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| INSTITUTE | FACULTY OF SCIENCE |
| PROGRAM | BACHELOR OF SCIENCE (CHEMISTRY) |
| SEMESTER | 2 |
| COURSE TITLE | COMMUNICATION SKILL - II |
| COURSE CODE | 02SL0203 |
| COURSE CREDITS | 2 |

Objective:

- 1 To enhance basic concepts of English language
- 2 To understand the usage of English language through texts
- 3 To understand the concepts of structure of language through grammar
- 4 To learn basics of speaking English Language
- 5 To develop LSRW skills through texts

Course Outcomes: After completion of this course, student will be able to:

- 1 Communicate with the peers and colleagues in English Language
- 2 Learn basics structure of spoken and written English language
- 3 Expand their vocabulary in English
- 4 Learn intermediate grammar in English through text
- 5 Learn LSRW skills through texts and audio-visual aids

Pre-requisite of course:NA

Teaching and Examination Scheme

| Theory Hours | Tutorial Hours | Practical Hours | ESE | IA | CSE | Viva | Term Work |
|---------------------|-----------------------|------------------------|------------|-----------|------------|-------------|------------------|
| 2 | 0 | 0 | 0 | 30 | 20 | 25 | 25 |

| Contents : Unit | Topics | Contact Hours |
|------------------------|---|----------------------|
| 1 | Revise Your Grammar Active Voice and Passive Voice, Reported Speech, Uses of Conjunctions, Phrases and Clauses | 7 |
| 2 | Writing Skills Formal Letters (Inquiry, Quotation, Placing an Order, Complaint, Adjustment, Notices, Circulars), E-mail Writing | 10 |
| 3 | Speaking Skills Public Speaking, Presentation Skills | 5 |

| Contents : Unit | Topics | Contact Hours |
|----------------------------|---|--------------------------|
| 4 | Learning Language through Texts Excerpts from Wings of Fire – An Autobiography of APJ Abdul Kalam, Excerpts from the Biography of Dr. C. V. Raman | 8 |
| Total Hours | | 30 |

Textbook :

- 1 Wings of Fire, Abdul Kalam, A. P. J., & Arun Tiwari, Universities Press, 1999
- 2 Business Communication (2nd. ed.), Raman, Minaxi & Prakash Singh, Oxford University Press, 2012

References:

- 1 English Conversation Practice, English Conversation Practice, Taylor, Grant, McGraw Hall Publication, 2002
- 2 Essential English Grammar, Essential English Grammar, Murphy, Raymond, Cambridge University Press, 2003
- 3 English Vocabulary in Use, English Vocabulary in Use, Stuart Redman, Cambridge University Press, 2003

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

| Distribution of Theory for course delivery and evaluation | | | | | |
|---|-------------------|--------------|----------------|-----------------|----------------------------------|
| Remember / Knowledge | Understand | Apply | Analyze | Evaluate | Higher order Thinking |
| 20.00 | 20.00 | 30.00 | 15.00 | 10.00 | 5.00 |

Instructional Method:

- 1 Lecture method
- 2 Demonstration
- 3 Role play
- 4 Quiz
- 5 Brainstorming

Supplementary Resources:

- 1 <https://unacademy.com> > content > general-awareness
- 2 <https://vajiramandravi.com> > quest-upsc-notes > sir-cv...