

GANPAT UNIVERSITY

FACULTY OF ENGINEERING & TECHNOLOGY

Programme	Diploma Programme				Branch/Spec.	All			
Semester	II				Version	1.0.0.0			
Effective from Academic Year				2018-19		Effective for the batch Admitted in			
Subject code	1HS221		Subject Name		Communication Skills -II				
Teaching scheme					Examination scheme (Marks)				
(per week)	Lecture(DT)		Practical(Lab.)		Total	CE		SEE	Total
	L	TU	P	TW					
Credit	0	0	2	-	2	Theory	-	-	-
Hours	0	0	4	-	4	Practical	50	50	50*
Pre- requisite:									
<ul style="list-style-type: none"> Familiarity with basics of English language, strong determination and will-power for skill-set enhancement 									
Learning outcomes:									
<p>At the end of the course, the students shall acquire satisfactory competency in the fundamental Language skills so as to be able to:</p> <ul style="list-style-type: none"> listen, understand and respond effectively read, comprehend and apply the acquired knowledge/information in various real-life communication situations speak efficiently on various occasions write various drafts in clear, correct, concise and courteous manner 									
Methodology:									

Language is a set of skills. One skill cannot be taught separately. They can be taught together and in contextual manner to get effective result.

Theory syllabus

Unit	Content	Learning outcomes	Hrs.
1	<p>Receptive Skills of Communication; Listening:</p> <p>Develop extensive and intensive reading by using of English in academic and non-academic situations, Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.), Listening to Lectures, Listening to Talks and Presentations (TED) Listening comprehension practice using audio-visuals (IELTS Listening)</p>	<p>Students may learn listening Skill Students may learn Speaking Skill Students may learn Writing Skill Students may learn Reading Skill</p>	15
2	<p>Productive Skills of Communication; Speaking:</p> <p>Role play based on everyday communication situations,</p> <p>Introduce oneself with correct pronunciation, intonation, using verbal and non-verbal gestures. Give extempore talks with correct pronunciation, intonation, using verbal and nonverbal gestures for the given theme/situation.</p> <p>Familiarity with tone, stress and voice modulations and paralinguistic features</p> <p>Asking for and giving information, Offering and responding to offers, Requesting and responding to requests, Congratulating people on their success, Expressing condolences, Asking questions and responding politely, Apologizing and forgiving, Giving instructions, Seeking and giving permission, Expressing opinions(likes and dislikes), Agreeing and disagreeing, Demanding explanations, Asking for and giving advice and suggestions,</p>	<p>Students may learn listening Skill Students may learn Speaking Skill Students may learn Writing Skill Students may learn Reading Skill</p>	15

	Expressing sympathy, Describing objects., <i>Oral practice of speaking in different situations (IELTS Speaking)</i>		
3	<p>Receptive Skills of Communication; Reading:</p> <p>Extensive and intensive reading, Arrange jumbled sentences and make meaningful story , Separate two stories, Objectives types of questions on based of paragraph, Newspaper articles, stories, etc, True, false, Summery completion, Match heading with paragraph, Complete Flow chart, Table completion, MCQ type question, One, two, three words question, Sentence completion, Who said to whom, etc., <i>Reading comprehension practice using paper based and digital text (IELTS Reading)</i>One lone story should be given to read to develop their reading hobbits. It is desirable to change the story every year.</p>	<p>Students may learn listening Skill</p> <p>Students may learn Speaking Skill</p> <p>Students may learn Writing Skill</p> <p>Students may learn Reading Skill</p>	15
4	<p>Productive Skills of Communication; Writing:</p> <p>Draft of formal and informal letters ; to issue library card, hostel accommodation, late fees pay, permission to use lab, to issue bona fide certificate,</p> <p>Paragraph Writing (Linkage and Cohesion and Coherence)</p> <p>Dialogue writing used at Institute level; meeting in students new Institute, institute enquiry, visitor enquires about the office, parent enquires about the timing of the institute, regarding the schedule of final exam, enquires about the other's reason of absence in college, Class Representative and Principal about asking for permission to go for a visit to IT Park, regarding permission to celebrate Teacher's Day, asking for permission to leave early due to</p>	<p>Students may learn listening Skill</p> <p>Students may learn Speaking Skill</p> <p>Students may learn Writing Skill</p> <p>Students may learn Reading Skill</p>	15

illness, extension of time limit for the Technical Presentation Assignment, apologizing for using mobile phone in class, a clerk and a student about scholarship, Registrar and student about the attestation of documents,

Short Speeches: Develop a welcome speech on the given theme/situation. Develop a farewell speech for the given theme/situation., Formulate a speech for introducing a guest in the given situation. Develop a vote of thanks for the given situation.

Essay writing, Technical topic, Agree or disagree situation, Discuss advantages or disadvantages topic

Report writing, School Annual day, Science fair, Technical event, etc.

Email writing, Based on academic situations

Writing practice for preparing drafts of various informal, semi-formal and formal letters (IELTS General Training Writing task-1)

5 different types of writing should be introduced; 1. Paragraph, 2. foemal in formal letter, 3. Dialogue, 4. Email, 5. Speeches.

