INSTITUTE	DIPLOMA STUDIES
PROGRAM	DIPLOMA ENGINEERING (COMPUTER ENGINEERING)
SEMESTER	1
COURSE TITLE	COMMUNICATION SKILLS
COURSE CODE	09SL0103
COURSE CREDITS	3

Objective:

1 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. • to enhance their understanding of language in the context

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

1 Students will acquire basic knowledge of decoding written content

2 Students will be able to develop comprehension skills, improve vocabulary, use proper grammar, and acquire writing skills and speaking skills in English

3 Students will gain effective presentation skills

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	2	50	30	20	25	25

Contents : Unit	Topics	Contact Hours
1	**Introduction to Reading Skills** 1. Reading & Structure (Tenses, Parts of Speech, Types of Sentences, Subject-Verb Agreement, Modals , Active-Passive), Techniques of Reading, Reading Different Types of Texts (Essays, Articles, Stories, Reports, Surveys, Reference Books), Reading Comprehension Passages (8passages)	14
2	**Introduction to Writing Skills** Writing for Different Purposes, Applications &Emails, Assignments, Event Reports (Industrial Visits, In-House Events, Participation in External Events)	14
Total Hours		**28**

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
1	**Introduction to Speaking Skills** Greetings, Introducing Self & Peers, Asking and Sharing Information, Sharing/talking about likes and dislikes/preferences, Describing Events/Experiences/Objects, Discussions, Expressing Views, Facing Viva Voce	14
2	**Effective Presentation Skills** Introduction to Effective Presentation Skills, Preparing the Presentation (Collection of Data/Information, exploring the topic), Using ICT in the Presentation, Getting Ready for the Presentation, Effective Body Language, Effective Pronunciation, Interacting with Audience (Q & A), Practice (presentation with video recording), Feedback and Suggestions	14
Total Hours		**28**

Textbook :

1   NA, NA, NA, NA

References:

1   Communication Skills, Communication Skills, Lata and Kumar, OUP, New Delhi, 2018
2   The Ace of Soft Skills, The Ace of Soft Skills, Mahadevan Ramesh, Pearson, UP, 2019

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**
35.00	35.00	30.00			

Instructional Method:

1   The course delivery method will depend upon the requirement of content and need of the students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as Lecture method combined with discussion ,use of ICT Tools ,Assignments ,,Presentations ,and self study
2   The internal evaluation will be done on the basis of continuous evaluation of students in the class-room.

Supplementary Resources:

1   https://youtu.be/UOceysteIjo
2   https://youtu.be/hE6I9apUvrk
3   https://youtu.be/X3Fz_Gu5WUE