

1.1 COMMUNICATION SKILLS – I

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4 - 2

RATIONALE

Knowledge of English Language plays an important role in career development. This subject aims at introducing basic concepts of communication besides laying emphasis on developing listening, speaking, reading and writing skills as parts of Communication Skill.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Understand the importance of effective communication
- Describe the process of communication
- Communicate effectively in different contexts
- Identify parts of speech
- Write correct sentences using appropriate vocabulary
- Reproduce and match words and sentences in a paragraph
- Write various types of paragraphs, notices for different purposes and composition on picture with appropriate format
- Read unseen texts with comprehension

DETAILED CONTENTS

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| 1 | Basics of Communication | (13 periods) |
| 1.1 | Definition and process of communication | |
| 1.2 | Types of communication - formal and informal, oral and written, verbal and non-verbal | |

1.3 Communications barriers and how to overcome them

1.4 Barriers to Communication, Tools of Communication

2 Application of Grammar (18 periods)

2.1 Parts of Speech (Noun, verb, adjective, adverb) and modals

2.2 Sentences and its types

2.3 Tenses

2.4 Active and Passive Voice

2.5 Punctuation

2.6 Direct and Indirect Speech

3 Reading Skill (10 periods)

Unseen passage for comprehension (one word substitution, prefixes, suffixes, antonyms, synonyms etc. based upon the passage to be covered under this topic)

4 Writing Skill (15 periods)

4.1 Picture composition

4.2 Writing paragraph

4.3 Notice writing

LIST OF PRACTICALS

Note: Teaching Learning Process should be focused on the use of the language in writing reports and making presentations.

Topics such as Effective listening, effective note taking, group discussions and regular presentations by the students need to be taught in a project oriented manner where the learning happens as a byproduct.

Listening and Speaking Exercises

1. Self and peer introduction
2. Newspaper reading
3. Just a minute session-Extempore
4. Greeting and starting a conversation
5. Leave taking
6. Thanking
7. Wishing well
8. Talking about likes and dislikes
9. Group Discussion
10. Listening Exercises.

INSTRUCTIONAL STRATEGY

Student should be encouraged to participate in role play and other student centred activities in class room and actively participate in listening exercises

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce
- Presentation and viva-voce

RECOMMENDED BOOKS

1. Communicating Effectively in English, Book-I by RevathiSrinivas; Abhishek Publications, Chandigarh.
2. Communication Techniques and Skills by R. K. Chadha; DhanpatRai Publications, New Delhi.
3. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.

4. Excellent General English-R.B.Varshnay, R.K. Bansal, Mittal Book Depot, Malhotra
5. The Functional aspects of Communication Skills – Dr. P. Prasad, S.K. Katria & Sons, New Delhi
6. Q. Skills for success – Level & Margaret Books, Oxford University Press.
7. e-books/e-tools/relevant software to be used as recommended by AICTE/ NITTTR, Chandigarh.

Websites for Reference:

1. <http://www.mindtools.com/> page 8.html – 99k
2. <http://www.letstalk.com.in>
3. <http://www.englishlearning.com>
4. <http://learnenglish.britishcouncil.org/en/>
5. <http://swayam.gov.in>

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	13	24
2	18	32
3	10	16
4	15	28
Total	56	100