COMMUNICATIVE ENGLISH

TH-1 Periods / week : 04 Total periods : 60

Theory: 80 I.A. : 20

Topic-wise distribution of periods

SI. No.	Торіс	Periods
1.	Elements of Communication	12
2.	Reading Comprehension	20
3.	Writing	15
4.	Study Skills	03
5.	Review of English Grammar	10
	Total	60

OBJECTIVE

Language is the vehicle of thoughts & expressions. It is the most commonly used and effective medium of self-expression in all spheres of human life : personal, social and professional. A student must have a fair knowledge of English as a window language and be able to pursue the present course of study and handle the future responsibilities both as an employee in an industry and a self-employed person.

This course will assist the diploma holders to acquire proficiency both in spoken and written English.

I. <u>Elements of Communication</u>

- a) Importance of communication through English.
- b) Importance of audience and purpose.
- c) Process of Communication.
 - i) Sender
 - ii) Receiver
 - iii) Channel

d) Factors that influence communication

- i) Message
- ii) Code
- iii) Barriers

e) Verbal and Non-verbal communication.

f) Professional communication

i) Types of Communication

(Up-ward, Down-ward, Horizontal, grapevine)

ii) Bias free communication.

II. <u>Reading Comprehension</u>

(Sub skills of reading comprehension are to be worked out and tested through an unseen passage in about 250-300 words)

(a) Importance of developing reading skills

- (b) Students should get acquainted with sub-skills of reading for the purpose of
- i) Skimming the gist
- ii) Scanning for necessary information
- iii) Close reading for inference and evaluation
- iv) Main idea and supporting details
- v) Guessing the meaning of unfamiliar words
- vi) Note making
- vii) Vocabulary building(Word formation, word derivation, synonym, antonym, home phone)
- (c) Spelling rules and punctuation marks
- (d) The student is to answer one general question in about 120 words from the following chapters of Invitation to English-I" for +2 students of CHSE, Orissa.
 - i) Price of pollution
 - ii) On the Road to Jeypore
 - iii) the people that time forget
 - iv) The Land lady
 - III. <u>Writing</u>

The students should be able to excel in the following areas of written communication.

a. Paragraph writing

To write coherent, logical and unified paragraphs constructed on the following patterns.

- i) General- Specific
- ii) Process- Description
- iii) Problem-solution.

- b. Précis and summary writing
- c. Notice, Agenda of a meeting
- d. Letter writing.
- i) Social letters (Letters to elders, friends and juniors)
- ii) Job application and C.V.
- iii) Business letters : Offer, Enquiry, Quotation, Order, Execution, Claim, Complaint, Adjustment.
- IV. Study skill :

Proper use of dictionary

(The student should get acquainted with the proper use of dictionary).

V. Review of English Grammar.

- a) Articles and Determiners
- b) Prepositions
- c) Countable and Uncountable Noun
- d) Verb
- e) Auxiliary system
- f) Tense
- g) Concord

Reference Books

1. English Language Communication Skill by Urmila Rai Himalaya Publishing House.

2.Developing communication skills by Krishna Mohan and Meera Banerjee, Me Millan India Ltd., Delhi.

3.Communication skills by Ms R. Dutta Roy and K.K. Dhir, Vishal Publication, Jalandhar.

4.Professional Communication Skills by Provin S.r.Bhatia and A.M. Seikh; S. Chand, & Company Ltd, , Ram Nagar, New Delhi.

5.High School english Grammar by Wren and Martin, S.Chand Publication, New Delhi.

