculty : Pavana

Max Marks: 25

Answer All Questions						
Q.No			Max Marks	CO	PO	BT/CL
1		/opt/tomcat7070/temp/650aead035a99765868063b11650af3c550693d2f0c9a917c6954890174640107216.pdfquestion.png	25	1,2	2	L2

Evaluation						
USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BECSDS061	Abhishek	P	0	20	20	Understand
2022BECSDS068	Abhishek C H	P	0	18	18	Understand
2022BECSDS044	Akash	P	0	18	18	Understand
2022BECSDS074	Ananya Shetty	P	0	17	17	Understand
2022BEAIML023	Anjali Chandrashekar Kalas	P	0	18	18	Understand
2022BECSDS024	Anu M	P	0	18	18	Understand
2022BECSDS011	Arun P	P	0	19	19	Understand
2022BECSDS074	Aryan Shetty	P	0	17	17	Understand
2022BEEC009	Ashoka	P	0	19	19	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BECS038	Aysha Nuha	P	0	20	20	Understand
2022BECS050	Banudeep	P	0	21	21	Understand
2022BECS001	Chaitrashri	P	0	18	18	Understand
2022BECS092	Darshan B G	P	0	20	20	Understand
2022BEAIML012	Darshan M Poojary	P	0	19	19	Understand
2022BECS045	Deepthi H S	P	0	20	20	Understand
2022BECS055	Gagan Kumar S N	P	0	20	20	Understand
2022BECS028	Ghanashree Gaikwad N	P	0	21	21	Understand
2022BECS044	Harshita Ganesh Achari	P	0	20	20	Understand
2022BECS083	Indu D	P	0	19	19	Understand
2022BECS035	Jayashree M T	P	0	18	18	Understand
2022BECS011	K Shubharaj Shetty	P	0	19	19	Understand
2022BECS046	Karthik Ramachandra Naik	P	0	19	19	Understand
2022BEAIML027	Keerthana G P	P	0	20	20	Understand
2022BEAIML010	Keerthi V	P	0	20	20	Understand
2022BEAIML035	Kumari Shivaji Kesarekar	P	0	21	21	Understand
2022BECS084	Manish	P	0	18	18	Understand
2022BEAIML022	Manoj	P	0	18	18	Understand
2022BECS016	Meghana Shivananda Harikant	P	0	19	19	Understand
2022BECS017	Meghana Suresh Naik	P	0	20	20	Understand
2022BEAIML017	Mohit Mohan Kochari	P	0	18	18	Understand
2022BECS026	Nagendrappa Gowda M T	P	0	18	18	Understand
2022BECS059	Namita Govind Naik	P	0	20	20	Understand
2022BECS030	Nischitha B M	P	0	19	19	Understand
2022BECS041	Poorna	P	0	25	25	Understand
2022BEAIML029	Prajwal	P	0	21	21	Understand
2022BEAIML032	Prajwal A	P	0	19	19	Understand
2022BEAIML008	Pramith R	P	0	19	19	Understand
2022BECS085	Praveena Kumara	P	0	17	17	Understand
2022BEAIML033	Punith Kumar	P	0	20	20	Understand
2022BEAIML011	Rahul Ravchandran	P	0	16	16	Understand
2022BECS078	Raju Dabbin	P	0	18	18	Understand
2022BECS008	Rakshita Girish Shetty	P	0	19	19	Understand
2022BECS057	Ramya A	P	0	19	19	Understand
2022BEAIML007	Ranjan	P	0	19	19	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BECS042	Rishitha R	P	0	18	18	Understand
2022BECS043	Riya Krishna Govekar	P	0	17	17	Understand
2022BECS070	Sachin A	P	0	16	16	Understand
2022BECS045	Sahana R	P	0	17	17	Understand
2022BECS048	Sandeep K	P	0	18	18	Understand
2022BECS062	Sandeep R Master	P	0	16	16	Understand
2022BECS090	Sangam S M	P	0	17	17	Understand
2022BECS063	Santhosh Krishnappa Angadi	P	0	17	17	Understand
2022BEAIML005	Sathvik T N	P	0	18	18	Understand
2022BECS079	Shankar H Daragadakatte	P	0	19	19	Understand
2022BECS052	Shashank S	P	0	20	20	Understand
2022BECS018	ShashankKK	P	0	16	16	Understand
2022BEAIML015	Shashanka S P	P	0	17	17	Understand
2022BEAIML013	Shashikala	P	0	18	18	Understand
2022BECS057	Shetty Sumithkumar Surendra	P	0	19	19	Understand
2022BECS060	Shraddha P Shetty	P	0	22	22	Understand
2022BECS086	Shreya	P	0	21	21	Understand
2022BECS051	Shreya Ganesh Naik	P	0	19	19	Understand
2022BECS032	Shri Shakthhi Velu C	P	0	17	17	Understand
2022BECS022	Shrihari	P	0	17	17	Understand
2022BECS077	Shweta Sheelavantar	P	0	17	17	Understand
2022BECS025	Shwetha	P	0	17	17	Understand
2022BECS039	Sinchana Ramachandra Naik	P	0	18	18	Understand
2022BECS062	Sindhu Shivanandappa Yattinaha	P	0	20	20	Understand
2022BECS072	Siri	P	0	19	19	Understand
2022BECS067	Sneha Gowd	P	0	18	18	Understand
2022BECS048	Sneha Kamalakar Goankar	P	0	17	17	Understand
2022BECS069	Sudharshan	P	0	17	17	Understand
2022BECS064	Sujan Kumar	P	0	18	18	Understand
2022BECS063	Vaishnavi	P	0	19	19	Understand
2022BECS080	Vani Sriyan	P	0	20	20	Understand
2022BECS052	Varsha M	P	0	17	17	Understand
2022BECS058	Vighneshwara Vishwanath Hebbar	P	0	22	22	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BEAIML030	Vignesh	P	0	17	17	Understand
2022BECS049	Vinod Kumar N	P	0	16	16	Understand
2022BEAIML024	Vinodraj Naik	P	0	16	16	Understand
2022BECS060	Yatakunta Shweta Reddy	P	0	16	16	Understand

2 Scheme of Evaluation

Professional Communication Questions & Answers – Features of a Paragraph

This set of Professional Communication Multiple Choice Questions & Answers (MCQs) focuses on “Features of a Paragraph”.

1. A paragraph gives expression to thoughts in any writing.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph gives expression to thoughts in any writing. It has many features like length, unity, etc..

2. Which of these is not an important feature of a paragraph?

a) Length

b) Breadth

c) Unity

d) Coherence

Answer: b

Explanation: A paragraph gives expression to thoughts in any writing. The important features of a paragraph are its length, unity, coherence and emphasis.

3. A paragraph should contain short sentences.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph should contain short sentences. These are preferred.

4. An average length of sentence in a paragraph should be _____

a) 15 to 20 words

b) 25 to 30 words

c) 2 to 5 words

d) 5 to 10 words

Answer: a

Explanation: An average length of sentence should be about 15 to 20 words. These should be a variety in sentence length. It is better to adopt a range from 15 to 20 words.

5. Which of these is not a feature of a paragraph?

- a) Length
- b) Unity
- c) Incoherence
- d) Correctness

Answer: c

Explanation: A paragraph has six features. They are: length, unity, coherence, emphasis, courtesy and correctness. Out of these the important ones are length, unity, coherence, emphasis.

