PG DEPARTMENT OF ENGLISH

Essential English Skills for Effective Communication

Add on course

Date of Event: 2025-26

Faculty-in Charge: Ms. Annie Sebastian/ Ms. Sreelakshmi K.

REPORT

Add-on programmes are additional courses or activities designed to help students develop advanced skills and deeper knowledge, making them better prepared for the professional world. These programmes significantly enhance employability and pave the way for a rewarding career. In addition to improving technical and professional competencies, they also build confidence, which positively reflects in one's overall personality. Such supplementary courses strengthen students' portfolios and equip them with the essential skills required to begin working or even start freelancing soon after graduation. With this objective, the Add-on Course Essential English Skills for Effective Communication (NLA 1AOP14) was offered to I Semester B.Sc. CS, BCA A, BCA B & B. Sc. IT students during the academic year 2025–26. The offline sessions, held in the respective classrooms from 9 July 2025, included both theory and practical components focusing on the four fundamental communication skills: Reading, Writing, Listening, and Speaking. The course proved highly informative and beneficial for the students.

Prepared by:	**Verified by:**	**Approved by:**
Ms. Sreelakshmi K.	Dr. Purnima.S. Kumar	Rev. Fr. Dr. Paulachan K. J.
Asst. Professor	HOD, English	Principal

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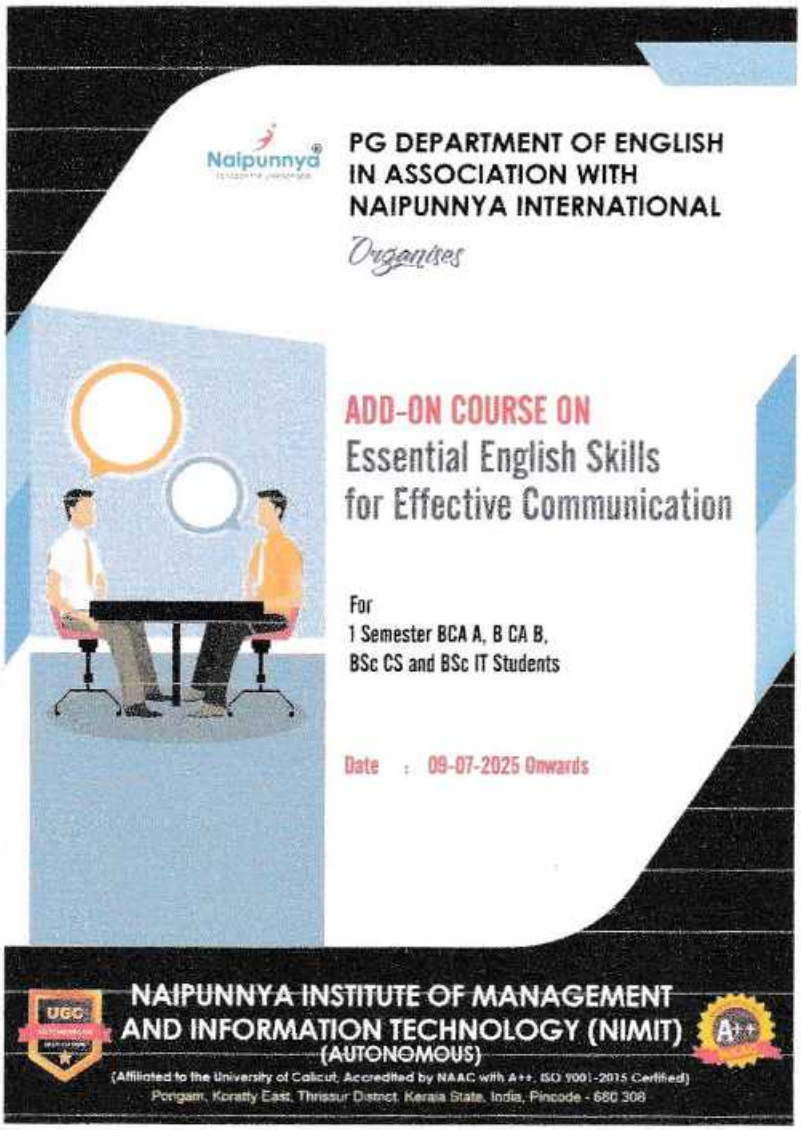
Thrissur District
Kerala-680 308

