



RISE Krishna Sai Gandhi Group of Institutions::Ongole (Autonomous)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakinada)

Accredited by NAAC & Recognized under UGC 2(f)

NH-16, Valluru-523272, Ongole, Prakasam District, A.P

DEPARTMENT OF SCIENCE AND HUMANITIES

COMMUNICATIVE ENGLISH

Minutes of Board of Studies Meeting

Date: 04.01.25

The Second External Board of Studies Meeting of the Department Science and Humanities (Communicative English) was held online on 04.12.2025 at 02:30 PM via Google meet platform to finalize the syllabus for the second semester of RG24 (Autonomous) regulation. The following members were present:

S.N	Name of the Member	Designation	Position	Signature
1	Mrs. P. Sridevi	Head of the Department of S&H	Chairman	
2	Dr. V. B. Chitra	Professor of English JNTUA	University Nominee and External BoS	Approved via E-mail
3	Dr. C. Neelima	HoD soft skills, KLU, Vijayawada	Subject Expert 1 and External BoS	Approved via E-mail
4	Dr. R. Kumaraswamy	Professor of English,	Subject Expert 2 and External BoS	Approved via E-mail
5	Dr. K. Saroja Devi	Prof & Principal Narayana IAS Academy	Industry member	Approved via E-mail
6	Mrs. Rhizpha Careena K	Assistant Professor of English, RGAN	Assistant Professor, Faculty Member	
7	Mrs. M. Jyothi	Assistant Professor of English, RGAN	Assistant Professor, Faculty Member	
8	Mr. M. Anil Kumar	Alumni	Alumni Member	

The meeting began with the presentation by the chairman for 1st year syllabus of 2nd semester under RG-24 regulations. She then presented the syllabus of the subject (Communicative English) under RG-24 regulations prepared by the internal BoS members.



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Resolutions in Meeting

Agenda 1: To discuss and finalize 1st year syllabus for the proposed 2nd semester Communicative English.

Resolutions: Syllabus for 1st year 2nd Semester is approved by the Board of Studies Committee.

Encl: Annexure –I

General Comments

1. Dr.V.B.Chitra

- Suggested a significant improvement in the students' vocabulary usage, effectively employing descriptive words to convey their ideas.

Subject expert comments

1. Dr. R. Kumaraswamy

- Suggested a language practice app such as British council etc for the improvement in the students writing skills, producing coherent paragraphs with clear topic sentences and supporting details.

2. Dr. C. Neelima

- Suggested a language practice app such as Cambridge, Oxford etc to enhance pronunciation skills, accurately enunciating words and phrases with increased confidence.

Industry Personnel comments

1. Dr. K. Saroja Devi

- To encourage students to Speak and improve communication skills to face the audience and challenges.
- Suggested news paper reading and demonstrated increased fluency in their speaking, engaging in conversations with more ease and spontaneity.



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Annexure-1

L	T	P	C
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COMMUNICATIVE ENGLISH (Common to all Branches of Engineering)

Course Objectives:

The main objective of introducing this course, Communicative English, is to facilitate effective listening, Reading, Speaking and Writing skills among the students. It enhances the same in their comprehending abilities, oral presentations, reporting useful information and providing knowledge of grammatical structures and vocabulary. This course helps the students to make them effective in speaking and writing skills and to make them industry ready.

Course Outcomes:

- CO1:** Understand the context, topic, and pieces of specific information from social or Transactional dialogues.
- CO2:** Apply grammatical structures to formulate sentences and correct word forms.
- CO3:** Analyze discourse markers to speak clearly on a specific topic in informal discussions.
- CO4:** Evaluate reading/listening texts and to write summaries based on global comprehension of these texts.
- CO5:** Create a coherent paragraph, essay, and resume.

UNIT I

Lesson: HUMAN VALUES: Gift of Magi (Short Story)

- Listening:** Identifying the topic, the context and specific pieces of information by listening to short audio texts and answering a series of questions.
- Speaking:** Asking and answering general questions on familiar topics such as home, family, work, studies and interests; introducing one self and others.
- Reading:** Skimming to get them an idea of a text; scanning to look for specific pieces of information.
- Writing:** Mechanics of Writing-Capitalization, Spellings, Punctuation-Parts of Sentences.
- Grammar:** Parts of Speech, Basic Sentence Structures-forming questions
- Vocabulary:** Synonyms, Antonyms, Affixes (Prefixes/Suffixes), Root words.



