

Course Name : 03 Years Diploma in Engineering**Semester : First****Subject Title : Communication skills-I****Subject Code : 101****Teaching and Examination Scheme:**

Teaching Scheme			Examination Scheme					
L	T	P	Full Marks.	External Exam Marks	Internal Exam Marks	External Pas Marks	Total Pass Marks	Duration of External Exams
03	1		100	80	20	26	40	3 Hrs

NOTE:

Internal marks will be allotted on the basis of two snap tests and 2 assignment of equal marks to be conducted by the faculty teaching the subject.

RATIONALE:

The comprehensive knowledge of communication and communication skill is essential for role of technicians in industry. Diploma pass outs are key persons between workforce and management and they need to be most effective in communication skills. The communication often includes grammar of the language in practice which is these days English. The inhouse practice before the faculty as part of scheme will develop the abilities in students a practical aspect of effective communication. Further exercises have been included for improving oral communication. Practical exposure gives a comprehensive communication skill effectiveness.

OBJECTIVES:

1. Comprehend the given passage
2. Answer correctly the questions on seen and unseen passages
3. Increase the vocabulary
4. Apply rules of grammar for correct writing

CONTENTS: Theory

Name of Topic	Hours	Marks
PART : 1 TEXT <ul style="list-style-type: none"> • Comprehension- Responding to Questions from text (Spectrum) • Vocabulary-Understanding meaning of new word from text. • Identifying part of Speech from text. 	10	18

<p>PART-II : Application of Grammar</p> <ul style="list-style-type: none"> • Verbs • Tense • Do as directed (active/passive, Direct/Indirect, affirmative/negative/assertive/interrogative, question tag, remove too, use of article, preposition, conjunction, punctuation) • Correct the errors from the sentences. 	10	18
<p>PART-III : Paragraph Writing</p> <ul style="list-style-type: none"> • Types of Paragraph (Narrative, Descriptive, Technical) • Unseen passage for Comprehension. 	04	8
<p>PART-IV : Vocabulary Building.</p> <ul style="list-style-type: none"> • Synonyms • Antonyms • Homophones • Use of Contextual word in a given Paragraph 	06	12
<p>PART-V : Soft Skill Development</p> <ul style="list-style-type: none"> • Speaking Skill • Introduction to Group Discussion • Process of Group Discussion • Leadership skill • Instant public speaking 	08	16
<p>PART-VI Etiquettes & Body Language</p> <ul style="list-style-type: none"> • Telephone etiquettes listening/speaking • Problems of telephonic Conversation • Verbal/ oral etiquettes • Physical appearance • Eye Contact/Body Language • Group Discussion 	4	8
Total	42	80

List of Assignment :

1. Building of Vocabulary

25 words from the glossary given at the end of each chapter, to be used to make sentences.

2. Applied Grammar

Identify the various parts of speech and insert correct parts of speech in the sentences given by the teachers.

3. Punctuation

Punctuation 20 sentences given by the teachers.

4. Tenses

List 12 tenses and give two examples for each tense.

5. Dialogue Writing

Write at least two dialogues on different situations. (Conversation between two friends, conversation between two politicians etc.)

6. Identifying the Error

Identify the error in the sentences given by the teachers. (20 Sentences)

7. Idioms and Phrases

Use of Idioms and Phrases in sentences. (20 Examples)

8. Biography

Write a short biography on your favorite role model approximately. (250-300 words with pictures)

ACTIVITIES TO BE CONDUCTED DURING PRACTICALS

01. Student should perform role-plays on the situations given by the teachers. (04 Hours)

02. (e.g. V. Sasikumar & Dhamija 2nd edition (04 Hrs) or Linuga Phon L-21 Multimedia (Desirable)

Learning Resources :

Reference Books :

Sl. No.	Title	Author	Publisher
01.	Spectrum-A Text Book on English	-----	SBTE, Maharashtra
02.	Contemporary English Grammar structures and composition	David Green	Macmillan

03.	English for practical Purpose	Z.N. Patil et el	Macmillan
04.	English Grammar and composition	R.C.Jain	Macmillan
05	Grammer & Composition	Nesfield	
06	Technical English		Longman
07	English Workplace	Editor- Mukti Sanyal	Macmillan
08	Thesaurus	Rodgers	Macmillan
09	Dictionary	Oxford	Oxford University
10	Dictionary	Longman	Oriental Longman

Web Sites for Reference :

Serial No.	Website Address
01	www.edufind.com
02	www.english_the_the_easy_eay.com
03	www.englishclub.com
04	www.english_grammar_lessons.com
05	www.wikipedia.org/wiki/english_grammar