6. Where should the main idea be put up in a paragraph?

- a) In the beginning
- b) In the middle
- c) At the end
- d) After the paragraph

Answer: a

Explanation: The main idea should be put up front within a sentence. A writer must decide the emphasis accordingly. The writer should choose words precisely.

7. Which of these should be avoided in a paragraph?

- a) Courtesy
- b) Positive attitude
- c) Discriminatory language
- d) Politeness

Answer: c

Explanation: A paragraph writer should be sincerely tactful, thoughtful and nondiscriminatory. Courteous communication wins hearts of the readers and the listeners.

8. Which of these is not a level of language?

- a) Formal
- b) Public
- c) Informal
- d) Substandard

Answer: b

Explanation: There are three levels of language. They are: formal, informal and substandard (or non standard).

9. Which of these is not a level of language?

- a) Formal writing

- b) Informal writing
- c) Substandard language
- d) Formal speaking

Answer: d

Explanation: The levels of language used are in writing. It is important to use the right level of language. The levels of language are: formal, informal and substandard.

10. Which of these is associated with academic pursuits?

- a) Informal writing
- b) Formal writing
- c) Personal writing
- d) Substandard writing

Answer: b

Explanation: Formal writing is associated with academic pursuits and scholarly writings e.g: thesis, research papers and articles, government agreements, legal documents.

Internal : 2

Semester:2-CBCS 2022

Date : 04/09/2023

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Time : 10:30 - 11:30

Faculty : Pavana

Max Marks: 25

Answer All Questions

Q.No		Max Marks	CO	PO	BT/CL
1	/opt/tomcat7070/temp/650af7ea4bb65004225395fa1650af91f4bb6500435750f367467708999203664290.pdfquestion.png	25	4,5	2	L4

Evaluation

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
2022BECSDS061	Abhishek	P	18	18	Analyze
2022BECSDS068	Abhishek C H	P	19	19	Analyze
2022BECSDS044	Akash	P	18	18	Analyze
2022BEC074	Ananya Shetty	P	21	21	Analyze
2022BEAIML023	Anjali Chandrashekar Kalas	P	20	20	Analyze
2022BECSDS024	Anu M	P	20	20	Analyze
2022BEC011	Arun P	P	19	19	Analyze
2022BECSDS074	Aryan Shetty	P	21	21	Analyze
2022BEEC009	Ashoka	P	17	17	Analyze
2022BECSDS038	Aysha Nuha	P	21	21	Analyze
2022BEC050	Banudeep	P	20	20	Analyze
2022BEC001	Chaitrashri	P	21	21	Analyze
2022BEC092	Darshan B G	P	20	20	Analyze
2022BEAIML012	Darshan M Poojary	P	19	19	Analyze
2022BEC045	Deepthi H S	P	18	18	Analyze
2022BEC055	Gagan Kumar S N	P	19	19	Analyze
2022BEC028	Ghanashree Gaikwad N	P	19	19	Analyze
2022BEC044	Harshita Ganesh Achari	P	20	20	Analyze
2022BEC083	Indu D	P	18	18	Analyze

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
2022BECS035	Jayashree M T	P	19	19	Analyze
2022BECS011	K Shubharaj Shetty	P	19	19	Analyze
2022BECS046	Karthik Ramachandra Naik	P	18	18	Analyze
2022BEAIML027	Keerthana G P	P	19	19	Analyze
2022BEAIML010	Keerthi V	P	21	21	Analyze
2022BEAIML035	Kumari Shivaji Kesarekar	P	20	20	Analyze
2022BECS084	Manish	P	20	20	Analyze
2022BEAIML022	Manoj	P	19	19	Analyze
2022BECS016	Meghana Shivananda Harikant	P	19	19	Analyze
2022BECS017	Meghana Suresh Naik	P	18	18	Analyze
2022BEAIML017	Mohit Mohan Kochari	P	19	19	Analyze
2022BECS026	Nagendrappa Gowda M T	P	19	19	Analyze
2022BECS059	Namita Govind Naik	P	20	20	Analyze
2022BECS030	Nischitha B M	P	20	20	Analyze
2022BECS041	Poorna	P	25	25	Analyze
2022BEAIML029	Prajwal	P	20	20	Analyze
2022BEAIML032	Prajwal A	P	21	21	Analyze
2022BEAIML008	Pramith R	P	20	20	Analyze
2022BECS085	Praveena Kumara	P	19	19	Analyze
2022BEAIML033	Punith Kumar	P	18	18	Analyze
2022BEAIML011	Rahul Ravchandran	P	21	21	Analyze
2022BECS078	Raju Dabbin	P	19	19	Analyze
2022BECS008	Rakshita Girish Shetty	P	21	21	Analyze
2022BECS057	Ramya A	P	21	21	Analyze
2022BEAIML007	Ranjan	P	21	21	Analyze
2022BECS042	Rishitha R	P	21	21	Analyze
2022BECS043	Riya Krishna Govekar	P	23	23	Analyze
2022BECS070	Sachin A	P	21	21	Analyze
2022BECS045	Sahana R	P	20	20	Analyze
2022BECS048	Sandeep K	P	19	19	Analyze
2022BECS062	Sandeep R Master	P	21	21	Analyze
2022BECS090	Sangam S M	P	22	22	Analyze
2022BECS063	Santhosh Krishnappa Angadi	P	19	19	Analyze
2022BEAIML005	Sathvik T N	P	18	18	Analyze

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
2022BECS079	Shankar H Daragadakatte	P	19	19	Analyze
2022BECS052	Shashank S	P	19	19	Analyze
2022BECS018	ShashankKK	P	19	19	Analyze
2022BEAIML015	Shashanka S P	P	18	18	Analyze
2022BEAIML013	Shashikala	P	21	21	Analyze
2022BECS057	Shetty Sumithkumar Surendra	P	20	20	Analyze
2022BECS060	Shraddha P Shetty	P	25	25	Analyze
2022BECS086	Shreya	P	23	23	Analyze
2022BECS051	Shreya Ganesh Naik	P	22	22	Analyze
2022BECS032	Shri Shakthi Velu C	P	21	21	Analyze
2022BECS022	Shrihari	P	20	20	Analyze
2022BECS077	Shweta Sheelavantar	P	19	19	Analyze
2022BECS025	Shwetha	P	19	19	Analyze
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2022BECS067	Sneha Gowd	P	21	21	Analyze
2022BECS048	Sneha Kamalakar Goankar	P	20	20	Analyze
2022BECS069	Sudharshan	P	21	21	Analyze
2022BECS064	Sujan Kumar	P	18	18	Analyze
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2022BECS080	Vani Sriyan	P	19	19	Analyze
2022BECS052	Varsha M	P	21	21	Analyze
2022BECS058	Vighneshwara Vishwanath Hebbar	P	25	25	Analyze
2022BEAIML030	Vignesh	P	21	21	Analyze
2022BECS049	Vinod Kumar N	P	17	17	Analyze
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2022BECS060	Yatakunta Shweta Reddy	P	19	19	Analyze

2 Scheme of Evaluation

Professional Communication Questions & Answers – Features of a Paragraph

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b) False

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Explanation: A paragraph gives expression to thoughts in any writing. The important features of a paragraph are its length, unity, coherence and emphasis.

