



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Diploma in Engineering

Level: Diploma

Branch: All

Course / Subject Code : DI01000031

Subject Name : Communication Skills in English

w. e. f. Academic Year:	2024-25
Semester:	1
Category of the Course:	HSMC-1

<b>Prerequisite:</b>	Basic knowledge of English
<b>Rationale:</b>	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. 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.

## Course Outcome:

After Completion of the Course, the student will able to:

No	Course Outcomes
01	Use strategies to minimize barriers of effective communication.
02	Construct grammatically correct sentences.
03	Develop reading and listening skills in terms of fluency and comprehensibility.
04	Compose different types of written communication.
05	Communicate orally in a given situation with a purpose.



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## Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA/CA(M)	PA/CA (I)	ESE (V)	
2	0	2	3	70	30	20	30	150

## Course Content:

Unit No.	Contents	No. of Hours	% of Weight age
1.	<b>Theory of Communication</b> 1.1 Concept of Effective Communication and Communication Skills 1.2 Basic Communication Models(S+E+C+D+R+N+F) 1.3 Level of Communication: Upward and Downward 1.4 Types of Communication: Verbal, Non-Verbal, Visual Interpersonal, Intrapersonal, Extra personal and Mass 1.5 Barriers of Effective Communication	06	14 Marks 20%
2.	<b>Grammar</b> 2.1 Parts of Speech: Noun, Verb, Pronoun, Adjective, Adverb, Preposition, Conjunction, Interjection 2.2 Tenses: Present: Simple, Continuous, Perfect, Perfect Continuous Past: Simple, Continuous, Perfect Future: Simple 2.3 Modal Auxiliaries: Can, Could, May, Might, Must, Shall, Will, Should, Would, Ought to, Need 2.4 Subject-Verb Agreement 2.5 Basic Sentence Patterns of English: SV, SVO, SVA, SVC	10	28 Marks 40%



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3.	<b>Prose and Poetry</b> <b>3.1 Prose</b> The Leopard- Ruskin Bond <b>3.2 Short Story</b> After Twenty Years- O Henry <b>3.3 Poetry</b> • Stopping by Woods on Snowy Evening-Robert Frost	06	14 Marks 20
4.	<b>Techniques of Writing</b> 4.1 Email Writing: Format&Types: (Inquiry, Reply to Inquiry, Order, Complaint) 4.2 Paragraph Writing (Approximately in 150 words) <b>Suggested Topics:</b> Paragraph on: Festivals, Nature and Environment, Famous Personalities, Favorite Sports, Friends and Family members.	08	14 Marks 20%
<b>Total</b>		<b>30</b>	<b>100</b>

Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
17	29	24	-	-	-

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

References/Suggested Learning Resources:

(a) Books:

S. No.	Title of Book	Author	Publication with place, year and ISBN
1.	Living English Structures	W. S. Allen	Pearson Education India 1992 ISBN: 9788131728499
2	Essentials of English Grammar and Composition	N. K. Aggrawal	Goyal Brothers Prakashan 2015 ISBN :8183896162



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S. No.	Title of Book	Author	Publication with place, year and ISBN
3.	English Grammar at Glance	M. Gnanamurali	S. Chand & Co. Ltd. 2010 ISBN : 9788121929042
4.	Effective English	E. Suresh Kumar & Others	Pearson 2010 ISBN : 9788131731000
5.	English Communication for Polytechnics	S. Chandrashekhar & Others	Orient BlackSwan 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 <sup>th</sup> Edition 1956 ISBN : 0521093694
9.	Ed. English Pronouncing Dictionary	James Hartman & et al.	Cambridge: Cambridge University Press.17 <sup>th</sup> 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 and Rules	Lindley Murray	Franklin Classics (10 October 2018). ISBN : 0342097008
13.	Examine your English	Margaret M. Maison	Orient Longman: New Delhi, 1964 ISBN : 812500176X
14.	A Practice Course in English Pronunciation	J.Sethi& et al	New Delhi: Prentice Hall, 2004 ISBN : 9788120325944
15.	Technical Communication: A Practical Approach.	Pfeiffer, William Sanborn and T.V.S Padmaja	Delhi: Pearson, 2007. ISBN : 9788131700884



