



**Semester – II**

**Subject Name: Communication Skills-II**

**Subject Code: 09SL1102**

**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:** 1 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	1	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.