BROCHURE



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Syllabus

NLA1AOP01-Essential English Skills for Effective Communication
No. of sessions: 30

Programme Outcomes

PO1: Critical Thinking: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.
PO2: Effective Communication: Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
PO3. Citizenship ethics, and sustainability: Demonstrate empathetic social concern and equity centered national development. Guided by ethics. Promoting social, economic and environment sustainability.
PO4: Use of computer skills: Use the knowledge of computers and information technology for data acquisition and data analysis in experimental investigations and in communication.
PO5: Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes.

Course Outcomes

C01: Students will demonstrate enhanced proficiency in spoken and written English, including vocabulary expansion, effective sentence structure, and coherent expression of ideas.
C02: Students will gain insight into cultural nuances and contextual usage of English language, fostering appreciation for diverse linguistic expressions and the ability to navigate cross-cultural communication effectively.

C03: Students will cultivate critical thinking skills by engaging with complex texts, analyzing language usage, and evaluating arguments, enabling them to articulate well-supported perspectives and engage in intellectual discourse with confidence.
C04: Students will be capable of creating technical and Professional documents that are precise and vivid.
C05: Students will acquire the skills and mindset for self-directed and lifelong learning, enabling them to adapt to socio-technological changes and continuously enhance their English proficiency beyond the courses.

PO / CO	PO1	PO2	PO3	PO4	PO5
CO1	2	3	1	1	3
CO2	3	3	2	3	3
C03	3	3	2	1	3
CO4	3	3	2	3	3
CO5	2	3	2	3	3

Syllabus

COURSE DESCRIPTION:

. COURSE SUMMARY:

Module 1:2 hrs
Module 2: 4 hrs
Module 3: 10 hrs
Module 4: 5 hrs
Module 5: 9 hrs

Total: 30 hrs

COURSE DETAILS:

Module 1 — Introduction to English Language (2 hrs)

- English as a global lingua franca, Role of English in multilingual and academic contexts, English as a non-phonetic language: spelling–sound variations, Loan words and foreign influences (French, German, Latin, Chinese etc.), Evolution of meaning and usage

Module 2 — Grammar Foundations (4 hrs)

- Basic verb forms and pragmatic usage, Auxiliary and modal verbs, Subject–Verb Agreement, Common grammatical errors and corrections, Building accurate and meaningful sentence

Module 3 — Tenses & Sentence Structures (10 hrs)

- Present, Past, and Future tenses (forms and functions), Types of sentences: declarative, interrogative, imperative, exclamatory, Using varied sentence types in writing, Clauses: independent and dependent, Identifying and correcting run-on sentences and fragments

Module 4 — Advanced Sentence Construction (5 hrs)

- Simple, Compound, Complex, and Compound–Complex sentences, Connectors, conjunctions, and linkers, Degrees of comparison, Idioms, onomatopoeia, acronyms, homophones, Punctuation: rules, uses, and effect on meaning, Practice exercises for clarity and fluency

Module 5 — LSRW & Communication Skills (9 hrs)

- Introduction to Listening, Speaking, Reading & Writing, Verbal and Non-verbal communication, Barriers to effective communication, Fluency and accuracy in speech, Reading strategies: skimming, scanning, inference, Summarising and paraphrasing, Practical speaking tasks: everyday conversation, short presentations

Reference Books

1. Raman Sharma, *Technical Communications*, Oxford, 2004
2. Meenakshi Raman & Sangeetha Sharma, *Technical Communication: Principles and Practice*, Oxford, 2011
3. *English for Engineers and Technologists*, Orient Blackswan, 2010
4. Stephen E. Lucas, *The Art of Public Speaking*, McGraw Hill, 2012
5. Ashraf Rizvi, *Effective Technical Communication*, McGraw Hill, 2012

