

PaperCode: HS107	Paper: Communication Skills - 1	L	TIP	C								
PaoerID: 99107		3	-	3								
Marking Scheme:												
1. Teachers Continuous Evaluation: 25 marks												
2. Term end Theory Examinations: 75 marks												
Instruction for paper setter:												
1. There should be 9 questions in the term-end examinations question paper.												
2. The first unit will be compulsory and cover the entire syllabus. This question will have Five sub-parts, and the students will berequired to answer any THREE parts of 5 marks each. This unit will have a total weightage of 15 marks.												
3. Apart from unit 1 which is compulsory, the rest of the paper shall consist of 4 units as per the syllabus. Every unit shall have two questions covering the corresponding unit of the syllabus. However, the student shall be asked to attempt only one of the two questions in the unit. Individual questions may contain up to 5 sub-parts / sub-questions. Each Unit shall have a marks weightage of 15.												
4. The questions are to be framed keeping in view the learning outcomes of the course/paper. The standard / level of the questions to be asked should be at the level of the prescribed textbook.												
Course Objectives:												
1:	To help them understand the structures of Ianiwa2e, and build up the vocabulary.											
2:	To enhance Ian2uage proficiency and communication competence.											
3:	To understand basic principles of written communication.											
4:	To develop the efficiency of using Ian2ua2e for Specific Purposes with clarity.											
5:	To be able to critically appreciate the written texts and audio-visual inputs effectively.											
6:	To develop the theoretical understandin!! of interoersonal communication effectively.											
Course Outcomes (CO):												
CO1:	Ability to understand the basic structure of Ian2ua2e											
CO2:	Ability to communicate effectively in writin!!.											
CO3:	Ability to present their ideas effectively in professional and demanding situations.											
CO4:	Ability to interpret texts and comprehend the extended discourse.											
Course Outcomes (CO to Programme Outcomes iPOI Mapoing (scale 1: low, 2: Medium, 3: High												
CO/P 0	P001	P002	P003	P004	P005	P006	P007	POOB	P009	P010	P011	P012
CO1	-				-	-	-	-	3	3	-	3
CO2	-	-			-	-		-	3	3	-	3
CO3	-	-	-	-	-	-		-	3	3	-	3
CO4	-		-		-	-	-	-	3	3	-	3

Unit I

Basic Language Efficiency 1: Parts of Speech, Sentence Structure, Subject-Verb Agreement, Vocabulary, Common Errors, [8Hrs]

Unit II

Basic Language Efficiency 2: Writing Skills: Types of Writing, Paragraph writing, Paraphrasing, Summarizing, Precise Writing [8Hrs]

Unit III

Formal Written Communication: Meetings - Agenda and Minutes, Press release, Letter writing, Notice, Memorandum, E-mails [8Hrs]

Unit IV

Appreciating written Texts for comprehension ability:

1. Steven Spielberg's Speech at Harvard Commencement 2016 (<https://www.youtube.com/watch?v=TYtoDunfu00>)
2. Lecture by Johan Rockstrom: Let the Environment Guide our Development http://www.ted.com/talks/johan_rockstrom_let_the_environment_guide_our_development [8Hrs]

Textbooks:

1. *High English Grammar and Composition* by Wren, P.C. & Martin H., S.Chand & Company Ltd, New Delhi.
2. *Technical Communication: Principles Et Practice* by Meenakshi Raman, New Delhi: Oxford University Press

References:

1. *Be Grammar Ready: The Ultimate Guide to English Grammar* by John Tasr, < > od, New Delhi, Oxford University Press, 2020.
2. *Communication Skills: A Workbook* by Sanjay Kumar & Pushp Lata, New Delhi, _____ Press, _____ 2018.
3. *Basic Technical Communication* by Kavita Tyagi & Padma Mishra, New Delhi, PHI Learning, 2012.
4. *Advanced Technical Communication* by Kavita Tyagi & Padma Mishra, New Delhi, PHI L _____ 2011.