



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

Semester : I/II

Total Contact Hours: 90

RATIONALE:

The course aims at enabling the students to develop Listening, Reading, Speaking and Professional Writing skills in English Language as required in present professional environment to enhance their employability and career prospects. This course is therefore '**practical**' in orientation.

COMPETENCY:

The aim of this course is to facilitate the students to develop competency in both spoken and written communication in English.

COURSE OUTCOMES (COs):

The Theory component, Practical Learning experiences and the relevant soft skills associated with the course are to be taught, conducted and developed so that the student demonstrates the following competencies sought by the industry for employability of the Diploma pass outs.

1. Demonstrate reading with reasonably correct pronunciations with comprehension.
2. Express orally and listen attentively to communicate the meaning of spoken material in English.
3. Formulate grammatically correct sentences in English using general purpose words.
4. Apply principles of effective communication in oral and written professional communication.

PRE-REQUISITES:

The first year Diploma students having basic knowledge of English Grammar of Secondary level and having some exposure to Listening, Speaking, Reading and Writing Skills in English language will be the target group.

The course being practical in orientation essentially requires intensive practice sessions involving committed and active participation of each student individually as well as in group, in class and also besides the class through a self-learning environment that promotes use of diverse open access learning resources available today.

TEACHING AND EXAMINATION SCHEME:

| Teaching scheme (90 days in semester) Study hours (per week) | | | | EVALUATION SCHEME | | | | | | | | | | TOTAL MARKS |
|--|----|----|--------|-------------------|-----|-----------|-----|-------------|-----------|-----|-------|-----|-------------|-------------------|
| | | | | THEORY | | | | | PRACTICAL | | | | | |
| L | T | Pr | Credit | ESE Paper-3Hrs | | PA(PT+MP) | | Total Marks | ESE Marks | | PA | | Total Marks | THEORY+ PRACTICAL |
| | | | | Max | Min | Max | Min | | Max | Min | Max | Min | | |
| 3 | -- | 3 | 5 | 70 | 22 | 20+10=30 | 00 | 100 | 30 | 10 | 20 | 00 | 50 | 150 |
| | | | | Marks | | Marks | | | Marks | | Marks | | | |

LEGENDS:

L :- Lecture (includes all learning experiences designed by the teacher to facilitate conceptual understanding)



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

T :- Tutorial

Pr :- Practical

ESE :- End semester evaluation.

PA :- Progressive Assessment (Internal Assessment by Teacher)

PT :- Progressive Test (20marks)–Total of two Progressive Tests of 10marks each.

MP :- Micro-Project [Topics to be assigned at the beginning of the semester, requiring at least 08-10hours of guided engagement and requiring : **submission** (hard copy for Internal Progressive Assessment of Micro-Project in Theory component-10 marks) and **presentation** using presentation aids or tools (for Practical ESE –of 10 marks before external examiner), so as to integrate two or more Course Outcomes (COs), Unit Outcomes(UOs), Practical Outcomes (PrOs), and Affective Domain Outcomes (ADOs)]

ESE (Theory component) – will be assessed through Theory Paper of 70 Marks of 3 hours duration.

ESE (Practical component) –will be assessed in the presence of an External Examiner on the basis of-

1. Presentation of Micro Project allotted by the teacher.(10 marks)
2. Reading aloud a passage with correct pronunciation and answering simple questions. (10 marks)
3. Answering the questions asked by the examiner based on the practical exam question paper.(10 marks)

COURSE DELIVERY:

| Unit | Topic | Teaching Hours | | |
|---------------------|---|----------------|-----------|----------|
| | | Theory | Practical | Total |
| I | COMPREHENSION AND VOCABULARY | 10 | 06 | 16 |
| II | APPLIED GRAMMAR | 10 | 14 | 24 |
| III | PRINCIPLES OF EFFECTIVE COMMUNICATION AND BUSINESS CORRESPONDENCE | 12 | 12 | 24 |
| IV | TECHNICAL REPORT WRITING | 08 | 08 | 16 |
| V | PARAGRAPH WRITING AND PRECIS WRITING | 05 | 05 | 10 |
| Total Contact Hours | | 45 hours | 45 hours | 90 hours |