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## (b) Open-source software and website:

- <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/>
- <https://dictionary.cambridge.org/dictionary/english/>
- <https://www.oxfordlearnersdictionaries.com/definition/academic/>
- <https://learnenglishkids.britishcouncil.org/>

## • Suggested Course Practical List:

S.No.	Practical Outcomes (PrOs)	CO	Approx. Hrs. required
1.	Develop listening skills through listening to recorded lectures, poems, interviews and speeches.	Co1,Co3	04*
2.	Use antonyms and synonyms effectively in oral and written forms.	Co3,Co4	04*
3.	Use grammatically correct sentence	Co2,Co5	02
4.	Communicate ideas effectively and fluently in oral and written communication.	Co1,Co2, Co3,Co5	02*
5.	Articulate vowels, consonants and diphthongs correctly.	Co1,Co5	02*
6.	Speak with appropriate intonation, voice modulation, pitch, speed and volume.	Co1,Co5	02
7.	Participate in conversations (GD /meetings etc.)	Co1,Co3, Co5	04*
8.	Deliver the presentation effectively in the class.	Co1,Co3, Co5	04*
9.	Communicate effectively through verbal and non-verbal means of communication.	Co1,Co3, Co5	04*
10.	Practice online exercises for listening and reading comprehension.	Co3,Co5	02*
<b>Total</b>			<b>30</b>



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**Note** :The above practical outcomes (PrOs) are the sub-components of the COs. Some of the PrOs marked “\*” are compulsory, as they are crucial for that particular CO. These PrOs need to be attained at least at the ‘Precision Level’ of Dave’s Taxonomy related to ‘Psychomotor Domain’.

## • List of Laboratory/Learning Resources Required:

These major equipment/instruments and Software required to develop PrOs are given below with broad specifications to facilitate procurement of them by the administrators/management of the institutes. This will ensure conduction of practical in all institutions across the state in proper way so that the desired skills are developed in students.

S. No.	Equipment Name with Broad Specifications	PrO. No.
1.	Computer systems windows 7 or above with internet connectivity	All
2.	Headphones with speakers	All
3.	LCD Projector	All
4.	Language lab software	All

## Suggested Project List:

Suggestive list of micro-projects is given here. This should relate highly with competency of the course and the COs. Similar micro-projects could be added by the concerned course teacher:

- Book review – students should read a book and then write his reviews about the book and present it in the class.
- Presentation – Prepare a presentation regarding current problems of environment and present it in the class,
- Mock interviews. – Interviews conducted by students and for the students.
- Skit or role play- write the script and present it in the class  
( can be asked to take topic related to environment and pollution)
- Find out 20 new words out of a given story, write its synonym and use the word in your own sentence.
- Draft a story according to a given picture.
- You are in the village fair. Describe what is happening around you in present continuous tense.  
(Celebration of Annual Day – past tense. etc)



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h) Write a paragraph about your first day in college.

## **Suggested Activities for Students:**

Other than the classroom and laboratory learning, following are the suggested student-related *co-curricular* activities which can be undertaken to accelerate the attainment of the various outcomes in this course: Students should perform following activities in group and prepare reports of about 5 pages for each activity. They should also collect/record physical evidences for their (student's) portfolio which may be useful for their placement interviews:

- The experiments should be properly designed and implemented with an attempt to develop different types of skills leading to the achievement of the competency.
- Initiating a conversation with a new comer to your college.
- Assignments using Internet. (Online Listening/Speaking/Vocabulary based exercises and uploading their score, etc. (Teacher can decide how to use various online platforms for evaluation purpose.
- Self-learning Activities using mobile apps/internet
- Discuss current affairs in English with your friends.
- Read storybooks and learn new words and sentence structures.
- Write a brief report on current environmental issues.

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