

RGPV (DIPLOMA WING) BHOPAL	<b>OBE CURRICULUM FOR THE COURSE</b> <b>Communication Skills in English</b>		FORMAT-3	Sheet No. 1	
Branch	Common in all branches		Semester: First / Second		
Course Code		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>Practical external</b> assessment. 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>Total -10 Marks</b> 1.External Theory- 05 2.Internal Theory (Progressive Test II )- 05
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 Theory – 05 Marks</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).  <b>Internal Theory- Part of Progressive Test II – 05 Marks</b> Write Precis and give suitable title after reading the given textual or unseen passage.				
<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 (10 marks) 2. Comprehension questions based on unseen passage (08 marks) and giving a suitable title to the passage (2 marks)				

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Branch		Common in all branches		Semester: First / Second	
Course Code			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>			<b>Teaching Hrs</b>	<b>Marks</b>
<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	<b>External Practical exam -10</b>
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 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	<b>Pract Internal- (Lab Work) - 10 Marks</b>
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	<b>External Practical exam - 10 Marks</b>
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 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				

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Branch	Common in all branches		Semester: First / Second	
Course Code		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 Progressive Test-I - 10 Marks</b>
Contents	Use appropriate Determiners, Auxiliary Verbs, Question Tags and Short form answers.			
Method of Assessment	<b>Internal Theory -Progressive Tests –I</b> Written tests – 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>Total- 10 Marks 1.Internal Theory- Term Work - 05 2.External Theory - 05</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 a paragraph 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 Theory - Part of Term Work</b> (Assignment and / or Quiz) – 05 Marks Assignment (written) - Compile the word-list as mentioned in the contents and / or Quiz based on the vocabulary--10 objective type or single word answer questions of 0.5 mark each. <b>External Theory exam-</b> 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	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) <b>Part of Internal Practical Assessment - Lab Work – 10 Marks</b>			

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Course Code		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 Term Work- 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 Theory –Part of Term Work ( 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 Part of Progressive Test II- 05 marks</b>
Contents	Describe the essentials of Business communication- Parts, mechanics, style and format of : 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 Theory, Part of Progressive Test II (Written) - 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			