MAPPING COs AND POs

| | PO 1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 |
|-----|------|-----|-----|-----|-----|-----|-----|
| CO1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| | | | | | | | |
|-----|---|---|---|---|---|---|---|
| CO2 | 1 | 1 | 1 | 1 | 2 | 3 | 3 |
| CO3 | 1 | 1 | 1 | 1 | 2 | 3 | 2 |
| CO4 | 1 | 1 | 1 | 1 | 3 | 3 | 3 |

The following contents have to be taught and assessed:

| Unit | Topic and Sub-topics | Unit Outcomes (UOs) | | | Hours L P | |
|--|---|---|--|----|-----------------|---------------|
| | | Writing Skills | Speaking Skills | | | |
| UNIT I COMPREHENSION AND VOCABULARY | <p>Passages in the prescribed Text book :</p> <ol style="list-style-type: none"> 1. The Language of Science 2. Safety Practices 3. Nonconventional Sources of Energy 4. Entrepreneurship <p>Short Stories in the prescribed Text Book :</p> <ol style="list-style-type: none"> 1. 'A Letter to God' written by <i>Gregorio Lopez Y. Fuentes</i> 2. 'An Astrologer's Day' written by <i>R.K. Narayan</i> | <p>Write short answers of the questions based on specified Passages and Short Stories.</p> <p>Form correct sentences using new words in the specified Passages and Short Stories.</p> <p>Write summary, moral and characterization of the short stories prescribed.</p> <p>Give one word substitution,</p> | <p>Listen and Pronounce the words correctly in the passage while reading.</p> <p>Listen to the questions based on the passages and answer each question orally.</p> <p>Listen the story during lecture. Read the story loudly with proper pronunciation and voice modulation.</p> <p>Read the summary loudly with proper pronunciation and voice</p> | 10 | 06 | CO1, CO2, CO3 |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| | | | | | | |
|--|--|---|--|--------|--------|------------|
| | One word substitution, Word-expansion, Common Synonyms and Antonyms. | Write meanings, or expanded form of the compound- words (from the text) | modulation. Speak moral and brief summary of any one of the two short stories prescribed. Listen, speak, record, compare and practice correct pronunciation of the new words. | | | |
| UNIT II APPLIED GRAMMAR | Determiners a, an, the, some, any, much, many, each, every, all, no, none, few, a few, little, a little, plenty of, a lot of, a great deal of. | Use appropriate <u>determiners</u> in the given situations. | Formulate sentences with correct use of determiners. | 1 0 | 1 4 | CO2 CO3 |
| | Auxiliary Verbs Be: is, am, are, was, were, Do: does, did Has/have: had Will: would, Can: could, Shall: should, May: might, Must: has/have to, am to, had to Need, Dare, Ought to, Used to | Use correct <u>auxiliary verbs</u> in the given sentences and situations. | Speak using appropriate auxiliary verbs in the given context. | | | |
| | Subject-verb Agreement | Use <u>verb that agrees with the subject</u> in the given sentence. | Speak sentences with correct subject-verb agreement in any given situation. | | | |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| | | | | | | |
|---|---|--|--|--------|--------|-------------------|
| | Tenses | Rewrite the sentences using <u>correct form of the verb</u> in the given sentences. | Construct and speak grammatically correct sentences using appropriate form of the verbs. | | | |
| | Question tags and short form answers | Write correct <u>Question Tags</u> after sentences. Answer in short forms. | Listen to videos on situational conversations and converse on routine situations using question tags. Reply in short forms. | | | |
| | Voice | Change the expressions from <u>active to passive voice</u> and vice-versa as appropriate. | Identify the appropriateness of active or passive voice in a given situation. Use correct voice to get the desired response. | | | |
| | Prepositions | Apply appropriate <u>prepositions</u> to communicate desired meaning. | Use prepositions to make meaningful sentences. | | | |
| UNIT III PRINCIPLES OF EFFECTIVE COMMUNICATION AND BUSINESS CORRESPONDENCE | Definition of Communication, Communication Process, Non-verbal Communication (Body language) Principles (7Cs) of effective communication, Barriers in communication and the ways to overcome them. Semantic Barriers Physical Barriers Socio-Psychological Barriers | Define communication Describe Communication Process and its types. Enumerate and explain Principles of Effective Communication. Enlist Barriers in communication and ways to overcome them. | Use appropriate body language and voice modulation for effective presentation skills. Deliver a short presentation (2 to 3 minutes) on any of the topics assigned from the | 1 2 | 1 2 | CO2 CO3 CO4 |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| | | | | | | |
|--|--|---|---|--------|--------|-------------------|
| | Organizational Barriers Business Letters : Parts, mechanics and format. Characteristics of good business letters. Application for Job with CV, Enquiry, Order, Complaint. | Draft the specified letters. | syllabus individually, eg. Process of communication, Non verbal communication, Any three principles of effective communication, Barriers (any one type). | | | |
| UNIT IV TECHNICAL REPORT WRITING | Meaning and Characteristics of a good Technical Report, Types of Reports Report Writing (in the form of letter) 1. Progress Report 2. Proposal Report 3. Report on Industrial Accident | Briefly describe a Technical Report and its Characteristics. Draft the specified reports. | Orally present (read) the Technical Reports drafted by you. | 0 8 | 0 8 | CO2 CO3 CO4 |
| UNIT V PARAGRAPH WRITING AND PRECIS WRITING | Paragraph Writing (150 words) on topics of general interest e.g., Pollution, Ragging in colleges, Internet revolution, Solar energy, Entrepreneurship, Importance of Communication Skills. Unseen passages from various sources (appropriate for Diploma Level) Comprehension exercises, Precis writing Giving a suitable title to the passage. | Develop paragraphs on any four topics from the specified list. Write answers of the questions based on the given unseen passage. Write précis of the given passage and give a suitable title. | Read the paragraph aloud and deliver the same orally. Read the unseen passage and the précis aloud. | 0 5 | 0 5 | CO1 CO3 CO4 |

