

0944 -DIPLOMA IN INFORMATION TECHNOLOGY & ENGINEERING SEMESTER -I 094411 COMMUNICATION SKILLS – I

RATIONALE

Language is the most commonly used and effective medium of self-expression in all spheres of human life – personal, social and professional. A student must have a fair knowledge of English language and be able to pursue the present course of study and handle the future jobs in industry. The objective of this course is to assist the diploma holders to acquire proficiency, both in spoken (oral) and written language. At the end of the course, the student will be able to develop comprehension, improve vocabulary, develop grammatical ability, enhance writing skills, correspond with others and enhance skills in spoken English.

DETAILED CONTENTS

1. Prose Text Book (12 hrs)

The following six chapters of “A Book of English for Polytechnics – Prose Selection” published by MacMillan India Ltd., on behalf of Technical Teachers' Training Institute, Chandigarh

- a) Adventure in Space
- b) An Engineering Wizard
- c) The Diamond Necklace
- d) God lives in the Panch
- e) The Man who found penicillin
- f) Guru Nanak Dev

There will be one general question from one of these six chapters.

2. Comprehension (4 hrs)

(from the prescribed 6 chapters of Prose Text Book and simple unseen passages)

3. Grammar (from the prescribed 6 chapters of Prose Text Book only) (10 hrs)

- Prepositions
- Correction
- Voice
- Narration
- Punctuation
- Tenses

- Correction of incorrect sentences

4. Vocabulary (6 hrs)

- Words, idioms, phrases, antonyms and synonyms
- Translation of 300 most commonly used scientific and technological terms in Hindi to English and English to Hindi

5. Translation and Re-Translation (individual simple sentences) (10 hrs)

English to Hindi and Hindi to English

6. Paragraph writing on current topics/themes (6 hrs)

- Technology

- Science
- Economy
- Political
- Social
- General

LIST OF PRACTICALS

1. How to locate reading material in the library
2. How to look up words in a dictionary
3. How to look up information from an encyclopedia
4. Acquaintance with 44 sounds of pronunciation
5. Introducing self and others
6. Paper reading
7. Group Discussions
8. Seminar presentation on a given topic/theme
9. Declamation contest

Note: For reading comprehension, listening comprehension and effective speaking skills, English Language Laboratory Manual and Workbook published by State Board of Technical Education, Hyderabad may be used along with text-book

RECOMMENDED BOOKS

1. Essentials of Business Communication by Pal and Rorualing; Sultan Chand and Sons
2. The Essence of Effective Communication, Ludlow and Panthon; Prentice Hall of India
3. New Design English Grammar, Reading and Writing Skills by AL Kohli (Course A and course B), Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
4. New Design English Reading and Advanced Writing Skills for Class XI and XII by MK Kohli and AL Kohli; Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
5. A Practical English Grammar by Thomson and Marlinet
6. Spoken English by V Sasikumar and PV Dhamija; Tata McGraw Hill
7. English Conversation Practice by Grount Taylor; Tata McGraw Hill
8. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd., Delhi
9. Business Correspondence and Report Writing by RC Sharma and Krishna Mohan; Tata McGraw Hill Publishing Company Ltd. New Delhi
10. Communication Skills by Ms R Datta Roy and KK Dhir; Vishal Publication, Jalandhar