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UNIT II

Lesson: NATURE: The Brook by Alfred Tennyson (Poem)

- Listening:** Answering a series of questions about main ideas and supporting ideas after listening to audio texts.
- Speaking:** Discussion in pairs/small groups on specific topics followed by short structure talks.
- Reading:** Identifying sequence of ideas; recognizing verbal techniques that help to link the ideas in a paragraph together.
- Writing:** Structure of a paragraph - Paragraph writing (specific topics)
- Grammar:** Cohesive devices - linkers, use of articles and zero article; prepositions.
- Vocabulary:** Homonyms, Homophones, Homographs

UNIT III

Lesson: BIOGRAPHY: Elon Musk

- Listening:** Listening for global comprehension and summarizing what is listened to.
- Speaking:** Discussing specific topics in pairs or small groups and reporting what is discussed
- Reading:** Reading text in detail by making basic inferences-recognizing and interpreting specific context clues; strategies to use text clues for comprehension.
- Writing:** Summarizing, Note-making, paraphrasing
- Grammar:** Verbs-tenses; subject-verb agreement; Compound words, Collocations
- Vocabulary:** Compound words, Collocations

UNIT IV

Lesson: INSPIRATION: The Toys of Peace by Saki

- Listening:** Making predictions while listening to conversations/ transactional dialogues without video; listening with video.
- Speaking:** Role plays for practice of conversational English in academic contexts (formal and informal)-asking for and giving information/directions.
- Reading:** Studying the use of graphic elements in texts to convey information, reveal trends/patterns/relationships, communicate processes or display complicated data.
- Writing:** Letter Writing: Official Letters, Resumes.
- Grammar:** Reporting verbs, Direct & Indirect speech, Active & Passive Voice
- Vocabulary:** Words often confused, Jargons



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UNIT V

Lesson: MOTIVATION: The Power of Intrapersonal Communication (An Essay)

- Listening:** Identifying key terms, understanding concepts and answering a series of relevant questions that test comprehension.
- Speaking:** Formal oral presentations on topics from academic contexts
- Reading:** Reading comprehension.
- Writing:** Writing structured essays on specific topics.
- Grammar:** Editing short texts—identifying and correcting common errors in grammar and usage (articles, prepositions, tenses, subject verb agreement)
- Vocabulary:** Technical Jargons.

Text Books:

1. Pathfinder: Communicative English for under graduate Students, 1st Edition, Orient Black Swan, 2023 (Units1, 2 & 3)
2. Empowering with Language by Cengage Publications, 2023(Units4 &5)

Reference Books:

1. Dubey, Sham Ji &Co. English for Engineers, Vikas Publishers, 2020
2. Bailey, Stephen. Academic writing: A Handbook for International Students. Rout ledge, 2014.
3. Murphy, Raymond .English Grammar in Use, Fourth Edition, Cambridge University Press, 2019.
4. Lewis, Norman, Word Power Made Easy - The Complete Handbook for Building a Superior Vocabulary, Anchor, 2014.

Web Resources:

Grammar:

1. www.bbc.co.uk/learningenglish
2. <https://dictionary.cambridge.org/grammar/british-grammar/>
3. www.eslpod.com/index.html
4. <https://www.learngrammar.net/>
5. <https://english4today.com/english-grammar-online-with-quizzes/>
6. <https://www.talkenglish.com/grammar/grammar.aspx>

VOCABULARY

1. <https://www.youtube.com/c/DailyVideoVocabulary/videos>
2. https://www.youtube.com/channel/UC4cmBAit8i_NJZE8qK8sfpA



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L	T	P	C
0	0	2	1

COMMUNICATIVE ENGLISH LAB (Common to all Branches of Engineering)

Course Objectives:

The main objective of introducing this course, Communicative English Laboratory, is to expose the students to a variety of self-instructional, learner friendly modes of language learning. The students will get trained in basic communication skills and also make them ready to face job Interviews.

Course Outcomes:

CO1: Understand the different aspects of the English language proficiency with emphasis on LSRW skills.

CO2: Apply communication skills through various language learning activities.

CO3: Analyze the English speech sounds, stress, rhythm, into nation and syllable division for better listening and speaking comprehension.

CO4: Evaluate and exhibit professionalism in participating in debates and group discussions.

CO5: Create effective Course Objectives

List of Topics:

1. Vowels & Consonants
2. Neutralization/Accent Rules
3. Communication Skills & JAM
4. Role Play or Conversational Practice
5. E-mail Writing
6. Resume Writing, Cover letter, SOP
7. Group Discussions-methods practice
8. Debates-Methods &Practice
9. PPT Presentations/Poster Presentation
10. Interviews Skills

Suggested Software:

- Walden InfoTech
- Young India Films

Reference Books:

1. Raman Meenakshi, Sangeeta-Sharma. *Technical Communication*. Oxford Press. 2018.
2. Taylor Grant: *English Conversation Practice*, Tata McGraw-Hill Education India, 2016
3. Hewing's, Martin. *Cambridge Academic English (B2)*. CUP, 2012.
4. J. Sethi & P.V. Dhamija. *A Course in Phonetics and Spoken English*, (2nd Ed), Kindle, 2013



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Web Resources:

Spoken English:

1. www.esl-lab.com
2. www.englishmedialab.com
3. www.englishinteractive.net
4. <https://www.britishcouncil.in/english/online>
5. <http://www.letstalkpodcast.com/>
6. https://www.youtube.com/c/mmmEnglish_Emma/featured
7. <https://www.youtube.com/c/ArnelsEverydayEnglish/featured>
8. <https://www.youtube.com/c/engvidAdam/featured>
9. <https://www.youtube.com/c/EnglishClass101/featured>
10. <https://www.youtube.com/c/SpeakEnglishWithTiffani/playlists>
11. https://www.youtube.com/channel/UCV1h_cBE0Drdx19qkTM0WNw

Voice & Accent:

1. <https://www.youtube.com/user/letstalkaccent/videos>
2. <https://www.youtube.com/c/EngLanguageClub/featured>
3. https://www.youtube.com/channel/UC_OskgZBoS4dAnVUgJVexc
4. https://www.youtube.com/channel/UCNfn92h83W2i2ijc5Xwp_IA



SH HOD <shhod@risekrishnasaigandhi.edu.in>

Fwd: Communicative English MoM of 2nd Bos meeting

Dr.V.B.Chithra jntua <chitra.hss@jntua.ac.in>
To: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Sat, Jan 11, 2025 at 11:17 AM

Dear Madam,
I approve all the courses.

Regards,
Prof.V.B. Chithra
JNTUA Anantapur
[Quoted text hidden]



RISE GANDHI S&H <hodrgansh@gmail.com>

Communicative English MoM of 2nd Bos meeting

Neelima C <go2neelima@gmail.com>

Mon, Jan 6, 2025 at 4:52 PM

To: RISE GANDHI S&H <hodrgansh@gmail.com>

Dear Madam,

I have reviewed the meeting minutes of the Board of Studies (BOS) of RISE Krishna Sai Gandhi Group of Institutions, including the suggestions provided by the members. **I formally approve the minutes** and extend my best wishes to the entire team.

[Quoted text hidden]

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Dr.C. Neelima

M.A (Eng.Litt),M.Sc (Psy), American TESOL (Diploma), M.Phil, Ph.D

Associate Professor in English

KLEF

Vaddeswaram

Guntur (Dt)

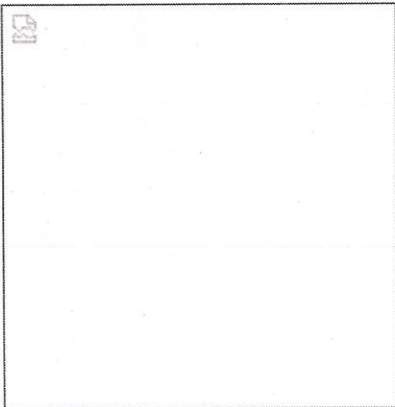
Andhra Pradesh

India

Cell : +91 9052535399

It is the supreme art of the teacher to awaken joy in creative expression and knowledge"

- Albert Einstein





RISE GANDHI S&H <hodrgansh@gmail.com>

Communicative English MoM of 2nd Bos meeting

R Kumara Swamy <kumaraswamy978@kluniversity.in>
To: "hodrgansh@gmail.com" <hodrgansh@gmail.com>

Mon, Jan 6, 2025 at 4:20 PM

Approved the same with thanks.

Regards,

Dr R Kumaraswamy

Faculty of English

KL UNIVERSITY VIJAYAWADA

From: RISE GANDHI S&H <hodrgansh@gmail.com>

Sent: Monday, January 6, 2025 3:26 PM

To: chitra.hss@jntua.ac.in <chitra.hss@jntua.ac.in>; go2neelima <go2neelima@gmail.com>; R Kumara Swamy <kumaraswamy978@kluniversity.in>; saroja devi Komatla <sarojasudheer@gmail.com>; Anil Kumar Mannam <anilkumar.little@gmail.com>

Subject: Communicative English MoM of 2nd Bos meeting

You don't often get email from hodrgansh@gmail.com. Learn why this is important

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Communicative English MOM for sem-II BoS.pdf
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RISE GANDHI S&H <hodrgansh@gmail.com>

Communicative English MoM of 2nd Bos meeting

saroja devi Komatla <sarojasudheer@gmail.com>

Mon, Jan 6, 2025 at 4:27 PM

To: RISE GANDHI S&H <hodrgansh@gmail.com>

Cc: "chitra.hss@jntua.ac.in" <chitra.hss@jntua.ac.in>, Neelima C <go2neelima@gmail.com>, kumaraswamy978@kluniversity.in, Anil Kumar Mannam <anilkumar.little@gmail.com>

This is fine., you can proceed.

[Quoted text hidden]



SH HOD <shhod@risekrishnasaigandhi.edu.in>

Invitation to Board of Studies Communicative English

Anil Kumar <anilkumar.little@gmail.com>

Thu, Jan 9, 2025 at 10:42 AM

To: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Cc: chitra.hss@jntua.ac.in, kumaraswamy978@kluniversity.in, Neelima C <go2neelima@gmail.com>, saroja devi Komatla <sarojasudheer@gmail.com>

I approved the syllabus

[Quoted text hidden]