Time Table

Monday – 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Ms. Sreelakshmi K
I Sem BCA A	Dr. Dhanumol C.M.
I Sem BCA B	Ms. Annie Sebastian
I Sem B. Sc. IT	Ms. Sabina George

Tuesday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Ms. Sreelakshmi K
I Sem BCA A	Dr. Dhanumol C.M.
I Sem BCA B	Ms. Annie Sebastian
I Sem B. Sc. IT	Ms. Sabina George

Wednesday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Ms. Sreelakshmi K
I Sem BCA A	Dr. Dhanumol C.M.
I Sem BCA B	Ms. Annie Sebastian

I Sem B. Sc. IT	Ms. Sabina George

Thursday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Ms. Sreelakshmi K
I Sem BCA A	Dr. Dhanumol C.M.
I Sem BCA B	Ms. Annie Sebastian
I Sem B. Sc. IT	Ms. Sabina George

Friday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Ms. Sreelakshmi K
I Sem BCA A	Dr. Dhanumol C.M.
I Sem BCA B	Ms. Annie Sebastian
I Sem B. Sc. IT	Ms. Sabina George

Geo-tagged Photos





Namelist

Sl.No	Name of the student	Class
1.	ABEL JOBY	1BCA A
2	ABEL YOHANNAN	1BCA A
3	ABIN BABU	1BCA A
4	ABIN KURIAN	1BCA A
5	ADHUL KRISHNA K.V.	1BCA A
6	AKASH K S.	1BCA A
7	ALAN VARGHESE	1BCA A
8	ALBIN JOJO	1BCA A
9	ALIAS VARGHESE	1BCA A
10	ALINA STANLY	1BCA A
11	ALTHAF MUHAMMED SHA P. S.	1BCA A
12	ALVANOSH JOJO	1BCA A
13	ANAS K. A.	1BCA A
14	ANASWAR R.B.	1BCA A
15	ANETTA BIJU	1BCA A
16	ANSA POULOSE	1BCA A

17	ANWIN BIJU	1BCA A
18	ARAVIND A.N.	1BCA A
19	ASHNA C.D.	1BCA A
20	ASWIN K.A.	1BCA A
21	AVRIN MARIA VIJO	1BCA A
22	BRIGHTEN BIJU	1BCA A
23	EBEL NILSON	1BCA A
24	EDWIN B MENACHERY	1BCA A
25	ELSA ROSE BIJU	1BCA A
26	ENOSH BIJU	1BCA A
27	ENOSH JOBBY	1BCA A
28	FATHIMA MINHA	1BCA A
29	FATHIMATH RINSHA A	1BCA A
30	HARIDEV P. MENON	1BCA A
31	HARIPRIYA P. S.	1BCA A
32	HEYNS THOMAS	1BCA A
33	IRINE K. J.	1BCA A
34	JILSHA T. S.	1BCA A

35	JOSHUA LIJO K.	1BCA A
36	KARTHIKA C.K.	1BCA A
37	KASINATH K A	1BCA A
38	LEEMA ANTI PARAMBETH	1BCA A
39	NANDAKISHOR RAMESH	1BCA A
40	NEVIN VINOD	1BCA A
41	NIYA K.	1BCA A
42	PAVANA PAUL	1BCA A
43	RAPHAEL JOHNSON	1BCA A
44	SABARINATH C.	1BCA A
45	SACHU SEBI	1BCA A
46	SAM BENSON	1BCA A
47	SAN SHABU	1BCA A
48	SANDRIYA GEORGE	1BCA A
49	SANIYA SOJAN	1BCA A
50	SETHULAKSHMI SUNILKUMAR	1BCA A

