



FIRST-YEAR DIPLOMA ENGINEERING SYLLABUS

Semester: 1st

Course Code: 002291106

Type of Course: HSSC-LC-1

Course Name: COMMUNICATION SKILL LAB

Course Prerequisites:

Language is the most commonly used medium of self-expression in all spheres of human life—personal, social and professional. English language has become a dire need to deal successfully in the globalized and competitive market. Competency in English is need of the hour, not only for Indian industry, but also worldwide, where diploma engineers have the employable opportunity.

COURSE OBJECTIVE(S):

Therefore, the basic English skills- listening, speaking, reading and writing have become almost mandatory for employability. This course intends to make the students to develop comprehension skills, improve vocabulary, use proper grammar, acquire writing skills, correspond with others and enhance skills in spoken English. Further, it is expected that each polytechnic will provide conducive environment for acquiring proficiency in communication skills among the students through English language.

TEACHING & EXAMINATION SCHEME:

Teaching Scheme (Hrs/Week)				Examination Scheme				
Theory	Tutorial	Practical	Credit	SEE		CA		
				Th	Pr	MSE	PLE	LA
0	0	2	2	00	25	00	00	25
				Total				
				50				

Th: Theory; Pr: Practical; FA: Final Assessment; CAT: Continuous Assessment Theory; CAP: Continuous Assessment Practical;

TOTAL Practical Hours: No. of Practical Hrs/Week*15 = 60

LIST OF PRACTICALS: (sample for 2 hrs/week)*15 weeks

Sr. No.	Tutorial	Unit No.	Approx. Hrs. required
1	Noun, Pronoun, Verb, Adjective, Adverb and Interjection Examples	I	4
2	Present Tense (Simple, Continuous, Perfect, Perfect Continuous) Past Tense (Simple, Continuous, Perfect) Future Tense (Simple)	I	4
3	Modal Auxiliaries Can, Could, May, Might, Shall, Should, Will, Would, Must, Have to, Ought to Prepositions - In, into, On, At, for, Since, between, among, to, towards Connectors - If, Unless, Otherwise, Because, Therefore, Who, Which, Where, When, Why	I	2



FIRST-YEAR DIPLOMA ENGINEERING SYLLABUS

4	VocabularyItems: Matchingitems(WordanditsMeaning) One-WordSubstitutionPhrasesandIdioms Synonymsand Antonyms	II	2
5	VocabularyItems: Matchingitems(WordanditsMeaning) One-WordSubstitutionPhrasesandIdioms Synonymsand Antonyms	III	2
6	EmailWriting(Business) Format and Sample Enquiry, OrderscomplaintsExamplesforPractice	IV	4
7	Letterwriting Typesofletters,FormatsofLettersExamplesfor Practice	IV	6
8	BasicsofSpeaking,Importanceofpublic speaking Conversationin classroom Welcomespeech Farewellspeech Introducingoneself andanother DiscussingWeather DisposalofE -Waste Environmentalprotection throughnon-useofPlastic Reduction of Noisepollutionbyvehicles. Conversationwiththe Cashier-College/bank TelephonicConversations(Formal andInformal).	V	4

Text Book(s):

Title of the Book	Author(s)	Publication
COMMUNICATION SKILL		Atulprakashan

Reference Book(s):

Sr. No.	TitleofBook	Author	Publication with place, year and ISBN
1	LivingEnglishStructures	W.S.Allen	Pearson Education India1992ISBN:97881317 28499
2	Essentials of EnglishGrammarandCo mposition	N.K.Aggrawal	GoyalBrothersPrakashan2015I SBN:8183896162



FIRST-YEAR DIPLOMA ENGINEERING SYLLABUS

3	English Grammar at Glance	M. Gnanamurali	S. Chand & Co. Ltd. 2010 SBN: 9788121929042
4	Effective English	E. Suresh Kumar & Others	Pearson 2010 ISBN: 9788131731000
5	English Communication for Polytechnics	S. Chandrashekhar & Others	Orient Black Swan 2013 ISBN: 8125037462
6	English Fluency Step 1 & 2	-	Macmillan 2010 ISBN: 9781405003650 9781405003667
7	Active English Dictionary	-	Longman 1991 ISBN: 8131707865
8	The Pronunciation of English	Daniel Jones	Cambridge: Cambridge University Press 4 th Edition 1956 ISBN: 0521093694
9	Ed. English Pronouncing Dictionary	James Hartman & et al.	Cambridge: Cambridge University Press. 17 th Edition 2006 ISBN: 0521680867
10	Effective Communication Skills	Kulbhushan Kumar	Khanna Publishing House, New Delhi (Revised Ed. 2018) ISBN: 9789382609940
11	Better English Pronunciation	J. D. O'Connor	Cambridge: Cambridge University Press 1982 ISBN: 0521231523
12	An English Grammar: Comprehending Principles	Lindley Murray	Franklin Classics (10 October 2018). ISBN: 0342097008

- <https://learnenglish.britishcouncil.org>
- <http://www.free-english-study.com/>
- <http://www.english-online.org.uk/course.htm>
- <http://www.english-online.org.uk/>
- <http://www.talkenglish.com/>
- <http://www.learnenglish.de/>
- <https://www.cambridgeenglish.org/exams-and-tests/linguaskill/>



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Equivalent/Corresponding Course on NPTEL (SWAYAM):

NPTEL course on

PRACTICAL EVALUATION:

Sr. No.	Activity	Marks	Weightage
1	Semester End Examination (External Practical)	30	60%
2	Continuous Assessment Practical (CAP)	20	40%
	Semester End Examination (External Practical)		
1(a)	Lab Experiment/Exercise		30%
1(b)	Viva-voce		20%
1(c)	Certified Record		10%
	Continuous Assessment Practical (CAP)		
2(a)	Day to day Laboratory Work & Attendance		15%
2(b)	Submission of Laboratory Work/Journal		10%
2(c)	Exam		15%

* For 4 Credit Subjects

1 Credit = 25 Marks

Theory: 3 Credits = 75 Marks

Practicals: 1 Credit = 25 Marks

SEE Evaluation will be of 100 marks and converted to 50 Marks (75 Th + 25 Pr)

CA Evaluation will be of 100 Marks and converted to 50 Marks. (75 Th + 25 Pr)

Distribution of Marks for Theory Evaluation as per Bloom's Taxonomy Level:

Level	Remember	Understand	Apply	Analyse	Evaluate	Create
% Weightage	20%	20%	25%	15%	10%	10%

COURSE OUTCOMES:

The practical exercises, the underpinning knowledge and the relevant soft skills associated with this competency are to be developed in the student to display the following COs:

Sr. No.	CO Statement
CO-1	Make correct sentences using tenses. Make meaningful sentences using confusing words.
CO-2	Use antonyms and synonyms effectively in oral and written forms.
CO-3	Use antonyms and synonyms effectively in oral and written forms.
CO-4	Write various formal documents of technical and professional communication



FIRST-YEAR DIPLOMA ENGINEERING SYLLABUS

CO-5	Compose Syntactical statements in written and Oral Communication (especially Formal Communication). Articulate vowels, consonants and diphthongs correctly
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