

**LEVEL-I COURSES**

1001- COMMUNICATION SKILLS -I									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory		Practical Ex.		Total	
2	-	2	25	3Hrs.	100	-	-	125	
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
Nil		SMH		-	-	-	50	50	100

**RATIONALE:** The aim of the curriculum in Communication Skills is to enable the technician to have competent command over the English language, which he can use in pursuing his present course of study and in future job in industry. Clarity in expressions will be acquired, managerial responsibilities shouldered by the individual, besides academic professional aspects, aesthetic skills are also sought to be developed.

COURSE CONTENTS	Hrs	Mks
<b>1. TEXTUAL LESSONS</b> The language of science, My thousandth goal, Rip van winkle comes to town, Non-destructive testing, Entrepreneurship, A letter to god, The male factors.	10	35
<b>2. COMPREHENSION</b> The passage will deal with general as well as technical topics, the students should answer the questions briefly and as far as possible in their own words.	4	15
<b>3. COMPOSITION</b> The length of the composition should be 250-300 words; the topic will be general and technical in nature.	4	12
<b>4. BUSINESS CORRESPONDENCE</b> Format of letter writing, letter of job application, letter of leave application.	6	12
<b>5. PRACTICAL GRAMMAR</b> Punctuation, subject - verb agreement, articles, prepositions, correct the sentences.	5	26
<b>6. ORAL COMMUNICATION</b> Relevance of effective communication for a technician (the student's ability to communicate effectively, precisely and clearly can be considered for progressive assessment.)	3	0
<b>Total</b>	32	100

NOTE: There will be no theory questions on topic no. 6

**REFERENCE BOOKS**

1. Modern Business Letters by L. Gartside Published by ELBS & Mac Donald
2. A Handbook of Commercial Correspondence by A. Ashley, ELBS/Oxford University Press.
3. Textual lessons (topic No. 1) from the text-book. "Communication Skills for Technical Students: " Book one compiled by T.T.T.I. Bhopal and published by Somaiya Publications Pvt. D. Bombay. New Delhi.

