

<b>INSTITUTE</b>	<b>FACULTY OF SCIENCE</b>
<b>PROGRAM</b>	<b>BACHELOR OF SCIENCE (MICROBIOLOGY)</b>
<b>SEMESTER</b>	<b>2</b>
<b>COURSE TITLE</b>	<b>COMMUNICATION SKILL - II</b>
<b>COURSE CODE</b>	<b>02SL0203</b>
<b>COURSE CREDITS</b>	<b>2</b>

**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**

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
2	0	0	0	30	20	25	25

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

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

**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					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking / Creative</b>
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...