- An Introduction to professional English & soft skill by Das, Samantray, Nayak, Pani & Mohanty (Test book facilitated by BPUT for B.Tech, B.Arch, B.Pharma, MCA & MBA students)
- 7. Communicative English by Dr. Shruti Das, S. Chand

COMMUNICATIVE ENGLISH PRACTICAL

Periods / week : 04

End Examination : 50

Total Periods : 60

Examination : 4 Hours

SI. No.	Торіс	Periods
1.	Listening	15
2.	Speaking	25
3.	Personality development and soft skills	10
4.	Project work	10

I. <u>Listening Skill</u>

The students should be able to listen to a text read aloud in normal speed i.e. 150-200 words/minute with focus on:

- a) Rhythm, stress and Intonation.
- b) Aural comprehension

(After listening the student can fill-in blanks, choose a title and make a summary of the text read aloud. She/he should be able to answer questions very briefly from the text read aloud. A practice level the text can be read by the teacher two to three times. When the students are well-rehearsed aural comprehension would be done after one reading)

: Listening to talks, Lectures, conversations, Discussions el at.

II. Speaking

- a) Reading aloud of dialogues, Poems, excerpts from plays, speeches by the student focusing on rhythm, stress and intonation
- b) Self-introduction
- c) Fluency activities and role plays
- d) Face-to-face conversation
 - i) Personal situation
 - ii) Social situation
 - iii) Professional situation
- e) Telephonic Etiquette
- f) Debates
- g) Group discussions
- h) Viva-Voce
- i) Style of presenting a Seminar.

III. Personality Development & soft Skills

a. Need for personality development

(Personality development is an integral area. It is to be taken care of while conducting all the areas under practical plan.)

(a) Body language (b) Mannerism (c) Need for soft Skill and basic idea on it. (This would go hand-in hand with speaking activities).

IV. Project work

Students will be required to produce and submit by the end of the Semester-I a 500-750 words project i.e. a creative writing on a topic of their choice. They would be asked to present it in the form of acting in the end examination

PROFESSIONAL ENGLISH & SEMINAR

5

Periods / Week : 03 Practical Examination : 4 Hours Total periods -45

Sessional: 25 End Examn: 25

OBJECTIVES :

- 1. In an international market culture English as a medium of communication plays most vital role. Speaking English effectively in a professional world has become a challenge. The mode of speaking establishes the worth of a person aswellas the unit where it is involved. Keeping this in view, the present practice curriculum is designed with an attempt to impart the students the knowledge of professional English which would help them to acquire efficiency in speaking English in a target oriented professional world.
- It is not only important to know the subject but also important to explain to 2. others. Through the introduction of Technical Seminar, it is hoped that the Diploma Engineering students would be able to communicate their knowledge and ideas to others. This will offer them scope for extensive use of Library and other reading materials and use of Audio Visual Aids and Modern Teaching Methods.

1.0 : Professional English

25periods

- Communication in Professional world as a skill. (i)
- How to acquire the skill in both inductive, deductive method. (ii)
- Practice as a role in skill development. (iii)
- (iv) Knowledge as skill enhancing instrument
- Attitude (v)
 - Positive attitude needs refinement.
 - Negative attitude wants motivation and then needs refinement.

[This is a skill development curriculum and to be done through practice only].

2.0 Seminar

10periods

Classes should be divided into groups of not more than eight in each group. One group should be assigned, with a topic for the Seminar. The topic should be usually related to their course of studies or should be of general interest. Every student of the group prepare on a particular aspect of the main topic with active support and guidance by respective subject experts. The student should be encouraged to extensively use the library facilities and also to collect relevant material from different Technical Magazines and Journals. Each student should be usually asked to present his paper on the topic of the seminar within 15 minutes after which a question answer session may follow for 5 minutes. The Senior lecturer or subject expert should preside over the Seminar and ensure its smooth conduct. The student should be encouraged to use Audio Visual Aids and other modern teaching methods during presentation of the topics in the Seminar. The Chairman should give the valedictory address and offer suggestions for quality improvement of the Seminar. Each student should at least speak for a minimum of three times during the Semester.

(The seminar is to be assessed by the subject experts.)

3.0 **Industrial Visit**

10 periods

(The Sessional records and the report of the study visit should be maintained and evaluated by a team of faculty members and the marks awarded by the team).