Namelist

Sl. No	Name of the student	Class
1.	AADITHYA P. S.	1BCA B
2	ABHIMANYU RAJ	1BCA B
3	ABHINAV SUDHEER	1BCA B
4	ABIN BIJU	1BCA B
5	ADARSH BIJU	1BCA B
6	ADEEB P. R.	1BCA B
7	ADHARSH KRISHNA M.G.	1BCA B
8	ADOLPHIN M. A.	1BCA B
9	AKHILA K.S.	1BCA B
10	AKSHAY C. ANIL	1BCA B
11	ALEX ANTO	1BCA B
12	ANAMIKA K. B.	1BCA B
13	ANANDHU JAYAN	1BCA B
14	ANJANA SHYJAN	1BCA B
15	ANNA SIJO	1BCA B

16	ANNMARY THOMAS	1BCA B
17	ARATHY K.R.	1BCA B
18	ARUN P. R.	1BCA B
19	ASHBEL T. N.	1BCA B
20	ATHULYA K. SHIBU	1BCA B
21	CALVIN AISON KAPPEN	1BCA B
22	DHANANJAY V. S.	1BCA B
23	DHIYA JOY	1BCA B
24	EDVIN BIJU	1BCA B
25	GEORGE TITUS	1BCA B
26	GOURI C U.	1BCA B
27	JAYCE JIJO	1BCA B
28	JENWIN SHIJU	1BCA B
29	JEROHN JOSHY	1BCA B
30	JOE THANKACHAN	1BCA B
31	JOHAN SEBY	1BCA B
32	JOSE JOSHY	1BCA B
33	JUDESON VARGHESE	1BCA B

34	KRISHNA KRIPA M. K.	1BCA B
35	KRISHNA SAJI	1BCA B
36	KRISHNAJITH C.A.	1BCA B
37	KRISHNENDHU SHIJU	1BCA B
38	MOHAMMED MUSTHAFA M.	1BCA B
39	NIVEDITHA K. DILEEP	1BCA B
40	NUBIA NOUSHAD	1BCA B
41	PAUL SAJU	1BCA B
42	RESON VARGHESE K. DENNY	1BCA B
43	RITHUKRISHNA S. D.	1BCA B
44	SAMVRUTHA P.S.	1BCA B
45	SHARON DON D SILVA	1BCA B
46	SREYA BABU	1BCA B
47	VISHAL M.M.	1BCA B
48	ALAN K.BIJU	1BCA B

CERTIFICATES



CERTIFICATE
OF COMPLETION

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This is to certify that

AADITHYA P. S.

has successfully completed
an Add-on programme of 30 hours
on Essential English Skills for Effective Communication
during the academic year 2025-26
organised by the P.G. Department of English, NIMIT
in collaboration with Naipunnya International.

Director
Naipunnya International

Principal
NIMIT

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This is to certify that

ABHINAV SUDHEER

has successfully completed
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Director
Naipunnya International

Principal
NIMIT

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Add on course Feedback form

Essential English Skills for Effective Communication 25-26

Name : Anamika · K · B

Programme: I BCA B

1. How has the course helped you to improve your communication skills?

   course help me to gain confidence in Public speaking.

2. Were the instructional materials useful to you?

   Yes, it was very useful. Highly effective and easy to follow

3. Do you think the course will help you to develop professionally?

   Yes, This course will be vital for my Profession growth

4. Has it helped you to solidify the concepts of English grammar?

   Yes. Help me to understand the logic behind the grammer

5. Rate your overall experience of the course.

   Excellent.

6. Suggestions

   Include group discussions.



Date: 22/9/25

Signature

Anamika

Add on course Feedback form

Essential English Skills for Effective Communication 25-26

Name : Sreelakshmi K.D

Programme: IBSc CS

1. How has the course helped you to improve your communication skills?

   It is very helpfull for improving my communication skills and to learn about the gramm and others from the class.

2. Were the instructional materials useful to you?

   Yes, It is very useful from the instructional materials.

3. Do you think the course will help you to develop professionally?

   Yes, The course helped to improve the proffessional and academic development.

4. Has it helped you to solidify the concepts of English grammar?

   Yes, It really helped for the solidify about the concepts of the english grammar.