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a) 15 to 20 words

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- c) Discriminatory language
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- a) Formal
- b) Public
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10. Which of these is associated with academic pursuits?

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Answer: b

Explanation: Formal writing is associated with academic pursuits and scholarly writings e.g: thesis, research papers and articles, government agreements, legal documents.

6 . Course Information

6 . 5 . 1 CO Attainment

CO attainment data not available

6 . Course Information

6 . 5 . 2 PO Attainment

PO attainment data not available



Moodlakatte Institute of Technology, Kundapura

Basic Science (Science)

Course Name : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)
Class : Semester 2 A

**Mrs Pavana
Assistant Professor,
2022-23**

1 . Faculty Details

Name : Mrs Pavana
Qualification : -
Department : Science
Permanent Address : saligrama, udupi, 576225, India
Phone Number : 9740838071
Email ID : pavana@mitkundapura.com
Specimen Signature : _____

2 . Course Allotted

Allotted Duty	Course Title	Course Code
Theory 1	PROFESSIONAL WRITING SKILLS IN ENGLISH	BENGK206

3 . Academic calendar 2022-23 (Semester 2)

Date	Day	Event
25 May 2023	THURSDAY	Term Start Date
25 May 2023	THURSDAY	Commencement of II sem
1 Jun 2023	THURSDAY	VI SEM SECOND IA
2 Jun 2023	FRIDAY	VI SEM SECOND IA
3 Jun 2023	SATURDAY	1st SATURDAY
3 Jun 2023	SATURDAY	VI SEM SECOND IA
5 Jun 2023	MONDAY	IV SEM COMMENCEMENT
17 Jun 2023	SATURDAY	3rd SATURDAY
29 Jun 2023	THURSDAY	BAKRID
1 Jul 2023	SATURDAY	1st SATURDAY
6 Jul 2023	THURSDAY	VI SEM THIRD IA
6 Jul 2023	THURSDAY	VI SEM THIRD IA
7 Jul 2023	FRIDAY	VI SEM THIRD IA
7 Jul 2023	FRIDAY	VI SEM THIRD IA
8 Jul 2023	SATURDAY	VI SEM THIRD IA
8 Jul 2023	SATURDAY	VI SEM THIRD IA
9 Jul 2023	SUNDAY	VI SEM THIRD IA
10 Jul 2023	MONDAY	VI SEM LAST WORKING DAY
10 Jul 2023	MONDAY	VI SEM THIRD IA
10 Jul 2023	MONDAY	I IA TENTATIVE
11 Jul 2023	TUESDAY	VI SEM THIRD IA
11 Jul 2023	TUESDAY	I IA TENTATIVE
12 Jul 2023	WEDNESDAY	VI SEM THIRD IA

Date	Day	Event
12 Jul 2023	WEDNESDAY	I IA TENTATIVE
13 Jul 2023	THURSDAY	VI SEM THIRD IA
13 Jul 2023	THURSDAY	I IA TENTATIVE
14 Jul 2023	FRIDAY	I IA TENTATIVE
15 Jul 2023	SATURDAY	3rd SATURDAY
15 Jul 2023	SATURDAY	I IA TENTATIVE
16 Jul 2023	SUNDAY	I IA TENTATIVE
17 Jul 2023	MONDAY	I IA TENTATIVE
29 Jul 2023	SATURDAY	MOHARAM
5 Aug 2023	SATURDAY	1st SATURDAY
10 Aug 2023	THURSDAY	IV SEM SECOND IA
11 Aug 2023	FRIDAY	IV SEM SECOND IA
12 Aug 2023	SATURDAY	IV SEM SECOND IA
15 Aug 2023	TUESDAY	INDEPENDENCE DAY
19 Aug 2023	SATURDAY	3rd SATURDAY
24 Aug 2023	THURSDAY	II IA TENTATIVE
25 Aug 2023	FRIDAY	II IA TENTATIVE
26 Aug 2023	SATURDAY	II IA TENTATIVE
27 Aug 2023	SUNDAY	II IA TENTATIVE
28 Aug 2023	MONDAY	II IA TENTATIVE
29 Aug 2023	TUESDAY	II IA TENTATIVE
30 Aug 2023	WEDNESDAY	II IA TENTATIVE
2 Sep 2023	SATURDAY	1st SATURDAY
9 Sep 2023	SATURDAY	Last working day of II sem

Date	Day	Event
12 Sep 2023	TUESDAY	IV SEM THIRD IA
13 Sep 2023	WEDNESDAY	IV SEM THIRD IA
14 Sep 2023	THURSDAY	IV SEM THIRD IA
15 Sep 2023	FRIDAY	IV SEM THIRD IA
16 Sep 2023	SATURDAY	3rd SATURDAY
16 Sep 2023	SATURDAY	IV SEM LAST WORKING DAY
19 Sep 2023	TUESDAY	GANESH CHATURTH
7 Oct 2023	SATURDAY	1st SATURDAY
21 Oct 2023	SATURDAY	3rd SATURDAY
4 Nov 2023	SATURDAY	Term End Date
4 Nov 2023	SATURDAY	1st SATURDAY

4 . Timetable

	1	2
	08:50 AM 09:50 AM	09:50 AM 10:50 AM
MON		
TUE		
WED		
THU	BE BENGK206 Science Semester 2 B	
FRI		BE BENGK206 Science Semester 2 C
SAT	BE BENGK206 Science Semester 2 A	

5 . Department Details

5 . 1 Preliminary Information

PROGRAM OUTCOMES(PO's)

1. **Engineering knowledge** : Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems
2. **Problem analysis** : Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences
3. **Design/development of solutions** : Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations
4. **Conduct investigations of complex problems** : Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions
5. **Modern tool usage** : Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations
6. **The engineer and society** : Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice
7. **Environment and sustainability** : Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development
8. **Ethics** : Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice
9. **Individual and team work** : Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings
10. **Communication** : Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions
11. **Project management and finance** : Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments
12. **Life-long learning** : Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change

PROGRAM SPECIFIC OUTCOMES(PSO's)

PSO 1 : Identify the root cause of a problem, formulate and solve it using engineering knowledge, modern tools, imagination and innovation

PSO 2 : Apply the knowledge acquired in practical life with social and ethical commitment to achieve environmental safety and self-sustainability

PSO 3 : Function competently as an individual/part of multidisciplinary teams, of industry/educational/ research organization with extraordinary communication skills and leadership qualities

6 . Course Information

6 . 1 Course Content

Title of the Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Semester : 2

Academic Year : 2022-23

Subject Code : BENGK206	IA Marks : 50
Hours/week : 1	Total Hours : 15
Exam Hours : 1	Exam Marks : 50
Course Plan Author : Pavana	Planned Date : 2023-09-09
Approved by : Prof Deepak Shetty	Approved Date : 2023-09-09

Objectives:

- 1 . To know about Fundamentals of Communicative English and Communication Skills in general.
- 2 . To train to identify the nuances of phonetics, intonation and enhance pronunciation skills for better Communication skills.
- 3 . To impart basic English grammar and essentials of important language skills.
- 4 . To enhance with English vocabulary and language proficiency for better communication skills.
- 5 . To learn about Techniques of Information Transfer through presentation.

Course Outcomes (COs) :

- 1 . Understand and apply the Fundamentals of Communication Skills in their communication skills.
- 2 . Identify the nuances of phonetics, intonation and enhance pronunciation skills.
- 3 . To impart basic English grammar and essentials of language skills as per present requirement.
- 4 . Understand and use all types of English vocabulary and language proficiency.
- 5 . Adopt the Techniques of Information Transfer through presentation.

6 . Course Information

6 . 1 . 1 Course Syllabus

Objectives:

Title of the Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Subject Code : BENGK206

Module 1

Introduction to Communicative English :

Communicative English, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills

Module 2

Introduction to Phonetics :

Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced, Silent and Non silent Letters, Syllables and Structure, Word Accent, Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation

Module 3

Basic English Communicative Grammar and Vocabulary PART - I :

Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition, Question Tags, One Word Substitutes, Strong and Weak forms of words, Introduction to Vocabulary, All Types of Vocabulary – Exercises on it

Module 4

Basic English Communicative Grammar and Vocabulary PART - II :

Words formation , Prefixes and Suffixes, Contractions and Abbreviations, Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it

Module 5

Communication Skills for Employment :

Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking, Communication Guidelines, Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises

6 . Course Information**6 . 1 . 2 Text Books and Reference Books****TEXT BOOKS :**

- 1 . Communication Skills by Sanjay Kumar & Pushp Lata, Oxford University Press India Pvt Ltd - 2019.
- 2 . A Textbook of English Language Communication Skills, (ISBN-978-81-955465-2-7), Published by Infinite Learning Solutions, Bengaluru - 2022.

REFERENCE BOOKS :

- 1 . English for Engineers by N.P.Sudharshana and C.Savitha, Cambridge University Press – 2018.
- 2 . Technical Communication by Gajendra Singh Chauhan and Et al, (ISBN-978-93-5350-050-4), Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
- 3 . English Language Communication Skills – Lab Manual cum Workbook, Cengage learning India Pvt Limited [Latest Revised Edition] – (ISBN-978-93-86668-45-5), 2019.
- 4 . A Course in Technical English – D Praveen Sam, KN Shoba, Cambridge University Press – 2020.
- 5 . Practical English Usage by Michael Swan, Oxford University Press – 2016.

6 . Course Information

6 . 2

Semester : 2
Section : A
Course : PROFESSIONAL WRITING SKILLS IN ENGLISH

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
Module 1								
1	P	27 May 2023	Communicative English, Fundamentals of Communicative English				Lecture	
1	E	27 May 2023	Communicative English, Fundamentals of Communicative English	Ref 1, Ref 2, Ref 3, Ref 4, Ref 5	CO 1	Understand	Lecture	
2	P	3 Jun 2023	Process of Communication, Barriers to Effective Communicative English				Lecture	
2	E	3 Jun 2023	Process of Communication, Barriers to Effective Communicative English	Text 1	CO 1	Understand	Lecture	One_min_question
3	P	10 Jun 2023	Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills				Lecture	
3	E	10 Jun 2023	Different styles and levels in Communicative English, Interpersonal and Intrapersonal Communication Skills	Text 1	CO 1	Remember	Lecture	Assignment
Module 2								
4	P	17 Jun 2023	Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced				Lecture	
4	E	17 Jun 2023	Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced	Text 1	CO 2	Understand	Lecture	Open_debate
5	P	24 Jun 2023	Silent and Non silent Letters, Syllables and Structure, Word Accent				Lecture	
5	E	24 Jun 2023	Silent and Non silent Letters, Syllables and Structure, Word Accent	Text 1	CO 2	Understand	Lecture	One_min_question
6	P	1 Jul 2023	Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation				Lecture	

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
6	E	1 Jul 2023	Stress Shift and Intonation, Spelling Rules and Words often Misspelt, Common Errors in Pronunciation	Text 1	CO 2	Understand	Lecture	Assignment
Module 3								
7	P	8 Jul 2023	Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition				Lecture	
7	E	8 Jul 2023	Grammar, Basic English Grammar and Parts of Speech, Articles and Preposition	Text 1	CO 3	Understand	Lecture	
8	P	15 Jul 2023	Question Tags, One Word Substitutes, Strong and Weak forms of words				Lecture	
8	E	15 Jul 2023	Question Tags, One Word Substitutes, Strong and Weak forms of words	Text 1	CO 3	Understand	Lecture	
9	P	22 Jul 2023	Introduction to Vocabulary, All Types of Vocabulary – Exercises on it				Lecture	
9	E	22 Jul 2023	Introduction to Vocabulary, All Types of Vocabulary – Exercises on it	Text 1	CO 3	Remember	Lecture	
Module 4								
10	P	2 Sep 2023	Words formation, Prefixes and Suffixes, Contractions and Abbreviations				Lecture	
10	E	2 Sep 2023	Words formation, Prefixes and Suffixes, Contractions and Abbreviations	Text 1	CO 4	Understand	Lecture	
11	P	9 Sep 2023	Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it				Lecture	
11	E	9 Sep 2023	Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it	-	CO 4	Apply	Lecture	
Module 5								
12	P	9 Sep 2023	Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking				Lecture	

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
12	E	9 Sep 2023	Information Transfer, Oral Presentation and its Practice, Difference between Extempore/Public Speaking	Text 1	CO 5	Understand	Lecture	
13	P	9 Sep 2023	Communication Guidelines, Mother Tongue Influence (MTI)				Lecture	
13	E	9 Sep 2023	Communication Guidelines, Mother Tongue Influence (MTI)	Text 1	CO 1, CO 2, CO 3, CO 4, CO 5	Apply	Lecture	
14	P	9 Sep 2023	Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises				Lecture	
14	E	9 Sep 2023	Various Techniques for Neutralization of Mother Tongue Influence, Reading and Listening Comprehensions – Exercises	Text 1, Text 2	CO 5	Apply	Lecture	

6 . Course Information**6 . 2 . 1 Compliance Report****Semester : 2****Section : A****Course : PROFESSIONAL WRITING SKILLS IN ENGLISH**

Module No.	# of Classes Planned(till date)	Planned Effort(till date)	# of Classes Executed(till date)	Actual Efforts(till date)	% Coverage
1	3	3hrs 0min	3	3hrs 0min	100.0
2	3	3hrs 0min	3	3hrs 0min	100.0
3	3	3hrs 0min	3	3hrs 0min	100.0
4	2	2hrs 0min	2	2hrs 0min	100.0
5	3	3hrs 0min	3	3hrs 0min	100.0

6 . Course Information
6 . 2 . 2 CO PO Mapping

Slight (Low) = 1 ,

Moderate (Medium) = 2 ,

Substantial (High) = 3 .

CO/ PO	1	2	3	4	5	6	7	8	9	10	11	12
CO 1	1	2	1	2	2		2	2	2	1	2	1
CO 2	2	3	3			2	2			3		
CO 3	2	2	2	2	2	2	3	2	1		1	1
CO 4	2		2	1	3	2	3	2		2		2
CO 5	2	1		2	2			3	2	3	2	3

6 . Course Information**6 . 2 . 3 CO-PSO Mapping**

Slight (Low) = 1 ,

Moderate (Medium) = 2 ,

Substantial (High) = 3 .

