**Semester – II**

**Subject Name: Communication Skills-II**

**Subject Code:09SL0201**

**Diploma Branches in which this subject is offered:** All Branches

**Course Description:**

The course has been designed to make the students confident in speaking English with the help of language functions. It also focuses on developing students’ presentation skills

**Course Objectives:**

The course will enable students

* To share information on familiar matters/issues in English
* To make effective presentation in English
* To gain confidence in speaking English

**Credits Earned:** 2 Credits

**Pre-requisite of course:** NA.

**Teaching and Examination Scheme**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Teaching Scheme (Hours) | | | Credits | Theory Marks | | | Tutorial/ Practical Marks | | Total Marks |
| Theory | Tutorial | Practical | ESE | IA | CSE | Viva\* | Term work |
| 0 | 0 | 2 | 2 | 00 | 30 | 20 | 25 | 25 | 100 |

\*Viva will be based on Presentation and Assignments

1. **Assignments**: Students will write 3 assignments. It carries 20% of the total marks of the course.

2. **Term Paper:** A short article on the topics given. The term paper carries 20% of the total marks of the course.

3. **Term-End presentation**: Students will make a presentation based on their term paper at the end of the semester. Presentation carries 20% of the total marks of the course.

4. **Viva:** Viva will be conducted at the end of the semester which carries 20% of the total marks of the course.

5. **In-Class Participation**: It carries 20% of the weightage of the total marks of the course.

**Contents:**

**Unit 1: Speaking/Interacting in an Academic Context**

1. Greetings

2. Introducing Self & Peers

3. Asking and Sharing Information

4. Sharing/talking about likes and dislikes/preferences

5. Describing Events/Experiences/Objects

6. Discussions

8. Expressing Views

9. Facing Viva Voce

**Unit 2: Effective Presentation Skills**

1. Introduction to Effective Presentation Skills

2. Preparing the Presentation (Collection of Data/Information, exploring the topic etc.)

3. Using ICT in the Presentation

4. Getting Ready for the Presentation

5. Effective Body Language

6. Effective Pronunciation

7. Interacting with Audience (Q & A)

8. Practice (presentation with video recording)

9. Feedback and Suggestions

**Recommended Readings/ Viewings:** TED Talks, INK Talks, Toastmasters Videos, Videos of good speakers like Steve Jobs etc.