

PaperCode: HS107	Paper: Communication Skills - I							L	T/P	C		
PaperID: 99107								3	-	3		
Marking Scheme:												
<ol style="list-style-type: none"> Teachers Continuous Evaluation: 25 marks Term end Theory Examinations: 75 marks 												
Instruction for paper setter:												
<ol style="list-style-type: none"> There should be 9 questions in the term-end examinations question paper. The first unit will be compulsory and cover the entire syllabus. This question will have Five sub-parts, and the students will be required to answer any THREE parts of 5 marks each. This unit will have a total weightage of 15 marks. Apart from unit 1 which is compulsory, the rest of the paper shall consist of 4 units as per the syllabus. Every unit shall have two questions covering the corresponding unit of the syllabus. However, the student shall be asked to attempt only one of the two questions in the unit. Individual questions may contain up to 5 sub-parts / sub-questions. Each Unit shall have a marks weightage of 15. The questions are to be framed keeping in view the learning outcomes of the course/paper. The standard / level of the questions to be asked should be at the level of the prescribed textbook. 												
Course Objectives:												
1:	To help them understand the structures of language, and build up the vocabulary.											
2:	To enhance language proficiency and communication competence.											
3:	To understand basic principles of written communication.											
4:	To develop the efficiency of using language for Specific Purposes with clarity.											
5:	To be able to critically appreciate the written texts and audio-visual inputs effectively.											
6:	To develop the theoretical understanding of interpersonal communication effectively.											
Course Outcomes (CO):												
CO1:	Ability to understand the basic structure of language											
CO2:	Ability to communicate effectively in writing.											
CO3:	Ability to present their ideas effectively in professional and demanding situations.											
CO4:	Ability to interpret texts and comprehend the extended discourse.											
Course Outcomes (CO to Programme Outcomes (PO) Mapping (scale 1: low, 2: Medium, 3: High)												
CO/PO	PO01	PO02	PO03	PO04	PO05	PO06	PO07	PO08	PO09	PO10	PO11	PO12
CO1	-	-	-	-	-	-	-	-	3	3	-	3
CO2	-	-	-	-	-	-	-	-	3	3	-	3
CO3	-	-	-	-	-	-	-	-	3	3	-	3
CO4	-	-	-	-	-	-	-	-	3	3	-	3

Unit I

Basic Language Efficiency 1: Parts of Speech, Sentence Structure, Subject-Verb Agreement, Vocabulary, Common Errors, [8Hrs]

Unit II

Basic Language Efficiency 2: Writing Skills: Types of Writing, Paragraph writing, Paraphrasing, Summarizing, Précis Writing [8Hrs]

Unit III

Formal Written Communication: Meetings – Agenda and Minutes, Press release, Letter writing, Notice, Memorandum, E-mails [8Hrs]

Unit IV

Appreciating written Texts for comprehension ability:

- Steven Spielberg's Speech at Harvard Commencement 2016 (<https://www.youtube.com/watch?v=TYtoDunfu00>)
 - Lecture by Johan Rockstrom: Let the Environment Guide our Development http://www.ted.com/talks/johan_rockstrom_let_the_environment_guide_our_development
- [8Hrs]

Textbooks:

- High English Grammar and Composition* by Wren, P.C. & Martin H., S.Chand & Company Ltd, New Delhi.
- Technical Communication: Principles & Practice* by Meenakshi Raman, New Delhi: Oxford University Press

References:

- Be Grammar Ready: The Ultimate Guide to English Grammar* by John Eastwood, New Delhi, Oxford University Press, 2020.
- Communication Skills: A Workbook* by Sanjay Kumar & Pushp Lata, New Delhi, Oxford University Press, 2018.
- Basic Technical Communication* by Kavita Tyagi & Padma Mishra, New Delhi, PHI Learning, 2012.
- Advanced Technical Communication* by Kavita Tyagi & Padma Mishra, New Delhi, PHI Learning, 2011.