**Course Plan**

Name of the course: Effective Language and Communication Skills

Course Code: HS1000

Name of the Instructors:

Credit: 3

1. **Topics**

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| **Skills** | **Topics** | |
| **Reading** |  | Skimming & Scanning |
|  | Identifying the main idea (topic sentence and thesis statement) |
|  | Identifying the supporting ideas. |
|  | Making inferences |
|  | Identifying author’s voice and attitude |
|  | Unity in the text (Cohesion and coherence in the text) |
|  | Analysing the organisation of the text (Cause and effect, problem solving, compare and contrast, sequencing, descriptive and etc.) |
| **Listening** |  | Main idea & specific details |
|  | Making Inference |
|  | Listening to academic lectures (lecture introduction and signalling phrases) |
|  | Listening to academic lectures (comprehension and evaluation) |
| **Speaking** |  | Engaging in casual conversation (Informal) |
|  | Small talk (Informal) |
|  | Describing a product (Description) |
|  | Presentation skills (Practice on description) |
|  | Group discussion (Formulating arguments) |
| **Writing** |  | Note-taking, Note-making and pre-writing process. |
|  | Writing a paragraph using a single topic sentence. |
|  | Avoiding plagiarism (Summarizing, paraphrasing and direct quotation) |
|  | Types of paragraph (compare and contrast, cause and effect) |
|  | Email Writing (Formal and Informal) |
| **Grammar** |  | Tenses (simple present, simple past, continuous forms and participle forms) |
|  | Functions of simple, compound and complex |
|  | Voices (Active and passive) |
|  | Punctuations |
| **Vocabulary** |  | Academic vocabulary in context. (50 words) |

1. **Internal Assessments**

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| **Assignment – 1 (Listen to a Ted Talk and write a summary of the talk)**  **Skills in focus: listening and writing**  **Total marks: 15**  **Activity type: Individual**  **Instructions:** Step 1: Listen to a Ted Talk assigned by the teacher.  Step 2: After repeated listening, you have to make notes as instructed by the teacher  Step 3: Using your notes and information summarize the content of the Ted Talk in  200 words.  **Deliverables and Marks:** 1) Note-taking (3 marks)  2) Summary Q & A (5 marks)  3) Summary (Expository) (7 marks)  **Assignment start date:** 28nd September 2023 and 29th September 2023  **Total marks:** 15 Marks  **“Plagiarism will not be tolerated and zero marks will be awarded to the plagiarised assignment.”** |
| **Assignment – 2 (2 Minutes Individual Presentation)**  **Skills in focus: speaking and slide preparation**  **Total marks: 15**  **Activity type: Individual**  **Instructions:** Step 1: Each student has to explain a science concept and its application in the real world.  Step 2: After researching the topic, each student has to prepare a PowerPoint  Presentation (Maximum 3 Slides)  Step 3: Each student has to submit their PowerPoint presentation with the necessary  visuals to elaborate on the concept.  Step 4: After the submission of slides, the teacher will allot a slot for oral presentation.  Step 5: Oral presentation for 2 minutes + 2 minutes for question and answer and  feedback.  **Deliverables and Marks:** 1) PowerPoint presentation with 3 slides (5 marks).  2) Oral presentation (10 marks).    **Assignment start date:** 6th October 2023  **Assignment deadline to submit the PowerPoint presentation:** 15th October  **Total marks:** 15 Marks  **“Plagiarism will not be tolerated and zero marks will be awarded to the plagiarised assignment.”** |
| **Assignment – 3 (Product Description)**  **Skill in focus: writing**  **Total marks: 15**  **Activity type: Individual**  **Instructions:** Step 1: Read the samples provided by the teacher.  Step 2: Look at the pictures and read the technical details provided by the  teacher.  Step 3: Write a product description using the pictures and technical details  provided to you. Word count: 300 to 400 words.  Step 4: Reread and edit your draft and submit the document.    **Deliverables and Marks:** 1) Product description write-up (300 to 400 words)    **Assignment start date:** 20th October 2023  **Total marks:** 15 Marks  **“Plagiarism will not be tolerated and zero marks will be awarded to the plagiarised assignment.”** |
| **Assignment – 4 (Group discussion/ Reading comprehension)**  **Skill in focus:**  **Total marks: 15**  **Activity type: Individual** |

1. **Attendance Policy**

* Minimum attendance percentage required to complete the course is **85%**
* Students with attendance percentage less than **85%** must redo the course
* No concessions in attendance are given to students at the end of the semester.

1. **Assessment**

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| Internal assessment | End semester exam |
| 60 Marks | 40 Marks |

**Internal Assessment**

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| Internal Assessment | 60 Marks (4 Assignments)  Assignment -1 (15 Marks)  Assignment -2 (15 Marks)  Assignment -3 (15 Marks)  Assignment -4 (15 Marks) |
| Total | 60 Marks |

**End semester exam**

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| End semester exam | 40 Marks (Written Exam) |
| Total | 1. marks |

1. **Grading**

Absolute grading is followed for this course.

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| Range | Grade |
| 86 and above | S Grade |
| 75 to 85 | A Grade |
| 65 to 74 | B Grade |
| 55 to 64 | C Grade |
| 45 to 54 | D Grade |
| 35 to 44 | E Grade |