

Syllabus for B.Sc. (Hons) Agriculture Year – I (Sem. I)

Subject Code: 16AS0111

Subject Short Name: Ag. Ext. 1.1

Subject Name: Communication Skills

Objective:

1. To acquire competence in oral, written and non-verbal communication, develop strong personal and professional communication and demonstrate positive group communication.

Credits Earned: 2 Credits (1+1)

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

- Acquaint the knowledge on Listening, Speaking, Reading and Writing Skills along with classification; General & Technical Article and writing principles of these articles; comparison between Individual & Group presentation; organization of seminars & conferences and formats of Public Speaking.
- Develop the understanding on usage of different classified skills according to situations, reading and writing of general & technical articles and the preparation and planning before organizing seminars and conferences.
- Develop the skill of students towards general & technical writing, principles of reading and writing of general & technical articles and implication.
- Develop evaluative thinking on variations between General & Technical Articles with the way of writing, how to prepare for public speaking and the principles to be followed and significance of Field Diary & Lab Record for an agriculture student.

Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
Theory	Tutorial	Practical		ESE (E)	Mid Sem (M)	Progressive Assessment (PA)	Viva (V)	Term work (TW)	
1	0	2	2	40	20	20	10	10	100

Theory Content:

Unit	Topics	Contact Hours
1	Communication Process: The magic of effective communication; Building self-esteem and overcoming fears	2
2	Concept, nature and significance of communication process; Meaning, types and models of communication	2
3	Verbal and non-verbal communication; Linguistic and non-linguistic barriers to communication and reasons behind communication gap/ miscommunication	2
4	Basic Communication Skills: Listening, Speaking, Reading and Writing Skills; Precis writing/ Abstracting/Summarizing	2
5	Style of technical communication Curriculum vitae/resume writing; Innovative methods to enhance vocabulary, analogy questions	2
6	Structural and Functional Grammar: Sentence structure, modifiers, connecting words and verbal; phrases and clauses	2
7	Case: subjective case, possessive case; objective case; Correct usage of nouns, pronouns and antecedents, adjectives, adverbs and articles	1
8	Agreement of verb with the subject: tense, mood, voice; Writing effective sentences; Basic sentence faults	1
	Total	14

Practical Content:

Unit	Topics	Contact Hours
1	Listening and note taking	2
2	Writing skills: precis writing, summarizing and abstracting	2
3	Reading and comprehension (written and oral) of general and technical articles	2

4	Micro-presentations and Impromptu Presentations: Feedback on presentations	2
5	Stage manners: grooming	2
6	body language, voice modulation, speed	2
7	Group discussions	2
8	Public speaking exercises	2
9	vocabulary building exercises; Interview Techniques	2
10	organization of events	2
	Total	20

Reference Books:

- Allport, G. W. 1937. Personality: A Psychological Interpretation. Holt, New York.
- Brown Michele and Gyles Brandreth. 1994. How to Interview and be interviewed. Sheldon Press, London.
- Carnegie Dale. 1997. The Quick and Easy Way to Effective Speaking. Pocket Books, New York.
- Francis Peter S J. 2012. Soft Skills and Professional Communication. Tata McGraw Hill, New Delhi.
- Kumar S and Pushpa Lata. 2011. Communication Skills. Oxford University Press.

Suggested Theory distribution:

The suggested theory distribution as per Bloom's taxonomy is as per 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	Understand	Apply	Analyze	Evaluate	Create
25%	25%	20%	10%	10%	10%

Instructional Method:

1. The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by white board may also use any of tools such as demonstration, role play, quiz, brain storming, MOOCs etc.
2. The internal evaluation will be done on the basis of continuous evaluation of students in the class-rooms.
3. Practical examination will be conducted at the end of semester for evaluation of performance of students in laboratory/ field.
4. Students will use supplementary resources such as online videos, NPTEL videos, e-courses, Virtual Laboratory.