SUGGESTED LIST OF PRACTICAL EXERCISES TO BE CONDUCTED FOR EXPECTED PRACTICAL OUTCOMES (PrOs)



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| S.No | Practical Outcomes of Listening skills, Speaking skills, Reading skills (silent and loud) and Writing skills to be attained using pre-prepared exercises from text book or other appropriate resources in the Language Laboratory or in the class room) | Unit | Hours for Practicals |
|------|---|----------|----------------------|
| 1. | Appreciate reading passages or articles from various sources (including passages and stories prescribed in the Text Book) with correct pronunciation and voice modulation. Answer the questions based on the given passage-orally as well as in writing. | I & V | 4 |
| 2. | Repeat words on language lab software after listening them, record, compare and practice for accuracy in pronunciation. Online dictionary can also be used. | I | 4 |
| 3. | Apply correct form of the given words in the sentences and read them aloud. Give one word substitutes for word expansions. | I | 2 |
| 4 | Employ common synonyms and antonyms in sentences. | I | 2 |
| 5. | Relate determiners correctly in the given sentences and read aloud. | II | 1 |
| 6. | Apply auxiliary verbs correctly in the given sentences and read aloud. | II | 1 |
| 7. | Relate verb form that agrees with its subject and read the sentence aloud. | II | 1 |
| 8. | Rewrite sentences using correct form (tense) of the given verb and read aloud. | II | 2 |
| 9. | Form question tags and frame short form answers for short conversations. | II | 1 |
| 10. | Convert the voice from active to passive and vice-versa appropriately. | II | 2 |
| 11. | Apply appropriate prepositions in the given sentences and read the sentences aloud. | II | 2 |
| 12. | Listen and view short videos on routine situations (of elementary level) like: greeting, introducing oneself and others, bidding good-bye, expressing thanks, apologizing, seeking attention, seeking and giving permission, enquiring (at railway station, airport, hotel reception) making requests, inviting, seeking directions, giving directions, agreeing, disagreeing, expressing likes and dislikes, seeking help, offering help, conversing with shopkeeper, conversing with doctor etc. Then repeat, practice and enact the dialogues through Role play. | II & III | 4 |
| 13. | View and listen video clippings of job interviews for demonstrating the dos and don'ts of facing interview. | III | 2 |
| 14. | Draft Business letters (all four types) as assigned by the teacher. | III | 5 |
| 15. | Write Technical Reports (any two for each student) assigned by the teacher. | IV | 6 |
| 16. | Compose paragraph of about 120 words on the given topic (each student to write three paragraphs). | V | 2 |
| 17. | Write précis of the given unseen passage and read aloud. Give a suitable title. | V | 2 |
| 18. | Translate simple sentences from Hindi to English and vice-versa. | II | 2 |

Note:

*The list of Practical Learning Outcomes and the study hours given in the above table is only suggestive and indicative. More such practical exercises can be added or substituted to attain the COs and PrOs and the desired competencies. A judicious mix of Practical exercises or language activities/games spread in **45 hours** of Practical work with variety of Learning Outcomes of Reading aloud correctly, Word usage and Pronunciation practice, Formulating grammatically correct sentences, routine and situational Conversation practice, Drafting skills (Letters and Reports) and Composing skills (paragraphs and précis) can be undertaken to attain the desired outcomes.*



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

TOPICS FOR MICRO PROJECT :

Each student has to be assigned a topic for Micro-Project in the beginning of the semester. Student will submit hard copy of the Micro-Project for internal Progressive Assessment (Theory) and will prepare one short presentation of 3 minutes duration for End Semester Evaluation (Practical) using various aids and tools e.g., charts, power point, graphics, models, simulations, dialogues, examples and illustrations, role plays etc. on topics like -

1. Process of Communication
 2. Verbal and Non-verbal communication
 3. Principles of Effective Communication
 4. Barriers in Communication
 5. Entrepreneurship
 6. How language of Science is different from language of common use?
 7. Importance of communication skills.
 8. Non Conventional Sources of Energy.
 9. Safety Practices
 10. Characteristics of a good technical report.
 11. Format of a Technical Report and Sample Reports
 12. Format of a business letter and Sample business letters
 13. Characteristics of good Letters.
 14. Advantages and disadvantages of social media.
- or other relevant topics from the syllabus itself (as approved by the teacher).

RUBRICS FOR EVALUATION OF MICRO-PROJECT: Internal Progressive Assessment (Theory)

| | | | |
|---|---------------------------------------|--------------------|-----------------|
| 1 | Organization of content and relevance | Cognitive Domain | 04 marks |
| 2 | Neatness in written content | Psychomotor Domain | 03 marks |
| 3 | Timely submission and enthusiasm | Affective Domain | 03 marks |
| | TOTAL | | 10 marks |

RUBRICS FOR EVALUATION OF MICRO-PROJECT: ESE (Practical) by External Examiner

| | | | |
|----|---|--------------------|-----------------|
| 1. | Organization of content (Knowledge and Relevance) | Cognitive Domain | 04 marks |
| 2. | Presentation Skills and Body Language | Psychomotor Domain | 03 marks |
| 3. | Confidence, Enthusiasm and Positive Attitude | Affective Domain | 03 marks |
| | Total | | 10 marks |

PATTERN OF INTERNAL EVALUATION FOR PROGRESSIVE ASSESSMENT (PRACTICAL)

TOTAL MARKS-20

ASSIGNMENT :

5 marks



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

TEST OF SPEAKING SKILLS: 15 marks

ASSIGNMENT : One Assignment comprising of a judicious mix of vocabulary building, grammar exercises, drafting letters and reports and composition skills to be allotted to students and to be submitted as a single document or file by each student.

Or

Solving a set of previous years' Question Papers (End Semester Theory Exams) can also be allotted for assignment: **5 Marks.**

RUBRICS FOR EVALUATION of Assignment- Internal Progressive Assessment (Practical)

| | | | |
|---|---|--------------------|-----------------|
| 1 | Conceptual understanding and Completeness | Cognitive Domain | 02 marks |
| 2 | Neatness in written content | Psychomotor Domain | 02 marks |
| 3 | Timely submission and enthusiasm | Affective Domain | 01 mark |
| | TOTAL | | 05 marks |

TEST OF SPEAKING SKILLS: (15 Marks)

Tests for evaluating Speaking skills are to be conducted by the subject teacher for Internal Assessment of Listening and Speaking skills. These tests may be conducted in pairs or in groups to develop interpersonal skills and also to manage time constraint. If feasible, the content delivered by the students may be recorded for giving tips on improving his communication skills.

Duration of speaking time for each student : as specified in Part I and Part II

PART 1 – SELF-INTRODUCTION Time : 2 minutes for each student

Student will introduce himself incorporating the information sought in the questions below:

1. What is your name?
2. Where are you from?
3. What do you do?
4. What is your qualification?
5. Tell something about your school?
6. Mention your achievements if any.
7. Which is your favourite subject and why?
8. What are your hobbies?



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

9. What do you like about your city/village?
10. What are your strengths and weaknesses?
11. What is your aim?

PART 2- CONVERSATIONAL SKILLS– Role Play –in pairs or in groups (Each role play of maximum three minutes duration). In this part of the test, candidates in pairs will be asked to enact role play on a routine conversational situation for assessment by the teacher.

Routine situations of elementary level may be allotted e.g., greeting, introducing oneself and others, bidding good-bye, expressing thanks, apologizing, seeking attention, seeking and giving permission, enquiring, making requests, inviting, seeking directions, giving directions, agreeing, disagreeing, expressing likes and dislikes, seeking help, offering help, answering telephone calls, leaving and taking telephonic messages, simple conversations between a shopkeeper and a customer, hotel receptionist and a customer, a doctor and a patient, librarian and student etc.

RUBRICS FOR EVALUATION OF SPEAKING SKILLS-

| | | |
|---|--|-----------|
| 1 | Use of grammar and vocabulary in content | 05 |
| 2 | Pronunciation, intonation and voice clarity | 05 |
| 3 | Interpersonal interface and non-verbal component | 05 |
| | TOTAL | 15 |

SUGGESTED SPECIFICATION TABLE FOR QUESTION PAPER DESIGN

| Unit | Topic | Teaching Hours | | | Distribution of Theory (ESE) Marks | | | |
|------|---|----------------|--------|-----------|------------------------------------|---------|---------|-------------|
| | | Total | Theory | Practical | R Level | U Level | A Level | Total Marks |
| I | READING COMPREHENSION AND VOCABULARY | 16 | 10 | 06 | 4 | 5 | 5 | 14 |
| II | APPLIED GRAMMAR | 24 | 10 | 14 | 2 | 2 | 10 | 14 |
| III | PRINCIPLES OF EFFECTIVE COMMUNICATI | 24 | 12 | 12 | 2 | 6 | 6 | 14 |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| | | | | | | | | |
|----|---|--------|-------|-------|----|----|----|----|
| | ON AND BUSINESS CORRESPONDENCE | | | | | | | |
| IV | TECHNICAL REPORT WRITING | 16 | 08 | 08 | 2 | 5 | 7 | 14 |
| V | PARAGRAPH WRITING AND PRECIS WRITING | 10 | 05 | 05 | 2 | 7 | 5 | 14 |
| | | 90 Hrs | 45Hrs | 45Hrs | 12 | 25 | 33 | 70 |

Legends: R=Remember, U=Understand, A=Apply and above (Bloom's Revised taxonomy)

Note: This specification table provides general guidelines to assist students for their learning and to teachers to teach and assess students with respect to attainment of LOs. The actual distribution of marks at different taxonomy levels (of R, U and A) in the question paper may vary from the above table.

Question Paper Pattern:

| S.No | Source | Question | Type | Marks |
|------|--|---|--|-------|
| 1. | Unit I Comprehension Passages | Short answer questions based on the passages prescribed. | Attempt any five out of eight. | 5x1=5 |
| 2. | Unit I Comprehension Short Stories | Long answer questions (summary or characterization with moral) based on short stories prescribed. | Attempt any one out of two | 5x1=5 |
| 3. | Unit I Vocabulary | Vocabulary | Give one word substitutions. (4 items) or Give synonyms or antonyms. (4 items) | 4x1=4 |
| 4. | Unit II Applied Grammar | Determiners – Fill in the blanks using suitable Determiners | Two sentences are to be given. | 1x2=2 |
| 5. | Unit II Applied Grammar | Auxiliary Verbs Fill in the blanks using suitable Auxiliaries | Two sentences are to be given. | 1x2=2 |
| 6. | Unit II Applied Grammar | Subject-verb Agreement | Two sentences are to be given. | 1x2=2 |
| 7. | Unit II Applied Grammar | Tenses Fill in the blanks using Appropriate tense of the given verb. | Two sentences are to be given. | 1x2=2 |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| | | | | |
|--------------------|---|---|---|----------------------------|
| 8. | Unit II Applied Grammar | Question tags and short form answers Add question tags. Give short form answers. | Two sentences are to be given - one for question tag and one for short form answer. | 1x2=2 |
| 9. | Unit II Applied Grammar | Voice Change the voice in the following sentences. | Two sentences are to be given. | 1x2=2 |
| 10. | Unit II Applied Grammar | Prepositions Fill in the blanks using Suitable Prepositions. | Two sentences are to be given. | 1x2=2 |
| 11. | Unit III Principles of Effective Communication | Describe Principles of Effective Communication. Or Describe Barriers in effective communications and ways to overcome them. | Answer any one of the two questions. | 7x1=7 |
| 12. | Unit III Business Correspondence | Draft Job Application with CV or Letter of Enquiry or Letter Placing Order or Letter of Complaint | Draft any one of the two letters given. | 7x1=7 |
| 13. | Unit IV Report Writing | What is a technical report? Mention various types of report. or Write characteristics of a good technical report? | Attempt any one question on Principles of Report writing. | 7x1=7 |
| 14. | Unit IV Report Writing (letter form) | Proposal Report Progress Report Trouble Report (Industrial accident) | Draft any one of the three technical reports given. | 7x1=7 |
| 15. | Unit V Paragraph Writing | Write a Paragraph of about 120 words | Write paragraph on any one of the four topics given. | 6x1=6 |
| 16. | Unit V Unseen passage and Precis Writing | Unseen Passage and Comprehension | (a) Write précis or Answer comprehension questions based on the unseen passage. (four questions to be given). | 6x1=6 Or 1.5x4=6 |
| 17. | Unit V Unseen Passage | | (b) Give suitable title to the passage. (unseen passage) | 2 |
| Total Marks | | | | 70 |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

