

PLANNED SYLLABUS COVERAGE

GPB		Department : Applied Sciences & Humanities			Subject : Communication Skills in English	
		Course : Diploma 1st Semester - E E			Duration : August TO December, 2023-----	
SYLLABUS COVERAGE		Total Periods : 3H /WEEK			Theory : 42	
					Practical : 28	
Sr No	Period Nos	Topic	Details	Instruction Reference	Additional Study Recommended	Remarks
1.	9Hrs (1-9)	UNIT-1 Communication: Theory and Practice	1. Basics of communication: Introduction, meaning and definition, process of communication etc. 2. Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication. 3. 7Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous). 4. Art of Effective communication, A. Choosing words B. Voice C. Modulation D. Clarity E. Time F. Simplification of words 5. Technical Communication.			
2.	6Hrs (10-15)	UNIT-2 Soft Skills for Professional Excellence.	1. Introduction: Soft Skills and Hard Skills. 2. Importance of soft skills. 3. Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc. 4. Applying soft skills across cultures.			
3.	11Hrs (16-26)	UNIT-3 Reading Comprehension	Comprehension, vocabulary enhancement and grammar exercises based on reading of the following texts: Section-1 Short Stories 1. "The Gift of the Magi" by O. Henry. 2. "Uncle Podger Hangs a Picture" Jerome K. Jerome. Section-2 Poetry			



4.	8Hrs (27-34)	UNIT-4 Professional Writing	1. "Night of the Scorpion" by Nissim Ezekiel. 2. "Stopping by Woods on a Snowy Evening" by Robert Frost. 3. "Where the Mind is Without Fear" by Rabindranath Tagore.			
5.	8Hrs (35-42)	UNIT-5 Vocabulary and Grammar	1. The art of précis writing. 2. Letters: business and personal. 3. Drafting e-mail, notices, minutes of a meeting etc.			
.			1. Glossary of administrative terms (English and Hindi). 2. One-word substitution, Idioms and phrases etc. 3. Parts of speech, active and passive voice, tenses etc., Punctuation.			

APPROVED	SIGN HOD
DATE <u>7/8/2023</u>	