CO/PSO	PSO 1	PSO 2	PSO 3
CO 1	3	1	2
CO 2	2	3	1
CO 3	2		1
CO 4	2	1	2
CO 5	2	2	2

6 . Course Information

6 . 3 Other Assessment

ASSIGNMENT : 1

Semester:2-CBCS 2022

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGGK206)

Faculty : Pavana

Max Marks: 25

Answer All Questions						
Q.No		Max Marks	CO	PO	BT/CL	
1	/opt/tomcat7070/temp/650afab450693d2f1231e6be1650afb1b35a997658f573e186316745069658695970.pdfquestion.png	25	3	3	L2	

Evaluation						
USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
	Abhishek	P	25	25	Understand	
	Aditya S	P	25	25	Understand	
	Afzal Basheer	P	25	25	Understand	
	Ajit Ramachandra Patagar	P	25	25	Understand	
	Akash	P	25	25	Understand	
	Akshata Mangaladas Gunaga	P	25	25	Understand	
	Al Afrah	P	25	25	Understand	
	Amrutha M	P	25	25	Understand	
	Ankitha Aithal	P	25	25	Understand	

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Apoorva Mohan Poojari	P	25	25	Understand
	Ashrita Girish Hegde	P	25	25	Understand
	B Balaji	P	25	25	Understand
	B S Shreya Upadhya	P	25	25	Understand
	Basavantraya	P	25	25	Understand
	Bharathi	P	25	25	Understand
	Bharathraj H P	P	25	25	Understand
	Brijesh Sudhakar Naik	P	25	25	Understand
	Chinmaygouda Hiremath Patil	P	25	25	Understand
	Darshan Chetan Chandavarka	P	25	25	Understand
	Devaraj R Kallimath	P	25	25	Understand
	Ganesh Madhukar Bandekar	P	25	25	Understand
	Gourav G Shetty	P	25	25	Understand
	Goutham T K	P	25	25	Understand
	Hema	P	25	25	Understand
	Hithesh	P	25	25	Understand
	Janardhana Krishna Devadiga	P	25	25	Understand
	K Mohammed Adnan	P	25	25	Understand
	Karthik Ramadas Moger	P	25	25	Understand
	Keerthana G S	P	25	25	Understand
	Krishnananda	P	25	25	Understand
	Kruthika R	P	25	25	Understand
	Madhuri Prabhakar Shetty	P	25	25	Understand
	Mahin Sabha	P	25	25	Understand
	Manasa Karna Moger	P	25	25	Understand
	Manjusha Bhaskar Shetty	P	25	25	Understand
	Manoj Gowda B S	P	25	25	Understand
	Meghana	P	25	25	Understand
	Mohammed Sameer A	P	25	25	Understand
	Mohammed Sami Ismail Khan	P	25	25	Understand
	Nandan Uday shetty	P	25	25	Understand
	Navya M	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Navya Narayan Gouda	P	25	25	Understand
	Neha	P	25	25	Understand
	Nihal Ahammad	P	25	25	Understand
	Nikhil B Mendon	P	25	25	Understand
	Nisha Umakant Harikant	P	25	25	Understand
	Prathiksha	P	25	25	Understand
	Raksha	P	25	25	Understand
	Rakshitha Bhat	P	25	25	Understand
	Rakshitha N	P	25	25	Understand
	Rashmi	P	25	25	Understand
	Sannidhi S Shetty	P	25	25	Understand
	Sathwik Achar	P	25	25	Understand
	Sharath Acharya	P	25	25	Understand
	Sharath N R	P	25	25	Understand
	Shashank N	P	25	25	Understand
	Shashwatha P Jadhav	P	25	25	Understand
	Shravya	P	25	25	Understand
	Shreesha B Y	P	25	25	Understand
	Shreyas S Sanil	P	25	25	Understand
	Shrividya	P	25	25	Understand
	Shwetha	P	25	25	Understand
	Sneha H S	P	25	25	Understand
	Sowndarya	P	25	25	Understand
	Spoorthi	P	25	25	Understand
	Sujan	P	25	25	Understand
	Sumanth	P	25	25	Understand
	Supreetha H M	P	25	25	Understand
	Sushmitha	P	25	25	Understand
	Trupti Gajanan Naik	P	25	25	Understand
	Vaishnavi	P	25	25	Understand
	Vaishnavi Mendon J	P	25	25	Understand
	Varun K A	P	25	25	Understand
	Venisha Braganza	P	25	25	Understand
	Vidyashree S	P	25	25	Understand
	Vikas Naik K	P	25	25	Understand
	Vinay U	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Yashaswini Naik	P	25	25	Understand

2 Scheme of Evaluation

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MOODLAKATTE INSTITUTE OF TECHNOLOGY, KUNDAPURA

(An ISO 9001:2008 Certified Institution)

DEPARTMENT OF BASIC SCIENCE

Version-C

Internal Assessment - I

SUBJECT: COMMUNICATIVE ENGLISH - 1

Semester: I

Subject Code: BENGK106

Time: 30 minutes

Max. Marks: 20

Date: 9-03-2023

Name of Staff: PAVANA.N

Note: Answer All the questions

Choose the correct option from those given in each of the sentences below:

1) Which of the following has /i:/ sound?

- a) silk b) exit c) each d) thick

2) What is the phonetic transcription of "Policeman"?

- a) /pə'li:smən/ b) /pɒli:smen/ c) /peli:zmən/ d) /puli:zmən/

3) Which of the following words end with /eɪdʒ/ sound?

- a) damage b) stage c) carriage d) savage

4) What is the phonetic transcription of "scream"?

- a) /skreem/ b) /skri:m/ c) /skriem/ d) /skrei:m/

5) The syllable structure for the word "ABILITY"

- a) V-CV-CV-CV b) CV-V-CC c) V-CC-CC d) W-CC-CV

Tag Questions: Choose the correct question tag to complete the sentence

6) They live in London, _____

- a) didn't they? b) don't they? c) won't they? d) did they?

7) We must lock the door, _____

- a) mustn't they? b) shouldn't we? c) mustn't we? d) do they

8) Nobody called, _____

- a) do they? b) didn't they? c) did they? d) do not they?

9) I'm right, _____

- a) amn't I? b) am not I? c) aren't I? d) do I?

Select the missing silent letter from the options given. Check the spelling properly

10) I always _rap up during winter.

- a) gap b) wrap c) snap d) group

11) I _ _now London very well.

- A) now b) know c) knew d) known

Choose the correct option from those given in each of the sentences below

12) Oral communication is different from written communication as it is

- a) Spoken and structured b) Spoken and transitory
c) Spoken and permanent d) Spoken and time consuming

13) Writing diary every day is an example of _____ communication.

- a) Extrapersonal b) Intrapersonal c) Organizational d) Interpersonal

14) In communication, the observation of a receiver's response is called

- a) Feedback b) Survey c) Channel d) Message

15) IPA stands for-

- a) International Phoneme Association b) International Phonetic Alphabet
c) International Phonemic Assembly d) International Phonetic Associates

16) Which of the following is desired for effective communication?

- a) Redundancy b) Clarity c) Cliches d) Circumlocution

17) The Sales Manager providing tips to its team for boosting the sales of electronic items during the festive season is _____

- a) Informational b) Horizontal c) Radial d) Vertically downward

Correct spelling:

18) I would not lend my book to him, if I were you. The appropriate contraction for the underlined word is

- a) won't b) wouldn't c) weren't d) would've

19) Which of the following words form minimal pair?