Guidelines for Question Paper Setting:

1. The question paper must be based on the pattern given above without changing the weightage of marks fixed for each category. (As per model question paper)
2. The question paper pattern provided should be adhered to.
3. Care must be taken so that there is only one possible answer for all 'fill in the blanks' or single word answer questions.
4. Objective type or Multiple Choice questions of 8 marks from all the five units to be asked in the question paper. Marks may subsequently be adjusted in the Question Paper Pattern to accommodate objective / multiple choice questions.

Suggested Books:

| S.No. | Title | Author | Publisher |
|-------|---|---|--|
| 1. | Communication Skills for Technical Students (Text Book) | TTTI Bhopal | Somaiya Publications Mumbai, Delhi |
| 2. | A Course in Technical English Book Two | TTTI Bhopal | Somaiya Publications Mumbai, Delhi |
| 3. | Business Correspondence and Report Writing | R.C. Sharma and K. Mohan | Tata Mcgraw Hill New Delhi |
| 4. | Living English Structure | W. Stannard Allen | Pearson |
| 5. | Essential English Grammar | Raymond Murphy | Cambridge University Press, New Delhi. |
| 6. | Communication Skills for Engineers and Scientists | Sangeeta Sharma Binod Sharma | PHI Learning Pvt. Ltd. New Delhi |
| 7. | Contemporary English Grammar, Structures and Composition | David Green | Macmillan |
| 8. | Developing Communication Skills | K. Mohan and Meera Banerjee | Macmillan India Ltd. New Delhi |
| 9. | Thesaurus | Rodgers | Orient Longman |
| 10. | Essentials of Technical Communication | Asraf Rizvi | Tata Mcgraw Hill |
| 11. | A Course in Listening and Speaking I&II | V.Sasikumar, Kiranmai Dutt and Geeta Rajeevan | Foundation Books Cambridge House New Delhi |
| 12. | Exercises in Spoken English Part I-III | CIEFL Hyderabad | Oxford University Press |
| 13. | English for Practical Purposes | Z.N.Patil et.al. | Macmillan |
| 14. | English Language Laboratories: A Comprehensive Manual | Nira Konar | PHI Learning Pvt. Ltd. New Delhi |



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
OUTCOME BASED CURRICULUM

Name of Scheme : OCBC-2019

COURSE CODE :6801

COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH (COMMON FOR ALL BRANCHES)

| | | | |
|-----|---|---------------|----------------------|
| 15. | A Manual for English Language Laboratories | D. Sudha Rani | Pearson |
| 16. | Body Language: How to read Other's Thoughts by their Gestures | Allan Pease | Sheldon Press,London |

SOFTWARES/LEARNING WEBSITES

- i) <https://www.britishcouncil.in/english/learn-online>
- ii) <http://learnenglish.britishcouncil.org/en/content>
- iii) <https://www.cambridgeenglish.org/learning-english/activities-for-learners>
- iv) <http://www.talkenglish.com..>
- v) www.speaktoday.com
- vi) Speak English Easy (DVD) TBC Educational Series
- vii) Spoken English (DVD) TBC Educational Series
- viii) Massive open online courses (**MOOCs**) may be used to teach various topics/subtopics.
- ix) Language Lab equipped with language software with facilities of listening and speaking practice