5. Rate your overall experience of the course.

   excellent

6. Suggestions

   from this class I expect more about the gramm and it is very help full to us to learn english very fast.

Date: 22/9/2025

Signature

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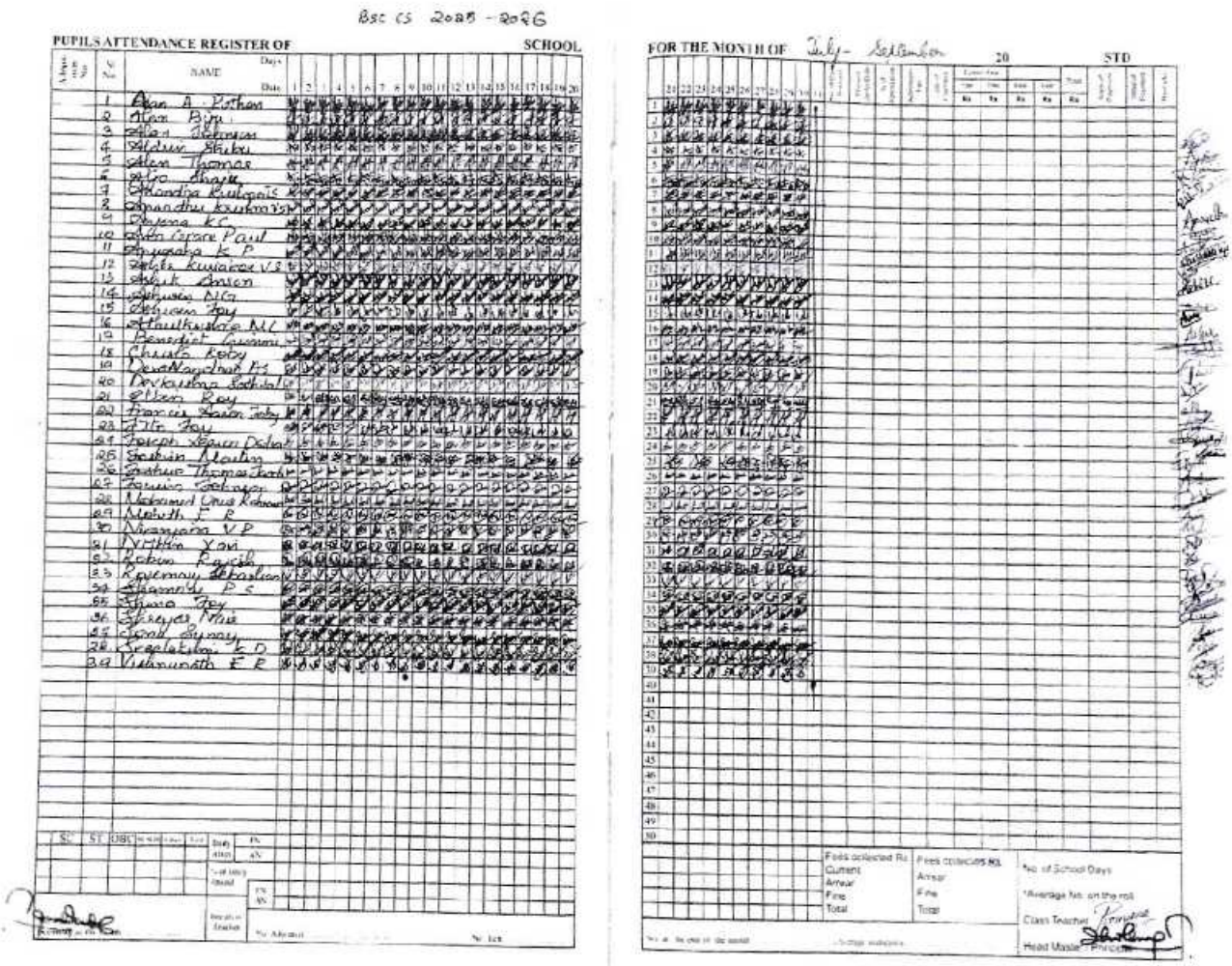
ATTENDANCE



