



RAJIV GANDHI PROUDYOGIKI VISHWA VIDYALAYA, BHOPAL

SEMESTER	:	FIRST SEMESTER
SCHEME	:	JUL.08
NAME OF COURSE (SUBJECT)	:	COMMUNICATION SKILLS
OLD PAPER CODE	:	0014, 0202
NEW PAPER CODE	:	5161
COMMON WITH PROGRAMME (BRANCH)	:	A03, C01, C02 C03, C05, E01, E03, M02, P01, P03, P04, R01, T02, M08, A05, O03.
LECTURE HRS. PER WEEK	:	TH. 06
LECTURE HRS. PER SEMESTER	:	TH. 90

RATIONALE

The wide range of communicative and functional need of English in the evolving global and technical professional environment has more than ever imposed a demand of acquiring proficiency in communication skills in our technicians and diploma pass outs. Besides being a professional language, it also acts as a window to technical and scientific knowledge. Diploma pass outs are required to communicate with personnel belonging to different echelons of authority. Therefore, acquiring proficiency in listening, speaking, reading and writing English is an integral part of professional and technical competence.

Enabling Objectives

The students, after completing the course, will be able to

- Ø Understand slowly delivered spoken material in Indian English.
- Ø Understand general purpose words of English.
- Ø Use general purpose words of English to express himself in speaking reasonably clearly and correctly on routine matters.
- Ø Write reasonably and grammatically correct English.
- Ø Develop a habit of reading with comprehension to achieve an optimum speed of 75 WPM.
- Ø Communicate effectively in a professional environment through speaking and writing to achieve desired objectives.



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S.No.	COURSE CONTENT	Marks
1	<p>Communication Process and its Needs</p> <p>1.1 (i) How to make communication effective (ii) Barriers in communication, Removal of barriers</p> <p>1.2 Grammar and vocabulary for correct English usage. (i) Determiners, Prepositions, Auxiliary verbs and subject-agreement (ii) Rewrite as directed (change voice, correct form of verbs/tenses) (iii) Vocabulary – One word substitution, words often misused and wrongly spelt</p>	<p>10</p> <p>20</p>
2	<p>Passages of Comprehension</p> <p>2.1 Prescribed passages (six from existing syllabus) i Language of Science ii Desalination or Desalting Process iii Safety Practices iv Non-conventional Sources of Energy v Our Environment vi Entrepreneurship</p> <p>2.2 Writing summary, moral and characterization of any one story from the book prescribed.</p>	<p>20</p> <p>10</p>

3	<p>Business Communication (one question with internal choice)</p> <p>3.1 Principles of effective business correspondence Its parts, mechanics, styles and forms</p> <p>3.2 Application for job, Bio-Data and C.V.</p> <p>3.3 Letter of Enquiry</p> <p>3.4 Placing order</p> <p>3.5 Complaint</p>	10
4	<p>Composition & Translation</p> <p>4.1 Writing paragraphs of 150 words on topics of general interest i.e. pollution, ragging in college, importance of computers, importance of communication skill, importance of science and technology etc.</p> <p>4.2 Translation (Hindi to English and vice-versa).</p>	10 10
5	<p>Unseen passages & Precis writing</p> <p>i Answer the questions based on the passage.</p> <p>ii Give suitable title</p> <p style="text-align: center;">OR</p> <p>iii Writing Precis</p>	10



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EQUIVALENCY

New paper code is equivalent to old paper code of respective branch.



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S.No.	REFERENCE BOOKS
1	English Conversation Practice - Grant Taylor
2	Practical English Grammar - Thomson & Martinet
3	Communication Skills for Technical Students Book – I, Book – II by M/S Somaiya Publication, Bombay
4	Living English Structure - S. Allen
5	English Grammar, Usage, and Composition - Tickoo & Subramanian, S. Chand & Co. Standard Allen Longman.
6	Essentials of Business Communication - Dr. Rajendra Pal & J.S. Korlahalli , S.Chand & Sons, New Delhi.
7	Effective Business Communication - M.V. Rodriques, Concept Pub. Co., New Delhi.
8	Communication for Business - Shirely Taylor, Longman, England.
9	Communication for Engineers and Professors by P. Prasad, S.K.Kataria and sons publications, New Delhi
10	Technical English Book-II, Somaya Publications, New Delhi



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S.No.	SUGGESTED READINGS
1	<p><u>To enhance the reading skills and generate interest</u></p> <ul style="list-style-type: none"> Ø A Brief History of Time: - Stephan Hawking, Bentham Books, Great Britain Ø Cosmos: - Carl Sagan, Bentham Books, Great Britain. Ø Ignited Minds: - A.P.J. Abdul Kalam, Penguin Books. Ø India 2020: - A.P.J. Abdul Kalam, and Y.S. Rajan Penguin Books. Ø Beyond the Last Blue Mountain: - J.R.D. Tata, Penguin Books Ø Life and Times: - Albert Einstein, Bentham Books. Ø Power of Oration: - Abraham Lincoln.
2	<p><u>Faster reading for deriving Pleasure.</u></p> <ul style="list-style-type: none"> Ø Interpreter of Maladies: - Jhumpa Lahiri.,Harper & Collins. Ø Short stories by R.K.Narayan, Tagore, Tolstoy, Mulraj Anand, O. Henry.
3	<p><u>For Vocabulary Building.</u></p> <ul style="list-style-type: none"> Ø Word Power made Easy: - Norman Lewis, Bloomsbury Ø Reading, Spelling, Vocabulary, Pronunciation, Book 1,2 &3: - Norman Lewis. Ø The Joy of Vocabulary: - Levine, Levine & Levine. Ø Roget's Thesaurus of Synonyms and Antonyms. Ø Cambridge English Pronouncing Dictionary: - Danial Jones . Ø Audio- Visual learning resources and multimedia learning material for pronunciation improvement and listening skills.



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MEMBERS PARTICIPATED IN CURRICULUM REVISION

1. Shri M.K.Jain - Lecturer S.V.Polytechnic, Indore
2. Shri K.K.Sharma - Lecturer Govt. Polytechnic, Balaghat
3. Smt. Vijya Shinde - Lecturer Govt. women Polytechnic, Indore
4. Shri D.Gogate - Lecturer S.V.Polytechnic, Indore
5. Shri Pravin Ingle - Lecturer Govt. women Polytechnic, Indore
6. Dr. Sarla Verma - Lecturer SGSITS, Indore
7. Shri Choudhary - Lecturer Govt. Polytechnic, Pachore
8. Shri M.R.Jhalavad - HRD management expert, Indore
9. Shri R.K. Tripathi - Lecturer, S.V.Polytechnic, Bhopal.
10. Smt.Rekha Verma - Lecturer, Govt.Women's Polytechnic, Jabalpur.