- a) storm-come b) well-dwell c) weak-wick d) mourn-drown

20) Salt is an _____ ingredient for cooking.

- a) indispensable b) indispenible c) indipansable d) indispensable



ASSIGNMENT : 2

Semester:2-CBCS 2022

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Faculty : Pavana

Max Marks: 25

Answer All Questions

Q.No		Max Marks	CO	PO	BT/CL
1	/opt/tomcat7070/temp/650afab450693d2f1231e6be1650afb1b35a997658f573e186202575202449976518.pdfquestion.png	25	3	3	L2

Evaluation

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Abhishek	P	25	25	Understand
	Aditya S	P	25	25	Understand
	Afzal Basheer	P	25	25	Understand
	Ajit Ramachandra Patagar	P	25	25	Understand
	Akash	P	25	25	Understand
	Akshata Mangaladas Gunaga	P	25	25	Understand
	Al Afrah	P	25	25	Understand
	Amrutha M	P	25	25	Understand
	Ankitha Aithal	P	25	25	Understand
	Apoorva Mohan Poojari	P	25	25	Understand
	Ashrita Girish Hegde	P	25	25	Understand
	B Balaji	P	25	25	Understand
	B S Shreya Upadhya	P	25	25	Understand
	Basavantraya	P	25	25	Understand
	Bharathi	P	25	25	Understand
	Bharathraj H P	P	25	25	Understand
	Brijesh Sudhakar Naik	P	25	25	Understand
	Chinmaygouda Hiremath Patil	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Darshan Chetan Chandavarka	P	25	25	Understand
	Devaraj R Kallimath	P	25	25	Understand
	Ganesh Madhukar Bandekar	P	25	25	Understand
	Gourav G Shetty	P	25	25	Understand
	Goutham T K	P	25	25	Understand
	Hema	P	25	25	Understand
	Hithesh	P	25	25	Understand
	Janardhana Krishna Devadiga	P	25	25	Understand
	K Mohammed Adnan	P	25	25	Understand
	Karthik Ramadas Moger	P	25	25	Understand
	Keerthana G S	P	25	25	Understand
	Krishnananda	P	25	25	Understand
	Kruthika R	P	25	25	Understand
	Madhuri Prabhakar Shetty	P	25	25	Understand
	Mahin Sabha	P	25	25	Understand
	Manasa Karna Moger	P	25	25	Understand
	Manjusha Bhaskar Shetty	P	25	25	Understand
	Manoj Gowda B S	P	25	25	Understand
	Meghana	P	25	25	Understand
	Mohammed Sameer A	P	25	25	Understand
	Mohammed Sami Ismail Khan	P	25	25	Understand
	Nandan Uday shetty	P	25	25	Understand
	Navya M	P	25	25	Understand
	Navya Narayan Gouda	P	25	25	Understand
	Neha	P	25	25	Understand
	Nihal Ahammad	P	25	25	Understand
	Nikhil B Mendon	P	25	25	Understand
	Nisha Umakant Harikant	P	25	25	Understand
	Prathiksha	P	25	25	Understand
	Raksha	P	25	25	Understand
	Rakshitha Bhat	P	25	25	Understand
	Rakshitha N	P	25	25	Understand
	Rashmi	P	25	25	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
	Sannidhi S Shetty	P	25	25	Understand
	Sathwik Achar	P	25	25	Understand
	Sharath Acharya	P	25	25	Understand
	Sharath N R	P	25	25	Understand
	Shashank N	P	25	25	Understand
	Shashwatha P Jadhav	P	25	25	Understand
	Shravya	P	25	25	Understand
	Shreesha B Y	P	25	25	Understand
	Shreyas S Sanil	P	25	25	Understand
	Shrividya	P	25	25	Understand
	Shwetha	P	25	25	Understand
	Sneha H S	P	25	25	Understand
	Sowndarya	P	25	25	Understand
	Spoorthi	P	25	25	Understand
	Sujan	P	25	25	Understand
	Sumanth	P	25	25	Understand
	Supreetha H M	P	25	25	Understand
	Sushmitha	P	25	25	Understand
	Trupti Gajanan Naik	P	25	25	Understand
	Vaishnavi	P	25	25	Understand
	Vaishnavi Mendon J	P	25	25	Understand
	Varun K A	P	25	25	Understand
	Venisha Braganza	P	25	25	Understand
	Vidyashree S	P	25	25	Understand
	Vikas Naik K	P	25	25	Understand
	Vinay U	P	25	25	Understand
	Yashaswini Naik	P	25	25	Understand

2 Scheme of Evaluation

Professional Communication Questions & Answers – Features of a Paragraph

This set of Professional Communication Multiple Choice Questions & Answers (MCQs) focuses on “Features of a Paragraph”.

1. A paragraph gives expression to thoughts in any writing.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph gives expression to thoughts in any writing. It has many features like length, unity, etc..

2. Which of these is not an important feature of a paragraph?

a) Length

b) Breadth

c) Unity

d) Coherence

Answer: b

Explanation: A paragraph gives expression to thoughts in any writing. The important features of a paragraph are its length, unity, coherence and emphasis.

3. A paragraph should contain short sentences.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph should contain short sentences. These are preferred.

4. An average length of sentence in a paragraph should be _____

a) 15 to 20 words

b) 25 to 30 words

c) 2 to 5 words

d) 5 to 10 words

Answer: a

Explanation: An average length of sentence should be about 15 to 20 words. These should be a variety in sentence length. It is better to adopt a range from 15 to 20 words.

5. Which of these is not a feature of a paragraph?

- a) Length
- b) Unity
- c) Incoherence
- d) Correctness

Answer: c

Explanation: A paragraph has six features. They are: length, unity, coherence, emphasis, courtesy and correctness. Out of these the important ones are length, unity, coherence, emphasis.

6. Where should the main idea be put up in a paragraph?

- a) In the beginning
- b) In the middle
- c) At the end
- d) After the paragraph

Answer: a

Explanation: The main idea should be put up front within a sentence. A writer must decide the emphasis accordingly. The writer should choose words precisely.

7. Which of these should be avoided in a paragraph?

- a) Courtesy
- b) Positive attitude
- c) Discriminatory language
- d) Politeness

Answer: c

Explanation: A paragraph writer should be sincerely tactful, thoughtful and nondiscriminatory. Courteous communication wins hearts of the readers and the listeners.

8. Which of these is not a level of language?

- a) Formal
- b) Public
- c) Informal
- d) Substandard

Answer: b

Explanation: There are three levels of language. They are: formal, informal and substandard (or non standard).

9. Which of these is not a level of language?

- a) Formal writing

- b) Informal writing
- c) Substandard language
- d) Formal speaking

Answer: d

Explanation: The levels of language used are in writing. It is important to use the right level of language. The levels of language are: formal, informal and substandard.

10. Which of these is associated with academic pursuits?

- a) Informal writing
- b) Formal writing
- c) Personal writing
- d) Substandard writing

Answer: b

Explanation: Formal writing is associated with academic pursuits and scholarly writings e.g: thesis, research papers and articles, government agreements, legal documents.

6 . Course Information

6 . 4 Internal Assessment

Internal : 1

Semester:2-CBCS 2022

Date : 14/07/2023

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Time : 09:30 - 10:30

Faculty : Pavana

Max Marks: 25

Answer All Questions						
Q.No			Max Marks	CO	PO	BT/CL
1		/opt/tomcat7070/temp/650aeed035a99765868063b11650af3c550693d2f0c9a917c3907199999316085797.pdfquestion.png	25	1,2	2	L2

Evaluation						
USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BEAIML026	Abhishek	P	0	20	20	Understand
2022BECS093	Aditya S	P	0	19	19	Understand
2022BECS021	Afzal Basheer	P	0	22	22	Understand
2022BECS071	Ajit Ramachandra Patagar	P	0	20	20	Understand
2022BECSDS015	Akash	P	0	19	19	Understand
2022BECS081	Akshata Mangaladas Gunaga	P	0	21	21	Understand
2022BECS005	Al Afrah	P	0	20	20	Understand
2022BECSDS055	Amrutha M	P	0	23	23	Understand
2022BECSDS021	Ankitha Aithal	P	0	24	24	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BEAIML001	Apoorva Mohan Poojari	P	0	20	20	Understand
2022BECSDS050	Ashrita Girish Hegde	P	0	20	20	Understand
2022BECSDS008	B Balaji	P	0	20	20	Understand
2022BECSDS014	B S Shreya Upadhya	P	0	20	20	Understand
2022BECSDS091	Basavantraya	P	0	19	19	Understand
2022BECSDS039	Bharathi	P	0	18	18	Understand
2022BECSDS059	Bharathraj H P	P	0	21	21	Understand
2022BECSDS089	Brijesh Sudhakar Naik	P	0	18	18	Understand
2022BEAIML031	Chinmaygouda Hiremath Patil	P	0	20	20	Understand
2022BECSDS029	Darshan Chetan Chandavarka	P	0	18	18	Understand
2022BECSDS087	Devaraj R Kallimath	P	0	19	19	Understand
2022BECSDS088	Ganesh Madhukar Bandekar	P	0	18	18	Understand
2022BECSDS047	Gourav G Shetty	P	0	18	18	Understand
2022BECSDS023	Goutham T K	P	0	19	19	Understand
2022BEAIML003	Hema	P	0	17	17	Understand
2022BECSDS013	Hithesh	P	0	18	18	Understand
2022BEAIML009	Janardhana Krishna Devadiga	P	0	17	17	Understand
2022BEAIML019	K Mohammed Adnan	P	0	17	17	Understand
2022BECSDS026	Karthik Ramadas Moger	P	0	18	18	Understand
2022BECSDS016	Keerthana G S	P	0	19	19	Understand
2022BECSDS066	Krishnananda	P	0	18	18	Understand
2022BECSDS061	Kruthika R	P	0	19	19	Understand
2022BECSDS072	Madhuri Prabhakar Shetty	P	0	17	17	Understand
2022BEAIML034	Mahin Sabha	P	0	19	19	Understand
2022BECSDS012	Manasa Karna Moger	P	0	18	18	Understand
2022BECSDS004	Manjusha Bhaskar Shetty	P	0	20	20	Understand
2022BECSDS036	Manoj Gowda B S	P	0	17	17	Understand
2022BECSDS022	Meghana	P	0	20	20	Understand
2022BECSDS069	Mohammed Sameer A	P	0	18	18	Understand
2022BECSDS064	Mohammed Sami Ismail Khan	P	0	17	17	Understand
2022BECSDS038	Nandan Uday shetty	P	0	19	19	Understand
2022BECSDS020	Navya M	P	0	17	17	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL	
2022BECSDS035	Navya Narayan Gouda	P	0	19	19	Understand
2022BECSD065	Neha	P	0	20	20	Understand
2022BEAIML016	Nihal Ahammad	P	0	18	18	Understand
2022BECSD007	Nikhil B Mendon	P	0	18	18	Understand
2022BECSDS047	Nisha Umakant Harikant	P	0	19	19	Understand
2022BECSD066	Prathiksha	P	0	17	17	Understand
2022BECSDS073	Raksha	P	0	18	18	Understand
2022BECSDS071	Rakshitha Bhat	P	0	19	19	Understand
2022BECSDS043	Rakshitha N	P	0	17	17	Understand
2022BECSD019	Rashmi	P	0	17	17	Understand
2022BECSDS040	Sannidhi S Shetty	P	0	18	18	Understand
2022BEAIML021	Sathwik Achar	P	0	17	17	Understand
2022BECSDS006	Sharath Acharya	P	0	20	20	Understand
2022BECSD010	Sharath N R	P	0	17	17	Understand
2022BECSD015	Shashank N	P	0	18	18	Understand
2022BECSDS051	Shashwatha P Jadhav	P	0	19	19	Understand
2022BECSDS070	Shravya	P	0	19	19	Understand
2022BECSD054	Shreesha B Y	P	0	17	17	Understand
2022BECSD040	Shreyas S Sanil	P	0	17	17	Understand
2022BECSD009	Shrividya	P	0	17	17	Understand
2022BECSDS049	Shwetha	P	0	18	18	Understand
2022BECSD031	Sneha H S	P	0	17	17	Understand
2022BECSDS046	Sowndarya	P	0	19	19	Understand
2022BECSD024	Spoorthi	P	0	19	19	Understand
2022BECSDS067	Sujan	P	0	19	19	Understand
2022BECSD002	Sumanth	P	0	17	17	Understand
2022BECSD075	Supreetha H M	P	0	18	18	Understand
2022BECSD018	Sushmitha	P	0	18	18	Understand
2022BECSDS054	Trupti Gajanan Naik	P	0	17	17	Understand
2022BECSDS010	Vaishnavi	P	0	18	18	Understand
2022BECSDS058	Vaishnavi Mendon J	P	0	17	17	Understand
2022BECSD073	Varun K A	P	0	18	18	Understand
2022BECSDS036	Venisha Braganza	P	0	18	18	Understand
2022BECSD082	Vidyashree S	P	0	20	20	Understand
2022BECSD012	Vikas Naik K	P	0	17	17	Understand
2022BECSDS056	Vinay U	P	0	17	17	Understand

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/ CL	
2022BECS014	Yashaswini Naik	P	0	18	18	Understand

2 Scheme of Evaluation

Professional Communication Questions & Answers – Features of a Paragraph

This set of Professional Communication Multiple Choice Questions & Answers (MCQs) focuses on “Features of a Paragraph”.

1. A paragraph gives expression to thoughts in any writing.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph gives expression to thoughts in any writing. It has many features like length, unity, etc..

2. Which of these is not an important feature of a paragraph?

a) Length

b) Breadth

c) Unity

d) Coherence

Answer: b

Explanation: A paragraph gives expression to thoughts in any writing. The important features of paragraph are its length, unity, coherence and emphasis.

3. A paragraph should contain short sentences.

a) True

b) False

Answer: a

Explanation: The statement is true. A paragraph should contain short sentences. These are preferred.

4. An average length of sentence in a paragraph should be _____

a) 15 to 20 words

b) 25 to 30 words

c) 2 to 5 words

d) 5 to 10 words

Answer: a

Explanation: An average length of sentence should be about 15 to 20 words. These should be a variety in sentence length. It is better to adopt a range from 15 to 20 words.

