

The Maharaja Sayajirao University of Baroda Polytechnic Diploma in Electronics & Communication Engg. (HPP)		ACADEMIC YEAR 2021-22		
Year - I	COMMUNICATION SKILLS (ENG3108)	Lecture Hrs per week	4	
Semester - I		Max marks	100	
Pre-Requisite: Basic Language Skills, Listening Skills, Speaking Skills.				
CO1	Use appropriate grammatical concepts in sentences; identify and correct grammatical errors.			
CO2	Develop vocabulary through reading and comprehend the main idea; analyze, interpret and summarize the textual information.			
CO3	Compose structured write ups with proper cohesion and coherence; Interpret, transfer and present information from visual to verbal form.			
CO4	Communicate effectively in formal/official writing in English.			
CO5	Participate actively in formal and informal conversations; Integrate and present ideas effectively through Presentations, Group Discussions and Interviews.			
BT	1. Remember 2. Understand 3. Application 4. Analysis 5. Evaluation 6. Creation			
COURSE CONTENT/SYLLABUS				
Unit	Unit Name	Hrs	Weightage	CO
1	STRENGTHENING GRAMMAR Articles, Prepositions, Verbs, Tenses, Adjectives, Concord, Error Analysis , Voice, Framing Questions, Negatives, Degrees of Comparison, Confusing pair of words	11	20	CO1
2	DEVELOPING READING SKILLS Reading Comprehension-- Developing Vocabulary through Derivation, Conversion and Compounding, From a seen/unseen passage write single and multiple sentence answers Note making--Identifying important information in written texts, Making notes in point format	11	20	CO2
3	DEVELOPING WRITING SKILLS Paragraph Writing--Sentence linkers and supporting sentences, Identification and organization of paragraph types, Guided compositions Technical Report--Reporting workshop jobs- Carpentry, Fitting, Smithy, Tin Smithy Investigative Report Writing Job Application and Resume Formal Letters and E-Mails -- Letter seeking Permission and Request letter, Letter of Inquiry, Letter Placing Order- Placing order for product with particular specifications, Letter of Complaint- Complaining about product or services Information transfer and interpretation of Visual or verbal information	15	50	CO3, CO4
4	CONSOLIDATING SPEAKING SKILLS Dialogue Rendering and Writing--Greeting and taking leave, Introducing self and others, Congratulating and Inviting, Expressing sympathy and offering condolences Oral Presentation Interview Techniques Group Discussion	11	10	CO5
		48	100	
REFERENCE BOOKS:				
1.	Developing English Language Skills by Rakhi Moghe, Charul Jain and Minal Parmar, Ahmedabad: Gujarat Technical Publishers.2016			
2.	Functional Grammar and Spoken and written Communication in English—ELT —A student-friendly edition by Bikram K. Das, Kolkata: Orient Blackswan. 2008			
3.	Oxford English grammar just for you by Rajeevankaral, Oxford.2014			
4.	Written and Spoken Communication in English by Board of Editors, Hyderabad: University Press(India) Pvt. Ltd. 2007			