**Course Plan**

Name of the course: Effective Language and Communication Skills

Course Code: HS1000

Name of the Instructor:

Credit: 3

1. **Details of the course content.**

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| S.no | Weeks | Topics | Comments |
| 1 | Week1 (28th Aug – 1st Sep) | Introduction to the course |  |
| 2 | Week 2 (4th Sep – 8th Sep) | Reading: skimming & scanning  Listening: gist & specific details  Vocabulary: academic word list in context.  Writing: note taking and note making |  |
| 3 | Week 3 (11th Sep – 15th Sep) | Reading: Identifying the main idea (topic sentence and thesis statement).  Writing: Writing a paragraph using a single topic sentence.  Speaking: Engaging in a causal conversation (Informal) |  |
| 4 | Week 4 (18th Sep – 22nd Sep) | Reading: Identifying the supporting ideas.  Listening: main idea and specific details  Vocabulary: academic word list in context.  Speaking: small talk (Informal) |  |
| **Assignment – 1 (Listen to a Ted Talk and submit an oral summary of the talk)**  **Skills in focus: listening and speaking**  **Total marks: 15**  **Activity type: group**  **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  three slides (PowerPoint presentation). These three slides should reflect your  comprehension of the Ted Talk.  Step 4: Video record your oral summary (minimum of 3 mins to maximum of 5 mins)  of the Ted Talk by simultaneously screen sharing your slides. Video recording  can be done on platforms like Google Meet or Zoom.  **Deliverables and Marks:** 1) Note-taking document in Word or PDF format (3 marks)  2) Summary of Ted Talk in 3 PowerPoint slides (4 marks)  3) Video of the oral summary (8 marks)  **Assignment start date:** 22nd September 2023  **Assignment deadline:** 1st October 2023 (Late submissions will not be evaluated)  **Total marks:** 15 Marks  **“Plagiarism will not be tolerated and zero marks will be awarded to the plagiarised assignment.”** | | | |
| 5 | Week 5 (25th Sep – 29th Sep) | Reading: making inferences.  Writing: types of paragraph (descriptive paragraph)  Speaking: describing a product (formal)  Grammar: verb tenses (simple present, simple past, continuous forms and participle forms) |  |
| 6 | Week 6 (2nd Oct – 6th Oct) | Reading: Identifying author’s voice and attitude.  Speaking: Presenting an idea or concept with examples. (presentation skills)  Grammar: sentence types |  |
| **Assignment – 2 (Group Presentation)**  **Skills in focus: speaking**  **Total marks: 15**  **Activity type: group**  **Instructions:** Step 1: A group of five/six students will work on a presentation explaining a science  concept and its application in the real world.  Step 2: After researching the topic, each group has to prepare a PowerPoint  presentation with 10 to 15 slides.  Step 3: Each group 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 20 minutes + 10 minutes for question and answer and  feedback.  **Deliverables and Marks:** 1) PowerPoint presentation with 10 to 15 slides (5 marks). All the  students in a group will get the same mark for PPT submission.  2) Oral presentation (10 marks). Each student in a group will get an  individual score based on their performance.    **Assignment start date:** 6th October 2023  **Assignment deadline to submit the PowerPoint presentation:** 15th October 2023 (Late submissions will not be evaluated)  **Total marks:** 15 Marks  **“Plagiarism will not be tolerated and zero marks will be awarded to the plagiarised assignment.”** | | | |
| 7 | Week 7 (9th Oct – 13th Oct) | Reading: Identifying author’s voice and attitude.  Vocabulary: Academic word list in context.  Writing: Types of paragraph (compare and contrast, cause and effect) |  |
| 8 | Week 8 (16th Oct – 20th Oct) | Reading: Unity in the text (Cohesion and coherence in the text)  Listening: Listening to a lecture.  Writing: Drafting an email |  |
| **Assignment – 3 (Product Description)**  **Skills 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  **Assignment deadline:** 29th October 2023  **Total marks:** 15 Marks  **“Plagiarism will not be tolerated and zero marks will be awarded to the plagiarised assignment.”** | | | |
| 9 | Week 9 (23rd Oct – 27th Oct) | Reading: Analysing the organisation of the text (Cause and effect, problem solving, compare and contrast, sequencing, descriptive and etc)  Speaking: Polite communication (suggestion, feedback and criticism)  Vocabulary: Academic word list in context. |  |
| 10 | Week 10 (30th Oct – 3rd Nov) | Writing: Avoiding plagiarism (Summarizing, paraphrasing and direct quotation)  Speaking: Engaging in discussions  Reading: Reading comprehension (Critical reading) |  |
| Assignment – 4 (Group discussion/ Reading comprehension) | | | |
| 11 | Week 11 (6th Nov – 10th Nov) | Speaking: Group discussion  Reading: Reading comprehension (Critical reading)  Grammar: Voices (Active and passive voice) |  |
| 12 | Week 12 (13th Nov – 17th Nov) | Vocabulary: Academic word list in context.  Listening: Listening to a lecture. |  |
| 13 | Week 13 (20th Nov – 24th Nov) | Writing: Data interpretation and reporting  Grammar: Punctuations |  |
| 14 | Week 14 (27th Nov – 1st Dec) |  |  |
| 15 | Week 15 (3rd Dec – 8th Dec) | Feedback & Revision |  |
| Final Exam | | | |

1. **Attendance Policy**

* Minimum attendance percentage required to complete the course is **85%**
* Students with attendance percentage less than **85%** has to redo the course
* No concessions in attendance is 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. arks |

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 |

1. **Contact**

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Google Classroom code: