

RGPV (DIPLOMA WING) BHOPAL	<b>OBE CURRICULUM FOR THE COURSE Communication Skills in English</b>		FORMAT-3	Sheet No. 1
Branch	Common in all branches		Semester: First / Second	
Course Code	6801	Course Name	<b>Communication Skills in English</b>	
<b>Course Outcome 1</b>	<b>Demonstrate reading with reasonably correct pronunciation and comprehension.</b>		Teaching Hrs	Marks
<b>Learning Outcome 1</b>	<b>Demonstrate reading speed with reasonably correct pronunciation.</b>		04 Hrs	<b>External Practical - 10 Marks</b>
Contents	Read aloud with clear and correct pronunciation : Prescribed Passages : 1. The Language of Science 2. Safety Practices 3. Nonconventional Sources of Energy 4. Entrepreneurship Short Stories: 1. A Letter to God 2. An Astrologer's Day			
Method of Assessment	Part of <b>External Practical Assessment</b> . Student will be asked to Read aloud the given text. Performance indicators for assessment: Speed – 3 marks, Clarity of Pronunciation- 4 marks Intonation - 3marks			
<b>Learning Outcome 2</b>	<b>Skim for main idea(s) while reading and express it (them) orally and in writing.</b>		08 Hrs	<b>External Theory- 10 Marks</b>
Contents	Skim to get the central idea of the passages prescribed in the text book and read the prescribed stories to write a short summary (with the help of an outline) and to write the moral of the story. Write Precis and give suitable title after reading the given textual or unseen passage.			
Method of Assessment	<b>External Assessment Theory –</b> Write a short summary of the given story in 150 words and write the moral of the story. (any one out of the given two). - 05 Marks  Write Precis and give suitable title after reading the given textual or unseen passage. - 05 Marks			
<b>Learning Outcome 3</b>	<b>Scan for details and answer comprehension questions orally and in writing after reading the given text.</b>		10 Hrs	<b>External- Theory 20 Marks</b>
Contents	Student will answer the comprehension questions after reading the prescribed passages, short stories (in the text book) and the given unseen passage.			
Method of Assessment	<b>External Theory Exam- 20 Marks</b>  1. Comprehension questions based on prescribed Passages and short stories (10 marks) 2. Comprehension questions based on unseen passage (08 marks) and give a suitable title to the passage. (2 marks)			

RGPV (DIPLOMA WING) BHOPAL	<b>OBE CURRICULUM FOR THE COURSE</b> <b>Communication Skills in English</b>		FORMAT-3	Sheet No. 2
Branch	Common in all branches		Semester: First / Second	
Course Code	6801	Course Name	<b>Communication Skills in English</b>	
<b>Course Outcome 2</b>	<b>Express orally and listen attentively to communicate the meaning of spoken material in English and to respond appropriately.</b>		Teaching Hrs	Marks
<b>Learning Outcome 1</b>	<b>Take clear notes and ask and answer relevant questions orally after listening to the delivered/ spoken content.</b>		04 Hrs	External Practical exam -10 Marks
Contents	Appropriate content may be delivered or read out from the text book or other sources for the students to listen and take notes and then relevant questions will be asked and the students will answer orally.			
Method of Assessment	<b>Part of External Practical Assessment (exam) : (Viva- voce).</b> Student will listen to the delivered content and the questions attentively and answer the relevant questions orally.			
<b>Learning Outcome 2</b>	<b>Introduce yourself orally, Introduce others, Converse in routine situations.</b>		06 Hrs	Internal- Practical (Lab -Work)- 10 Marks
Contents	Converse in routine situations like, Greeting, introducing oneself and others, expressing thanks, seeking attention, apologizing, enquiring, seeking and giving permissions, requesting, expressing preferences, likes and dislikes, seeking and offering help, making and answering telephone calls.			
Method of Assessment	Perform a Role play to converse in the given situation and write the dialogue in the answer book. <b>Part of Practical Internal Assessment (Lab Work): 10 Marks</b> Performance indicators for assessment : Presentation and dialogue delivery (4 marks), Grammar and vocabulary (3 marks), Pronunciation and intonation (3 marks).			
<b>Learning Outcome 3</b>	<b>Deliver an effective oral presentation using digital or other tools.</b>		10 Hrs	External Practical exam - 10 Marks
Contents	Orally present your Micro-project report using digital or other tools as per the guidelines below: Introduce yourself, Introduce the Topic, Specify the Objective, Give a brief Summary of the work/study, Mention major Resources, State the Findings (if any) and the Conclusion. (Time : 3 minutes maximum)			
Method of Assessment	<b>Part of External Practical Assessment (exam) - 10 Marks</b> The student will orally present his Micro-Project report using appropriate tools and submit a brief write up specifying the Objective, a brief Summary (or abstract) and the Conclusion ( in 150-200 words) in the Practical answer book.  To be assessed with the help of the external examiner on the basis of performance indicators : 1. Presentation Skills and Body Language - 4 marks 2. Content and Relevance – 4 marks 3. Confidence and Enthusiasm – 3 marks			

RGPV (DIPLOMA WING) BHOPAL	<b>OBE CURRICULUM FOR THE COURSE Communication Skills in English</b>		FORMAT-3	Sheet No. 3
Branch	Common in all branches		Semester: First / Second	
Course Code	6801	Course Name	<b>Communication Skills in English</b>	
<b>Course Outcome 3</b>	<b>Formulate grammatically correct sentences in English using general purpose words.</b>		Teaching Hrs	Marks
<b>Learning Outcome 1</b>	<b>Recall the concepts of elementary grammar to reinforce the basic syntax of English language.</b>		06 Hrs	<b>Internal Theory - 10 Marks</b>
Contents	Use appropriate Determiners, Auxiliary Verbs, Question Tags and Short form answers.			
Method of Assessment	<b>Internal Assessment - Theory</b> - Written Test – 10 marks (Determiners-3 marks, Auxiliary verbs- 4 marks, Question tags and short form answers -3marks)			
<b>Learning Outcome 2</b>	<b>Use grammatical structures correctly to communicate effectively using Tense, Voice and Prepositions.</b>		06 Hrs	<b>External Theory -10 Marks</b>
Contents	Use Subject-Verb agreement, Tense, Voice and Prepositions appropriately.			
Method of Assessment	<b>External Theory Exam</b> (written)– Questions based on the above topics of Grammar. -- 10 marks			
<b>Learning Outcome 3</b>	<b>Write meaningful sentences using general purpose words of routine and professional situation</b>		04 Hrs	<b>Internal Theory - 10 Marks</b>
Contents	Compile a list of irregular verbs (that are new for you) and their forms, common synonyms (75), common antonyms (75), word–notes or word-expansions based on the prescribed text and stories. Use them in sentences of your own and speak. Compose paragraphs on the topics : Pollution, Ragging in Colleges, Internet Revolution, Solar Energy, Entrepreneurship, Safety Practices, Importance of Communication or any other topic of socio-scientific contemporary relevance considered appropriate by the teacher.			
Method of Assessment	<b>Internal Assessment - Theory</b> – Total – 10 Marks 1. Assignment and / or Quiz – 05 Marks Assignment (written) - Compile the word-list as mentioned in the contents and submit. and / or Quiz based on the vocabulary--10 objective type or single word answer questions of 0.5 mark each. 2. Test – (Written) Write a paragraph on any one of the three given topics. -- 05 Marks			
<b>Learning Outcome 4</b>	<b>Appreciate and critically evaluate the usage of correct grammar and well organized expression to ensure effective communication.</b>		06 Hrs	<b>Internal Practical Lab Work- 10 Marks</b>
Contents	Prepare Micro-project Report and submit. Suggested format of the Report is : <u>Main Cover</u> -page :with all major details (Title, Name of Polytechnic, Year, Contributors' complete details) <u>Inside Cover</u> : with major details from the main cover page (Title, Complete details of contributors) ; <u>Preface</u> and <u>Acknowledgement</u> (Optional) ; <u>Index</u> ; <u>Brief Summary or Abstract</u> ; <u>Objective</u> (Purpose) of the work / study; <u>Introduction</u> and brief overview of the work ; <u>Review</u> of previous or existing information ; <u>Resources used</u> ; <u>Description of work</u> ; <u>Illustrations and Analysis</u> of work ; <u>Findings</u> ( if any) ; <u>Conclusion</u> and <u>Discussion</u> ; <u>References and Resources</u> ( Bibliography and online resources)			
Method of Assessment	<b>Part of Internal Practical Assessment - Lab Work</b> – 10 Marks Each student shall submit a Report in minimum 10, A-4 size sheet pages (preferably neatly hand- written or typed) in the form of file or folder (spiral or hard bound) may be submitted (preferably in the form of hard copy) which will be assessed on the basis of the following performance indicators: Organization of content, Grammar, spellings and vocabulary, Neatness and Timely submission)			

RGPV (DIPLOMA WING) BHOPAL	<b>OBE CURRICULUM FOR THE COURSE Communication Skills in English</b>		FORMAT-3	Sheet No. 4
Branch	Common in all branches		Semester: First / Second	
Course Code	6801	Course Name	<b>Communication Skills in English</b>	
<b>Course Outcome 4</b>	<b>Apply principles of effective communication in oral and written professional communication.</b>		Teaching Hrs	Marks
<b>Learning Outcome 1</b>	<b>Define Communication and explain its importance, process, types (verbal and non-verbal) and channels (direction) of communication.</b>		04 Hrs	<b>Internal Theory - 05 Marks</b>
Contents	Define Communication, Describe Process of Communication, Types of Communication- Verbal and Non-verbal, Compare written versus oral communication, Describe channels(direction)of communication - formal (upward, downward, horizontal or lateral and diagonal) and informal (poll, consensus, grapevine).			
Method of Assessment	<b>Internal Assessment- Theory - ( Assignment and/or Quiz) --05 Marks</b> <b>Assignment:</b> Descriptive Questions based on the contents may be assigned and the students will write answers and submit; and /or <b>Quiz</b> based on the contents (10 objective type or MCQs of half mark each).			
<b>Learning Outcome 2</b>	<b>Describe the principles of effective communication. Identify the barriers and suggest ways to overcome them.</b>		06 Hrs	<b>External Theory Exam -10 Marks</b>
Contents	Describe Principles of Effective Communication with emphasis on the 7Cs, Purpose, Clarity, Conciseness, Courtesy, Consideration, Concreteness, Correctness and Completeness. Identify Barriers in Communication and suggest the ways to overcome them. (Semantic, Physical, Organizational and Socio-Psychological Barriers).			
Method of Assessment	<b>External Theory Exam (Written)</b> Descriptive question on : - 10 Marks Principles of effective Communication with emphasis on the 7Cs. Or Barriers to communication and ways to overcome them.			
<b>Learning Outcome 3</b>	<b>Describe the essentials of Business communication (Parts, mechanics, style and format) of Letters, Emails, Short Text Messages (sms) and Reports ( letter form and long form of Report).</b>		04 Hrs	<b>Internal Theory - 05 marks</b>
Contents	Describe the essentials of Business communication- Parts, mechanics, style and format of : Letters, Features of good letters, Emails, Short Text messages and Reports (letter form and long form). Describe the Role of text messaging in Business Communication. Draft short text messages.			
Method of Assessment	<b>Internal Assessment Theory -- Test (Written) and or Quiz - 05 Marks</b> Questions based on the contents will be asked and the students will write answers.			
<b>Learning Outcome 4</b>	<b>Draft Business letters, E-mails and demonstrate appropriate netiquette in online business communication.</b>		12 Hrs	<b>External Theory exam-20 Marks</b>
Contents	Draft Application for Job and Resume, Purchase letters : Enquiry, Order and Complaints for damaged or defective goods and for short supply. Write an effective E-mail as a follow up of complaint for damaged/defective goods or for short supply. Describe Telephone manners during telephone or mobile conversation and video-conferencing. Describe Importance of Internet-etiquette or Netiquette in the technology mediated learning and working environment. Write a short note on the concept of Online Reputation Management for students and professionals in the world of internet and social media.			
Method of Assessment	<b>External Theory Exam (written)-</b> Draft a letter on the subject mentioned (any one out of the given two) -- 10 Marks Draft an e-mail for follow up of a complaint on any one of the two subjects.--05 Marks Write a short note on : Netiquette or Telephone manners or Online reputation Management -- 05 Marks			

RGPV (Diploma Wing ) Bhopal		SCHEME FOR LEARNING OUTCOME		Branch Code		Course Code		CO Code		LO Code		Format No. 4	
								<i>1</i>		<i>1</i>		<i>Sheet No. 1/25</i>	
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>											
<b>CO Description</b>		<b>Demonstrate reading with reasonably correct pronunciation and comprehension.</b>											
<b>LO Description</b>		<b>Demonstrate reading speed with reasonably correct pronunciation.</b>											
<b>SCHEME OF STUDY</b>													
S. No	Learning Content	Teaching – Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks						
1	Content for loud reading:  1.The passages (four) prescribed in the Text Book as mentioned in the Remarks column.  2. The Short Stories (two) prescribed in the Text Book as mentioned in the Remarks column.	Loud reading by the teacher and then by the students with reasonably correct pronunciation, intonation and pauses.	Teacher will demonstrate reading with correct pronunciation and voice modulation and then students will be asked to demonstrate the same. Teacher will demonstrate students as to how L-1 (mother tongue) interference can be minimized with a little awareness and recognition of sounds that are specific to English language and their correct articulation.	02	02	Text book, Reading material, audio-visual aids for listening-practice of standard Indian English pronunciations. ‘The Pronunciation of English’ - Daniel Jones, Cambridge University Press  Text Book: Communication Skills for Technical Students Book I, Somaiya Publications. Passages and Short Stories refer to those mentioned here in the Remarks column for this curriculum.	Passages: 1. The Language of Science 2. Safety Practices 3.Nonconventional Sources of Energy 4.Entrepreneurship  Short Stories: 1..A Letter to God 2.An Astrologer’s Day						
<b>SCHEME OF ASSESSMENT</b>													
S.No.	Method of Assessment	Description of Assessment	Maximum Marks	Resources Required	External / Internal								
1	External -Practical exam  Assessment of reading skills with the help of Rubrics	Student will be asked to read a passage from the prescribed textual content in the Text Book with reasonably correct pronunciation.	10	Text Book  RUBRICS	External - Practical Exam								
<b>ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)</b>													
<b>Rubrics - Assessment of Reading Skills will be done on the basis of following performance indicators :</b>													
Speed: 3													
Clarity of Pronunciation: 4													
Intonation: 3													

RGPV (Diploma Wing ) Bhopal		SCHEME FOR LEARNING OUTCOME			Branch Code		Course Code		CO Code		LO Code		Format No. 4	
									1		2		<i>Sheet No. 2/25</i>	
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>												
<b>CO Description</b>		<b>Demonstrate reading with reasonably correct pronunciations and comprehension.</b>												
<b>LO Description</b>		<b>Skim for main idea(s) while reading and express it (them) orally and in writing.</b>												
SCHEME OF STUDY														
S. No	Learning Content	Teaching –Learning Method	Description of T-L Process					Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks			
1	<p>Read to skim for main ideas and to find key expressions and write precis or summary.</p> <p>1. The passages and short stories prescribed in the Text Book.</p> <p>2. Suitable unseen passages from appropriate sources for précis writing.</p>	<p>Loud reading by the teacher and then by the students and asking questions based on the main idea(s) in order to highlight the key expressions.</p> <p>Skimming through the text to get the gist of what the author wants to say.</p> <p>Framing outline with key expressions and then write a précis of the given text.</p> <p>Framing outline of story and develop it into a summary.</p>	<p>Teacher will demonstrate reading to skim for the main idea(s) contained in a passage and the students will be asked to read (loud or silent) and express the main idea both orally as well as in writing. Teacher will demonstrate how to look for the key words and expressions and scrutinize the introductory paragraph in order to get the gist of the given text.</p> <p>Teacher will help students to frame an outline and students will develop it into précis and summary as required.</p>					04	04	<p>Text book</p> <p>Other suitable reading content to be selected by the teacher for attaining this outcome through précis writing and summary writing exercise.</p>	<p>Reference Books :</p> <p>‘Better English Pronunciation’ J.D.O’Connor, Cambridge University Press.</p> <p>‘A Practice Course in English Pronunciation’ J.Sethi &amp; et al, PHI, New Delhi</p>			
SCHEME OF ASSESSMENT														
	Method of Assessment	Description of Assessment					Maximum Marks	Resources Required	External / Internal					
1.	<p>External -Theory exam</p> <p>1. Summary writing.</p> <p>2. Precis writing.</p>	<p>End Term Theory Exam (Written) -</p> <p>Write Summary of any one out of the given two short stories in about 150 words. –05 Marks</p> <p>Write Precis of the given passage and give a suitable title to it (1 mark for title). - 05 Marks</p>					10	Text book and reading content from diverse sources.	External Assessment Theory Exam - 10 Marks					
ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)														

RGPV (Diploma Wing ) Bhopal		SCHEME FOR LEARNING OUTCOME			Branch Code		Course Code			CO Code		LO Code		Format No. 4	
										<i>1</i>		<i>3</i>		<i>Sheet No. 3/25</i>	
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>													
<b>CO Description</b>		<b>Demonstrate reading with reasonably correct pronunciations and comprehension.</b>													
<b>LO Description</b>		<b>Scan for details and answer comprehension questions orally and in writing after reading the given text.</b>													
<b>SCHEME OF STUDY</b>															
S. No.	Learning Content		Teaching –Learning Method			Description of T-L Process					Teach Hrs.	Pract. /Tut Hrs.	LRs Required		Remarks
1	1.Read prescribed text for comprehension: The passages and the short stories prescribed in the Text Book for comprehension.		Loud reading by the teacher emphasizing the details for comprehension. Using Dictionary skills for correct comprehension. Questions and answers based on reading for details.			Teacher will explain and emphasize the details while reading aloud and ask relevant questions that students will answer. Students will enlist difficult words from the text and look them up in the dictionary for meaning as well as usage. The teacher will demonstrate the method of SQW3R (Survey, Question, Write, Recall, Re-read and Revise) for improving reading skills.					06	04	Text Book		
2.	2.Read unseen passage for comprehension.		Using SQW3R method for reading.										Suitable unseen passages from appropriate sources.		
<b>SCHEME OF ASSESSMENT</b>															
	Method of Assessment		Description of Assessment					Maximum Marks	Resources Required		External / Internal				
1.	External- Theory exam Written exam - 1. Short answer questions (based on text and stories)  2.Short answer questions. (based on unseen passage)		Short answer questions based on the detailed study of the prescribed textual passages and short stories will be given and the students will answer in one or two sentences. (internal choice to be given- answer any five out of the given seven questions). (2 marks for each correct answer).  Short answer questions based on the given unseen passage which the students will answer. (four questions of 2 marks each). Give a suitable title to the passage (2 marks ).					10	Text book		<b>External- Theory Exam</b>  20 Marks				
								10	Unseen passages from suitable sources.						
<b>ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)</b>															

RGPV (Diploma Wing ) Bhopal	SCHEME FOR LEARNING OUTCOME	Branch Code			Course Code			CO Code	LO Code	Format No. 4
								2	1	Sheet No. 4 and 5 / 25

<b>COURSE NAME</b>	<b>Communication Skills in English (6801)</b>
<b>CO Description</b>	<b>Express orally and listen attentively to communicate the meaning of spoken material in English and to respond appropriately.</b>
<b>LO Description</b>	<b>Take clear notes and ask and answer relevant questions orally after listening to the delivered/spoken content.</b>

**SCHEME OF STUDY**

S. No.	Learning Content	Teaching – Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks
1	<p>Listen to the delivered content attentively.</p> <p>Distinguish between hearing and listening for effective listening.</p> <p>Developing the skill of taking Notes for active listening and retention.</p>	<p>Traditional lecture method</p> <p>Role play and Conversation practice</p> <p>Group discussion</p>	<p>Teacher will read and explain the text and ask students to take down notes. Students will then be asked to answer the relevant questions orally (or in writing). (Can be done simultaneously during reading-comprehension of the prescribed text and stories)</p> <p>Teacher can initiate conversation practice, role play or group discussion for students. The other students will listen and ask relevant questions or contribute their views or sum up the main points at the end of the discussion.</p>	02	02	<p>Passages and Short stories prescribed in the Text book, online audio content for listening practice and suitable audio-visual clippings.</p> <p>Language Lab equipped with language lab software.</p> <p>Online Resources:  <a href="http://learnenglish.britishcouncil.org">http://learnenglish.britishcouncil.org</a> ;  <a href="http://www.duolingo.com">www.duolingo.com</a></p>	<p>The teacher will suggest suitable online video and audio clippings of recorded lectures, interviews, speeches, commentaries, panel discussions etc.</p>



**SCHEME OF ASSESSMENT (CO 2, LO 1)**

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
<b>1.</b>	Practical exam for Listening comprehension (Viva-voce)	A Practical listening test will be administered by the External Examiner in which the students will be asked to listen and orally answer the questions based on the delivered spoken or audio content. Or Conduction of Viva-voce in which student listens and responds orally to the questions asked by the examiner.	<b>10</b>	Audio or Spoken content for the test. (Suitable Paragraph may also be read out from the prescribed passages in the text book.)  Or  Viva-voce questions.	External Assessment  Practical exam 10 Marks

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

**Assessment will be done on the basis of the following performance indicators.**

- 1. Extent to which the student is able to answer (orally) the questions based on the content spoken or delivered. --5 Marks**
- 2. Usage of correct grammar in giving answers. --5 Marks**

<b>RGPV (Diploma Wing ) Bhopal</b>	<b>SCHEME FOR LEARNING OUTCOME</b>	<b>Branch Code</b>			<b>Course Code</b>			<b>CO Code</b>	<b>LO Code</b>	Format No. 4
								2	2	<i>Sheet No. 6 and 7 /25</i>

<b>COURSE NAME</b>	<b>Communication Skills in English (6801)</b>
<b>CO Description</b>	<b>Express orally and listen attentively to communicate the meaning of spoken material in English and to respond appropriately.</b>
<b>LO Description</b>	<b>Introduce yourself orally, introduce others, converse in routine situations.</b>

**SCHEME OF STUDY**

<b>S. No.</b>	<b>Learning Content</b>	<b>Teaching – Learning Method</b>	<b>Description of T-L Process</b>	<b>Teach Hrs.</b>	<b>Pract. /Tut Hrs.</b>	<b>LRs Required</b>	<b>Remarks</b>
1	Converse in routine situations like – Greeting, introducing oneself and others, expressing thanks, seeking attention, apologizing, enquiring, seeking and giving permissions, requesting, expressing preferences, likes and dislikes, seeking and offering help, making and answering phone calls.	Traditional lecture method  Demonstration  Role play  Dialogue Writing	The teacher will explain the situation and demonstrate conversation with dialogues and examples.  Teacher will assign the topics given in the contents for Role play. Students will frame dialogues, will practise and perform. Other students will observe. Afterwards the teacher will suggest improvement.  Students will write the dialogue for practice.	02	04	*Suggested books. Online study material Suitable video and audio clippings. Language Lab equipped with Language lab software with facilities of Listening & Speaking Practice.  Audio contents like- 1.Speak English Easy (DVD) Spoken English (DVD), TBC Educational Series.	*Suggested books:1. A Course in Listening and Speaking I & II, V.Sasikumar, Kiranmai Dutt, Geeta Rajeevan, Foundation Books, Cambridge House, New Delhi. 2. Exercises in Spoken English-Part- III, CIEFL, Hyderabad, Oxford University Press. 3.A Manual for English Language Laboratories-D.Sudha Rani, Pearson

**SCHEME OF ASSESSMENT CO 2 , LO 2**

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
<b>1.</b>	Internal Practical Assessment (Role Play)	Each student will perform a *Role Play on the assigned conversational situation. The student will also write the dialogues and submit. It will be evaluated with the help of Rubrics.	<b>10</b>	Rubrics	Internal Assessment  Practical (Lab Work)

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

**\*Written record of the dialogues for Role play to be maintained after the assessment is over.**

**Assessment will be done on the basis of the following performance indicators.**

**Presentation skills and dialogue delivery (4 marks),**

**Grammar and vocabulary (3 marks),**

**Pronunciation and intonation (3 marks)**

RGPV (Diploma Wing ) Bhopal	SCHEME FOR LEARNING OUTCOME	Branch Code			Course Code			CO Code	LO Code	Format No. 4
								2	3	Sheet No. 8 and 9 /25

<b>COURSE NAME</b>	<b>Communication Skills in English (6801)</b>
<b>CO Description</b>	<b>Express orally and listen attentively to communicate the meaning of spoken material in English and to respond appropriately.</b>
<b>LO Description</b>	<b>Deliver an effective oral presentation using digital or other tools.</b>

**SCHEME OF STUDY**

S. No.	Learning Content	Teaching –Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks
1.	Oral presentation skills: Plan and prepare a presentation using digital or other tools. Use non-verbal and paralinguistic elements effectively in presentations.	Traditional lecture method. Guiding students through planning, organizing, and rehearsing the presentation.	After having completed the assigned Micro-project work and its Report, students will plan and prepare a short presentation of 2-3 minutes using appropriate tools and will finally present it before the examiner in Practical exam with contents as : Introducing oneself, Introducing the Topic, Specifying the Objective, A Brief Summary of the work/study, Findings ( if any), Conclusion and Resources.	04	06	Teacher will suggest suitable books or content, online study material, video and audio clippings for Presentation Skills.  Reference Book/ Lab Manual:  ‘Business Communication’- Urmila Rai and S.M. Rai  ‘A Manual for English Language Laboratories’- D. Sudha Rani, Pearson	

**SCHEME OF ASSESSMENT ( CO 2 , LO 3 )**

Description of Assessment	Description of Assessment	Maximum Marks	Resources Required	External / Internal
External Practical exam Assessment of Oral Presentation skills	Orally Present the Micro-Project report using digital or other tools.  The student will orally present his Micro-Project report using appropriate tools and submit a brief write up specifying the Objective, a brief Summary (or abstract) and the Conclusion (in 150-200 words) in the Practical answer book for the purpose of written record.	10	Rubrics	External Assessment Practical -Exam

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

**Assessment will be done on the basis of the following performance indicators.**

- 1. Presentation Skills and Body Language ( 4 marks)**
- 2. Content and relevance (4 marks)** \*Well written write-up may be used in favour of weak but sincere and diligent students who get nervous temporarily due to fear of exam and otherwise have shown consistent progress in improving their speaking skills.
- 3. Confidence and Enthusiasm (3 marks)**

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								3		1		<i>Sheet No 10 and 11 /25</i>	
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>											
<b>CO Description</b>		<b>Formulate grammatically correct sentences in English using general purpose words.</b>											
<b>LO Description</b>		<b>Recall the concepts of elementary grammar to reinforce the basic syntax of English language.</b>											
<b>SCHEME OF STUDY</b>													
S. No.	Learning Content	Teaching –Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks						
1	<p>Determiners (a, an, the, some, any, much, many, each, every, all, no, none, a little, little, a few, few, a lot of, a great deal of, plenty of )</p> <p>Auxiliary Verbs            Be : am, is, are, was, were            Have : has, had            Do : does, did            Shall : should            Will : would            Can : could            May : might            Must : have to, has to, had to            Ought to            Used to            Need            Dare</p> <p>Question-Tags and short form answers.</p>	<p>Traditional Lecture method for explaining concepts.</p> <p>Demonstration of grammatical correctness through examples.</p> <p>Practice sessions for learning the concepts of each topic.</p> <p>Assigning Exercises from Text Book and other sources and promoting grammatical correctness in speaking also for maximizing its practice and internalizing grammatical structures.</p>	<p>The teacher will explain the concepts of Determiners, Auxiliary Verbs, Question-Tags and Short form answers and Demonstrate the use of correct grammatical forms and structures through examples and then assign exercises to students based on these concepts.</p> <p>The students will solve these exercises using appropriate grammatical forms and structures in order to reinforce and internalize their application and relate to it while listening, speaking, reading and writing English.</p>	04	02	<p>Grammar content in the Text Book, 'Living English Structure,' W.S.Allen. Orient Longman. 'Essential English Grammar' Raymond Murphy.</p> <p>Grammar Books of High School and Higher Secondary Level.</p> <p>Audio-visual exercises for students to internalize grammatical structures while reading, listening and speaking.</p> <p>Online Resources: www.grammarly.com</p>	<p>Suitable video and audio clippings. Language Lab equipped with Language lab software with facilities of Listening &amp; Speaking Practice.</p>						

<b>SCHEME OF ASSESSMENT</b>					<b>CO 3, LO 1</b>
<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>	
<b>1</b> Internal Assessment -Theory Test- Written Test (1 <sup>st</sup> Test)	Internal Assessment-Written Test – I: 10 marks Questions based on the use of appropriate determiners, auxiliary verbs, question-tags and short answers to be asked in the written tests. (Determiners-3 marks, Auxiliary verbs- 4 marks, Question tags and Short form answers-3marks)	<b>10</b>	Grammar Exercises or Question Bank based on the concepts of grammar as mentioned in Learning content from the Text Book or other sources.	Internal Assessment –Theory Test - Written (1 <sup>st</sup> Test) – 10 Marks	
<b>ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)</b>					

<b>RGPV (Diploma Wing ) Bhopal</b>	<b>SCHEME FOR LEARNING OUTCOME</b>	<b>Branch Code</b>			<b>Course Code</b>			<b>CO Code</b>	<b>LO Code</b>	<b>Format No. 4</b>
							<b>3</b>	<b>2</b>	<i>Sheet No 12 and 13 /25</i>	
<b>COURSE NAME</b>	<b>Communication Skills in English (6801)</b>									
<b>CO Description</b>	<b>Formulate grammatically correct sentences in English using general purpose words.</b>									
<b>LO Description</b>	<b>Use grammatical structures correctly to communicate effectively using Tense, Voice and Prepositions.</b>									
<b>SCHEME OF STUDY</b>										
<b>S. No.</b>	<b>Learning Content</b>	<b>Teaching –Learning Method</b>	<b>Description of T-L Process</b>			<b>Teach Hrs.</b>	<b>Pract. /Tut Hrs.</b>	<b>LRs Required</b>	<b>Remarks</b>	
1	Use ‘Subject-verb agreement’, Tense, Voice and Prepositions correctly for effective communication.	Traditional Lecture method for explaining concepts.  Demonstration of grammatical correctness through examples.  Practice sessions for learning the concepts of each topic.  Assigning Exercises from Text Book and other sources and promoting grammatical correctness in speaking also for maximizing the practice and internalizing grammatical structures.	The teacher will explain the concepts of Subject- verb agreement, Tense, Voice and Prepositions and demonstrate the use of correct grammatical form, structures and correct prepositions through examples and then assign exercises to students based on these concepts.  The students will solve these exercises using appropriate grammatical forms and structures and will also reinforce and internalize their application by relating to it while listening, speaking and reading English.			04	02	Grammar content in the Text Book, Reference Books: ‘Examine Your English’, Margaret M. Maison, Orient Longman, New Delhi. ‘An English Grammar: Comprehending Principles and Rules’ Lindley Murray, London, Wilson and Sons. Grammar Books of High School and Higher Secondary level. Audio-visual exercises for students to internalize grammatical structures while reading, listening and speaking.	May use suitable video and audio clippings. Language Lab equipped with Language lab software with facilities of Listening and Speaking Practice.  Online Resources: <a href="http://www.quill.org">www.quill.org</a>	



**SCHEME OF ASSESSMENT**

CO 3, LO 2

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
<b>1</b>	External Theory Exam- Written	Questions based on the use of appropriate Tense forms, Agreement of Subject and Verb, Voice, Prepositions will be asked in the written tests.  External Theory Exam- Written -- 10 marks ( Tense and subject-verb agreement -4 marks, Voice-3 marks and Prepositions-3 marks)	10	Grammar Exercises or Question Bank based on the concepts of grammar as mentioned in the Text Book or other sources.	External Assessment Theory- 10 Marks
<b>ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)</b>					

RGPV (Diploma Wing ) Bhopal	SCHEME FOR LEARNING OUTCOME	Branch Code	Course Code	CO Code	LO Code	Format No. 4	
				3	3	Sheet No.14 & 15 /25	
<b>COURSE NAME</b>	<b>Communication Skills in English (6801)</b>						
<b>CO Description</b>	<b>Formulate grammatically correct sentences in English using general purpose words.</b>						
<b>LO Description</b>	<b>Write meaningful sentences using general purpose words of routine and professional situation.</b>						
SCHEME OF STUDY							
S. No.	Learning Content	Teaching –Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks
1	<p>Vocabulary: Compile a list of Irregular verbs and their forms, Common Synonyms and Antonyms, Word-notes or Word-expansion (based on the prescribed text), One word substitutions.</p> <p>Word usage: Make sentences using the given words.</p> <p>Speak (or write) meaningful sentences.</p> <p>Compose paragraph on the topics: Pollution, Ragging in Colleges, Internet Revolution, Solar Energy, Entrepreneurship, Importance of Communication or any other topics of socio-scientific contemporary relevance approved by the teacher.</p>	<p>Building vocabulary : The teacher may facilitate the students with resources or guide them to compile a word list in text or pdf form to improve vocabulary.</p> <p>Word usage : Demonstrate the usage of new words while reading the prescribed texts and explain meaning and their different forms.</p> <p>The students will write (or speak) correct and meaningful sentences using the newly acquired words.</p> <p>Composing paragraph: Draft an outline and develop it into a paragraph. Teacher will explain how to develop a unified, clear and coherent paragraph using suitable words with examples. The students will be asked to demonstrate the same.</p>	<p>The teacher will facilitate the students to collect and compile a list of irregular verbs along with their different forms, common synonyms, antonyms and one word substitutions (75 each) in text or pdf form and students will make use of them (or their different forms) in sentences of their own.</p> <p>The teacher will elaborate the word-notes given at the end of the passages and stories, and explain the meaning and usage of new words during reading for comprehension. Students will relate new words with their notes or expansions while reading the prescribed passages and short stories.</p> <p>The students will first frame outline for composing a paragraph and then develop it into a paragraph using short meaningful sentences and the teacher will assess their grammatical correctness and word usage and suggest improvements. Paragraph writing may be assigned as a group task in which students will work in groups of 3-4 to compose paragraphs which may then be read or shared in the class by the group leader.</p>	02	02	<p>Text Book</p> <p>Reference Books related to Vocabulary and Word Power</p> <p>English to English Dictionary (Collins Cobuild or Oxford Advance Learners' or Mirriam Webster etc. )</p> <p>'Roget's Thesaurus of English Words and Phrases'. 'Roget's Thesaurus of Synonyms and Antonyms'.</p>	<p>Further Reading:</p> <p>Word Power Made Easy – Norman Lewis</p> <p>The Joy of Vocabulary: Levine, Levine &amp; Levine</p>

SCHEME OF ASSESSMENT					CO 3 , LO 3
	Method of Assessment	Description of Assessment	Maximum Marks	Resources Required	External / Internal
1.	<p>Internal Assessment - Theory</p> <p>1. Assignment (Written) and / or Quiz</p> <p>2. Written Test - Paragraph writing (Part of 2<sup>nd</sup> Test)</p>	<p>Internal Theory - (Written)</p> <p><b>1. Assignment</b>– Enlist and compile common Synonyms, Antonyms, irregular verbs (that are new for you) and their forms and usage ; and word notes. and /Or <b>Quiz</b> based on the vocabulary (10 objective type or single word answer questions of 0.5 mark each) -05 Marks</p> <p><b>2. Test (Written)</b> -Write a paragraph on any one of the three given topics. - 05 Marks</p>	10	Text Book, Quiz Question Paper	<p>Internal Assessment Theory</p> <p>1. Assignment and /or Quiz --05 marks</p> <p>2. Test -Written Paragraph writing – 05 marks (Part of 2<sup>nd</sup> Test)</p>
<b>ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)</b>					

RGPV (Diploma Wing ) Bhopal		SCHEME FOR LEARNING OUTCOME			Branch Code		Course Code			CO Code		LO Code		Format No. 4	
										3		4		Sheet No.16 , 17 / 25	
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>													
<b>CO Description</b>		<b>Formulate grammatically correct sentences in English using general purpose words.</b>													
<b>LO Description</b>		<b>Appreciate and critically evaluate the usage of correct grammar and well organized expression to ensure effective communication.</b>													
SCHEME OF STUDY															
S. No.	Learning Content	Teaching –Learning Method	Description of T-L Process						Teach Hrs.	Pract /Tut Hrs.	LRs Required	Remarks			
1	Write a Report of the Micro-project and submit it. The steps of Micro-Project work can be: Identifying, Defining and Interpreting the Topic of Micro-Project. Laying the Objective (Purpose) of the Study, Review of previous or existing information, Resources available, Planning and Organizing the study, Findings (if any) Discussions Conclusion	The Topic of the Micro-Project shall be assigned to the students individually and then the student will work for 8 to 10 hours on the project and compile a Report under the teacher’s supervision and submit it. Students will plan and make a detailed study of the topic assigned and prepare a Report under the guidance of their subject teacher.	The Topic of the Micro-Project should be assigned at the beginning of the semester to each student. It will require 8 to 10 (or more) hours of engagement or study and finally the student will compile the work under the supervision of the teacher in the form of a Report* for Assessment. Suggested format of Report of minimum 10, A-4 size papers is : Main Cover-page - All major details** as specified here. Inside Cover: with major details from the main Cover page (Title, Complete details of contributors) Preface and Acknowledgement (Optional) Index Brief Summary or Abstract (one page) Objective (Purpose) of the Study Introduction and brief overview of the work Review of previous or existing information. Resources used Description of work Illustration and Analysis Findings Discussions Conclusion References and Resources ( Bibliography and online resources)						02	04	Sample Reports, Online Resources, Resources will vary according to the topic and the type of work and study.  Suggested areas/topics for Micro-project***.  Reference Books for Report Writing : 'Business Correspondence and Report Writing'- R.C. Sharma and Krishna Mohan, TMH  'Communication Skills for Engineers and Scientists'-Sangeeta Sharma and Binod Sharma	Suggested Lab Manual:  English Language Laboratories: A Comprehensive Manual – Nira Konar PHI			

**SCHEME OF ASSESSMENT (CO 3, LO 4)**

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
<b>1</b>	Part of Internal Practical Assessment - Lab Work	To be assessed by the teacher (Internal examiner) and evaluated on the basis of Rubrics based on Organization of content- - 4 Marks Grammar, spellings and vocabulary- 3 Marks Neatness and Timely submission - 3 Marks	<b>10</b>	RUBRICS  Pen and Paper	Internal Practical Assessment Lab-Work - 10 Marks

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

\*Report in 10-15, A-4 size papers (preferably neatly hand written or typed) in the form of file or folder (spiral or hard bound) may be submitted (preferably in the form of hard copy ).

\*\* Main Cover page shall bear The name of the Polytechnic, The Title of the work, Micro-Project-Report for the partial fulfillment of Communication Skills in English (Paper Code) of Diploma in .....Engineering of RGPV Bhopal, Month and Year of Exam, Names of the contributors (complete Name, Roll No., Branch and Semester in case of students) and Date of submission.

\*\*\*Suggested areas/topics for Micro-project are:

1. The Theory of Communication: 1. Theory of Communication (Definition, Importance, process, types of communication) 2. Principles of Effective Communication 3.Barriers to Communication and the Ways to Overcome Them 4. Comparative Study of Language of Science and the Language of Common Use or Language of Literature 5. Importance of Communication Skills 6. The Art of Letter Writing 7. Importance of Netiquettes and Telephone Manners 8. Online Reputation Management for students and young professionals 9. Non-Conventional Sources of Energy 10. Preparing for an Interview 11. Any other relevant topic considered appropriate by the teacher according to the student's interest.

**NOTE : The suggested format of Report is only suggestive and indicative. The actual format may vary and may include components that are applicable according to the scope and dimensions of the topics as approved by the concerning teacher.**

RGPV (Diploma Wing ) Bhopal	SCHEME FOR LEARNING OUTCOME	Branch Code			Course Code			CO Code	LO Code	Format No. 4
								4	1	Sheet No 18 and 19 / 25

<b>COURSE NAME</b>	<b>Communication Skills in English (6801)</b>
<b>CO Description</b>	<b>Apply principles of effective communication in oral and written professional communication</b>
<b>LO Description</b>	<b>Define Communication and explain its importance, process, types (verbal and non-verbal) and channels (direction) of communication.</b>

**SCHEME OF STUDY**

S. No.	Learning Content	Teaching – Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks
1.	Basics of Communication : Define Communication, Describe the elements and the Process of Communication, Explain Types of Communication: Verbal and Non-verbal, Compare Written versus Oral communication. Describe Direction or Channels (formal and informal) of Communication.	Traditional lecture method with illustrations, examples and flow chart as required.	Teacher will explain the contents along with the examples or cases, will give assignment for practice. Tutorial and remedial classes can be conducted as per requirement.  Use of flow charts to effectively display the process of communication. and formal channels (upward, downward, horizontal and diagonal) and informal channels (poll, consensus, chat, grapevine) in communication.	03	01	Study material to be made available by the teacher. (pdf or others)  Available online videos demonstrating the role of Non-verbal Communication and body language.  Suggested Reference Books: 'Effective Communication Skills' Kulbhusan Kumar, Khanna Publishing House, New Delhi.  'Developing Communication Skills' Krishna Mohan & Meera Banerji	Teacher will suggest suitable books, online reading material, video and audio clippings.  Further Reading: 'Business Communication' – R.C. Bhatia.  'Effective Communication Skills' John Nielson, Xlibris.

**SCHEME OF ASSESSMENT  
CO 4 , LO 1**

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
<b>1.</b>	<p><b>Internal Assessment</b> <b>Theory- Assignment and /or Quiz</b></p> <p>Assignment and /or Quiz based on the learning content.</p>	<p>– An assignment may be designed by the Teacher asking students to write the Definition, Process, Types, Channels of Communication which will be written and submitted by the students and may be assessed internally using the performance indicators given below. Or Reading content or pdf copies or handouts may be provided to supplement the class-notes of students and a Quiz may be organized to assess their learning.</p>	<b>05</b>	Assignment questions and Question bank for Quiz.	Internal Assessment Theory  (Assignment and/or Quiz)

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

**Assessment will be done on the basis of the following performance indicators.**

**Assignment-**

- 1.Content coverage and organization -2**
- 2.Correct grammar and spelling -2**
- 3.Neatness and Timely submission -1**

**Or Quiz- The Test may comprise of 10 objective type questions (single word answer) or 10 multiple choice questions of 0.5 (half) mark each.**

RGPV (Diploma Wing ) Bhopal		SCHEME FOR LEARNING OUTCOME			Branch Code			Course Code			CO Code	LO Code	Format No. 4
											4	2	Sheet No 20 and 21 /25
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>											
<b>CO Description</b>		<b>Apply principles of effective communication in oral and written professional communication</b>											
<b>LO Description</b>		<b>Describe the principles of effective communication. Identify the barriers in communication and suggest ways to overcome them.</b>											
<b>SCHEME OF STUDY</b>													
S. No.	Learning Content	Teaching – Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks						
1.	Describe Principles of Effective Communication (with emphasis on the 7Cs), Purpose, Clarity, Conciseness, Courtesy, Consideration, Concreteness, Correctness, Completeness.  Identify Barriers in Communication and suggest the ways to overcome them. (Semantic, Physical, Organizational and Socio-Psychological Barriers).	Traditional lecture method.  Case study with examples and samples.  Illustrations.  Role play.  Flow charts	Teacher will explain the contents along with examples/cases. The teacher will discuss samples of business correspondences in class to suggest improvements according to the 7Cs to make them more effective and will assign exercises for practice to reinforce the learning. Tutorial and remedial classes can be conducted as per requirement.  Teacher will narrate real life professional situations and will assign role play to students in order to demonstrate the traits of effective communication and to recognize the barriers and then the ways to overcome them.  Use of flow charts to effectively display the barriers in communication.	04	02	Study material to be made available or to be suggested by the teacher.  Available online videos demonstrating the nuances of Effective Communication.  Suggested Reference Books:  'Communication Skills for Engineers and Scientists', Sangeeta Sharma and Binod Sharma  'Basic Business Communication', - Raj Kumar, Excel Books	Teacher will suggest suitable books, online reading material, video and audio clippings.						



**SCHEME OF ASSESSMENT (CO4 , LO 2)**

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
	<b>External Theory exam :</b> Written exam	End term theory exam will have a descriptive long answer question on : Principles of Communication (the 7Cs) or Barriers (any two types out of the given four types)  or One question each on Principles of Communication and Barriers to Communication (any two types) with an <u>internal choice</u> for students to answer any one of the two.	10	Question paper	External Theory exam

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

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<b>RGPV (Diploma Wing ) Bhopal</b>		<b>SCHEME FOR LEARNING OUTCOME</b>			<b>Branch Code</b>		<b>Course Code</b>		<b>CO Code</b>	<b>LO Code</b>	<b>Format No. 4</b>
									<b>4</b>	<b>3</b>	<b>Sheet No 22 and 23/25</b>
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>									
<b>CO Description</b>		<b>Apply principles of effective communication in oral and written professional communication</b>									
<b>LO Description</b>		<b>Describe the essentials of Business communication (Parts, mechanics, style and format) of Letters, Emails, Short Text Messages and Reports.</b>									
<b>SCHEME OF STUDY</b>											
<b>S. No.</b>	<b>Learning Content</b>	<b>Teaching –Learning Method</b>	<b>Description of T-L Process</b>	<b>Teach Hrs.</b>	<b>Pract. /Tut Hrs.</b>	<b>LRs Required</b>	<b>Remarks</b>				
1	Describe the essentials of Business communication-  Parts, mechanics, style and format of : 1. Letters 2. Emails 3. Short Text messages and 4. Reports (Letter Form and Long form)  Features of good business letters.  Describe the Role of text messaging in Business Communication. Draft short text messages.	Traditional lecture method Sample drafts Seminar Presentation by students.	Teacher will explain the contents with examples or samples, will assign relevant exercises for practice. Students will prepare format and demonstrate mechanics and improve style of the given contents and parts. Students will draft short text messages related to workplace or for business purpose.	03	01	Handout, online study material, Language Lab, Video clippings.  Suggested books : ‘Communication Skills for Technical Students Book –II’ Somaiya Publication  ‘Effective Business Communication’- M.V. Rodriques, Concept Publishing House New Delhi	Teacher will suggest suitable books, online study material and video clippings.  Suggested books : ‘Essentials of Business Communication’- Dr. Rajendra Pal & J.S. Korlahalli S.Chand Pub. New Delhi				

**SCHEME OF ASSESSMENT (CO 4 , LO 3 )**

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
<b>1.</b>	<b>Internal Assessment Theory Part of 2<sup>nd</sup> Test (Written Test)</b>	Questions based on the content to be designed to assess the learning of parts, mechanics, style and format of letters, emails, short text messages and Reports. (e.g. label the parts, make corrections in format or improve the style, draft short text messages etc)	05	Questions for the Test	Internal Assessment Theory Part of 2 <sup>nd</sup> Test

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)****Suggested guidelines for assessment-**

- Parts and mechanics - 1 marks**
- Style and language - 2 marks**
- Format - 2 marks**

RGPV (Diploma Wing ) Bhopal		SCHEME FOR LEARNING OUTCOME			Branch Code			Course Code			CO Code	LO Code	Format No. 4
											4	4	Sheet No 24 and 25/25
<b>COURSE NAME</b>		<b>Communication Skills in English (6801)</b>											
<b>CO Description</b>		<b>Apply principles of effective communication in oral and written professional communication</b>											
<b>LO Description</b>		<b>Draft Business letters, E-mails and demonstrate appropriate netiquette in online business communication.</b>											
<b>SCHEME OF STUDY</b>													
S. No.	Learning Content	Teaching – Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks						
1	<p>Draft Application for Job and Resume, Purchase letters - Enquiry, Order and Complaint for damaged or defective goods and for short supply.</p> <p>Write effective E-mails on the subject: Follow up of the above mentioned complaint letters.</p> <p>Describe and demonstrate Telephone manners during telephone or mobile conversation and video-conferencing. Describe and demonstrate Internet-etiquette or Netiquette in the technology mediated learning and working environment.</p> <p>Describe the concept and the importance of Online Reputation Management for students and professionals in the world of internet and social media.</p>	<p>Traditional lecture method. Samples and drafts. Case study. Role play. Seminar by students. Group activity followed by presentation. Group Discussion.</p>	<p>Teacher will explain the contents with examples/samples and will give drafting exercises for letters and email for practice. Teacher may organize live online sessions in groups in which the students will demonstrate, observe and learn Netiquettes.</p> <p>Role play can be organized to demonstrate Telephone manners.</p> <p>The teacher will introduce the concept of Online Reputation Management and elaborate its importance for students and young professionals.</p> <p>Group learning activity and then Seminar or Presentation by the group-speaker can be arranged. Group discussion based on experiential learning of students can also be organized on the given topics followed by its presentation by the speaker.</p>	08	04	<p>Handouts, Online study material, Language Lab, Online class environment for netiquettes, Video clippings. Suggested Reference books: 'Business Communication' - Urmila Rai and S.M. Rai</p> <p>'Business Correspondence and Report Writing'- R.C. Sharma and Krishna Mohan, TMH Publications</p>	<p>Teacher will suggest suitable books, online study material and video clippings.</p> <p>'Business Communication' Varinder Kumar and Bodhi Raj 'Business Communication'- Shalini Verma</p>						

**SCHEME OF ASSESSMENT (CO 4, LO 4)**

	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
<b>1.</b>	<p><b>External Theory Exam</b></p> <p><b>Written</b></p> <p>Draft Letters, E-mails</p> <p>Describe Netiquette or Telephone manners or Write a short note on Online Reputation Management</p>	<p>Questions will be asked in End Term Theory Exam</p> <p>1. Draft any one of the two given letters. (Prescribed- Application for job and Resume, Letter of Enquiry, Letter placing Order and Letter of Complaint for damaged goods and for short supply). --10 marks</p> <p>2. (a)Draft an Email for the given subject (follow up of a complaint for damaged goods or for short supply). -- 05 marks</p> <p>(b)Write a short note in 150 words on : Netiquette or Telephone Manners or Online Reputation Management. -- 05 marks</p>	20		External Assessment Theory Exam
<b>ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)</b>					