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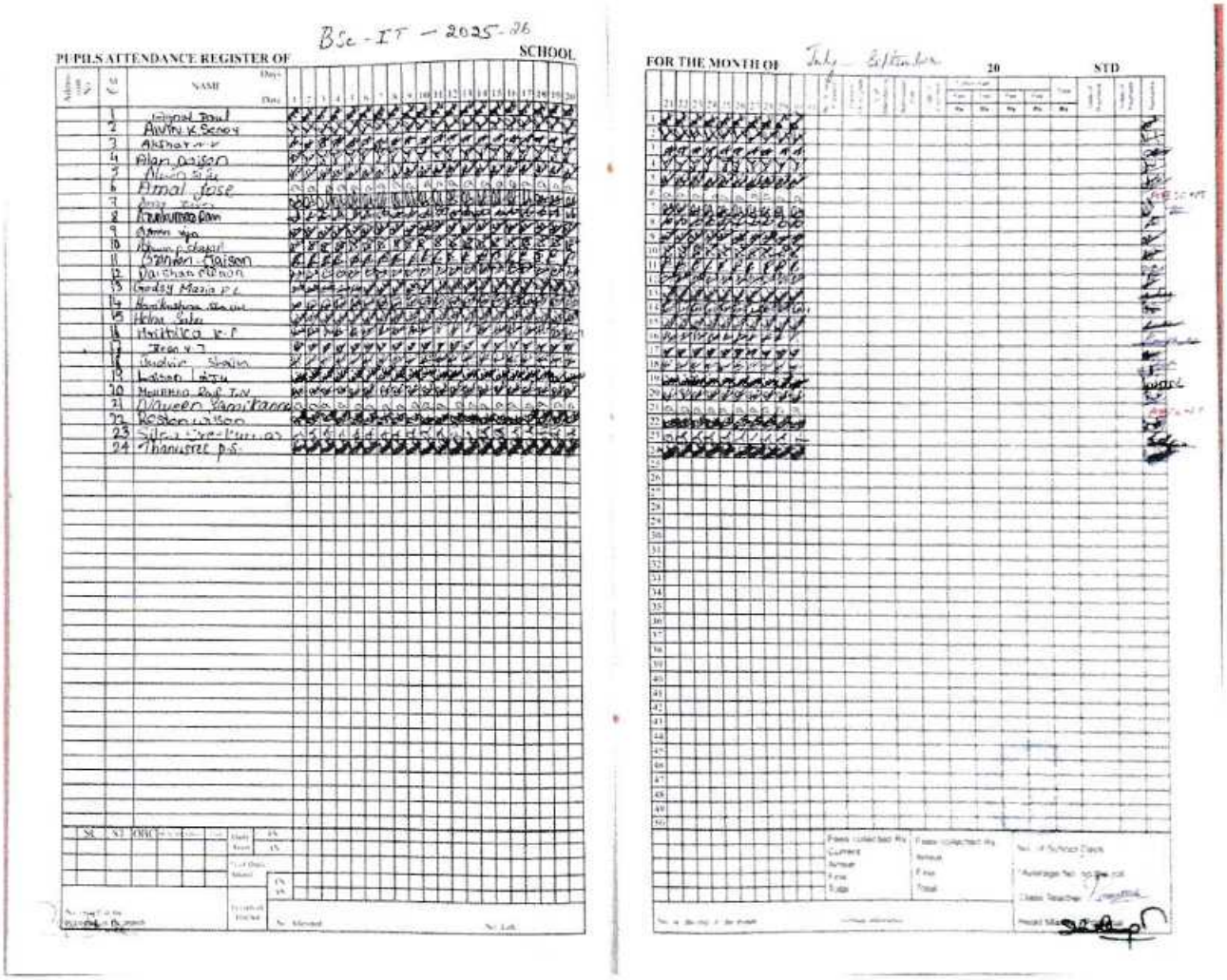

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