5. Which of these is not a feature of a paragraph?

- a) Length
- b) Unity
- c) Incoherence
- d) Correctness

Answer: c

Explanation: A paragraph has six features. They are: length, unity, coherence, emphasis, courtesy and correctness. Out of these the important ones are length, unity, coherence, emphasis.

6. Where should the main idea be put up in a paragraph?

- a) In the beginning
- b) In the middle
- c) At the end
- d) After the paragraph

Answer: a

Explanation: The main idea should be put up front within a sentence. A writer must decide the emphasis accordingly. The writer should choose words precisely.

7. Which of these should be avoided in a paragraph?

- a) Courtesy
- b) Positive attitude
- c) Discriminatory language
- d) Politeness

Answer: c

Explanation: A paragraph writer should be sincerely tactful, thoughtful and nondiscriminatory. Courteous communication wins hearts of the readers and the listeners.

8. Which of these is not a level of language?

- a) Formal
- b) Public
- c) Informal
- d) Substandard

Answer: b

Explanation: There are three levels of language. They are: formal, informal and substandard (or non standard).

9. Which of these is not a level of language?

- a) Formal writing

- b) Informal writing
- c) Substandard language
- d) Formal speaking

Answer: d

Explanation: The levels of language used are in writing. It is important to use the right level of language. The levels of language are: formal, informal and substandard.

10. Which of these is associated with academic pursuits?

- a) Informal writing
- b) Formal writing
- c) Personal writing
- d) Substandard writing

Answer: b

Explanation: Formal writing is associated with academic pursuits and scholarly writings e.g: thesis, research papers and articles, government agreements, legal documents.

Internal : 2

Semester:2-CBCS 2022

Date : 04/09/2023

Subject : PROFESSIONAL WRITING SKILLS IN ENGLISH (BENGK206)

Time : 10:30 - 11:30

Faculty : Pavana

Max Marks: 25

Answer All Questions

Q.No		Max Marks	CO	PO	BT/CL
1	/opt/tomcat7070/temp/650af7ea4bb65004225395fa1650af91f4bb6500435750f361092517054284120874.pdfquestion.png	25	4,5	2	L4

Evaluation

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
2022BEAIML026	Abhishek	P	18	18	Analyze
2022BECS093	Aditya S	P	17	17	Analyze
2022BECS021	Afzal Basheer	P	17	17	Analyze
2022BECS071	Ajit Ramachandra Patagar	P	16	16	Analyze
2022BECSDS015	Akash	P	17	17	Analyze
2022BECS081	Akshata Mangaladas Gunaga	P	18	18	Analyze
2022BECS005	Al Afrah	P	20	20	Analyze
2022BECSDS055	Amrutha M	P	19	19	Analyze
2022BECSDS021	Ankitha Aithal	P	23	23	Analyze
2022BEAIML001	Apoorva Mohan Poojari	P	20	20	Analyze
2022BECSDS050	Ashrita Girish Hegde	P	19	19	Analyze
2022BECS008	B Balaji	P	18	18	Analyze
2022BECSDS014	B S Shreya Upadhya	P	23	23	Analyze
2022BECS091	Basavantraya	P	17	17	Analyze
2022BECSDS039	Bharathi	P	18	18	Analyze
2022BECSDS059	Bharathraj H P	P	18	18	Analyze
2022BECS089	Brijesh Sudhakar Naik	P	18	18	Analyze
2022BEAIML031	Chinmaygouda Hiremath Patil	P	19	19	Analyze

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
2022BECS029	Darshan Chetan Chandavarka	P	17	17	Analyze
2022BECS087	Devaraj R Kallimath	P	18	18	Analyze
2022BECS088	Ganesh Madhukar Bandekar	P	17	17	Analyze
2022BECS047	Gourav G Shetty	P	18	18	Analyze
2022BECS023	Goutham T K	P	19	19	Analyze
2022BEAIML003	Hema	P	18	18	Analyze
2022BECS013	Hithesh	P	17	17	Analyze
2022BEAIML009	Janardhana Krishna Devadiga	P	18	18	Analyze
2022BEAIML019	K Mohammed Adnan	P	17	17	Analyze
2022BECS026	Karthik Ramadas Moger	P	20	20	Analyze
2022BECS016	Keerthana G S	P	18	18	Analyze
2022BECS066	Krishnananda	P	19	19	Analyze
2022BECS061	Kruthika R	P	17	17	Analyze
2022BECS072	Madhuri Prabhakar Shetty	P	19	19	Analyze
2022BEAIML034	Mahin Sabha	P	23	23	Analyze
2022BECS012	Manasa Karna Moger	P	19	19	Analyze
2022BECS004	Manjusha Bhaskar Shetty	P	24	24	Analyze
2022BECS036	Manoj Gowda B S	P	21	21	Analyze
2022BECS022	Meghana	P	19	19	Analyze
2022BECS069	Mohammed Sameer A	P	20	20	Analyze
2022BECS064	Mohammed Sami Ismail Khan	P	20	20	Analyze
2022BECS038	Nandan Uday shetty	P	19	19	Analyze
2022BECS020	Navya M	P	18	18	Analyze
2022BECS035	Navya Narayan Gouda	P	20	20	Analyze
2022BECS065	Neha	P	21	21	Analyze
2022BEAIML016	Nihal Ahammad	P	23	23	Analyze
2022BECS007	Nikhil B Mendon	P	20	20	Analyze
2022BECS047	Nisha Umakant Harikant	P	20	20	Analyze
2022BECS066	Prathiksha	P	21	21	Analyze
2022BECS073	Raksha	P	21	21	Analyze
2022BECS071	Rakshitha Bhat	P	20	20	Analyze
2022BECS043	Rakshitha N	P	19	19	Analyze
2022BECS019	Rashmi	P	19	19	Analyze

USN	Name	Present (P) / Absent (Ab)	Q1	IA Total	BT/CL
2022BECS040	Sannidhi S Shetty	P	19	19	Analyze
2022BEAIML021	Sathwik Achar	P	20	20	Analyze
2022BECS006	Sharath Acharya	P	20	20	Analyze
2022BECS010	Sharath N R	P	21	21	Analyze
2022BECS015	Shashank N	P	19	19	Analyze
2022BECS051	Shashwatha P Jadhav	P	18	18	Analyze
2022BECS070	Shravya	P	22	22	Analyze
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2022BECS067	Sujan	P	22	22	Analyze
2022BECS002	Sumanth	P	20	20	Analyze
2022BECS075	Supreetha H M	P	20	20	Analyze
2022BECS018	Sushmitha	P	19	19	Analyze
2022BECS054	Trupti Gajanan Naik	P	22	22	Analyze
2022BECS010	Vaishnavi	P	20	20	Analyze
2022BECS058	Vaishnavi Mendon J	P	20	20	Analyze
2022BECS073	Varun K A	P	22	22	Analyze
2022BECS036	Venisha Braganza	P	21	21	Analyze
2022BECS082	Vidyashree S	P	19	19	Analyze
2022BECS012	Vikas Naik K	P	23	23	Analyze
2022BECS056	Vinay U	P	21	21	Analyze
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6 . Course Information

6 . 5 . 1 CO Attainment

CO attainment data not available

6 . Course Information

6 . 5 . 2 PO Attainment

PO attainment data not available