

# **Ramgarhia Polytechnic College, Phagwara**



## **Department of Electrical Engineering**

Head of Department:	S. Jasvir singh
Name of the Faculty:	Rupinder Kaur
Discipline:	Department of Electrical Engineering
Semester:	1st
Subject:	English and Communication Skills – I
Lesson Plan Duration:	16 Weeks





























### **RATIONALE**

Communication skills play an important role in career development. This subject aims at introducing basic concepts of communication besides laying emphasis on developing listening, speaking, reading and writing skills

## Learning Outcomes

After undergoing this course, the students will be able to:

- CO1. Pronounce properly
- CO2. Overcome communication barriers.
- CO3. Write legibly and effectively.
- CO4. Listen in proper perspective.
- CO5. Read various genres adopting different reading techniques.
- CO6. Converse logically.

PO $\Rightarrow$	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO $\Downarrow$							
CO1							
CO2							
CO3							
CO4							
CO5							
CO6							

## Syllabus

Units	Details	Hours
1.	Basics of Communication  Definition and process of communication Types of communication - formal and informal, oral and written, verbal and non-verbal Objectives of communication Essentials of communication Channels of communication Barriers to communication	(12 hrs)
2.	Functional Grammar and Vocabulary  Parts of speech Article Tenses Active and passive voice Synonyms and antonyms Pair of words Correction of incorrect sentences	(12 hrs)
3.	Listening Meaning and process of listening Importance of listening Methods to improve listening skills	(04 hrs)
4.	Speaking  Importance Methods to improve speaking	(04 hrs)

5.	<p>Reading</p> <p>Meaning</p> <p>Techniques of reading: skimming, scanning, intensive and extensive reading</p> <p>Comprehension, vocabulary enrichment and grammar exercises based on following readings:</p> <p>Section - I</p> <p>God Lives in the Panch – Munshi Prem Chand The Gift of the Magi – O. Henry Uncle Podger Hangs a Picture – Jerome K. Jerome</p> <p>Section - II</p> <p>Skylark – P.B. Shelley Stopping by Woods on a Snowy Evening – Robert Frost Where the Mind is Without Fear – Rabindranath Tagore</p>	(12 hrs)
6.	<p>Writing</p> <p>Significance and effectiveness of writing</p> <p>Paragraph of 100 – 120 words</p> <p>Picture composition/Guided composition</p>	(04 hrs)

### LIST OF PRACTICALS

1. Self and peer introduction
2. Looking up words in a dictionary (meaning and pronunciation)
3. Newspaper reading
4. Just a Minute session – extempore
5. Situational conversation and role play
6. Using pre – recorded CDs/DVDs to students to listen and comprehend.
7. Greetings for different occasions
8. Improving pronunciation through tongue twisters.

## Reference Books:

9. Communicating Effectively in English, Book-I by Revathi Srinivas; Abhishek Publications, Chandigarh.
10. Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
11. Developing Communication Skills (2nd Edition) by Krishna Mohan & Meera Banerji; Published by Macmillan Publishers India Ltd; New Delhi.
12. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.
13. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
14. Communication Skills by Sanjay Kumar & Pushp Lata; Oxford University Press, New Delhi

## Delivery/Instructional Methodologies

Sr.No.	Description
1.	Chalk and Talk
2.	PowerPoint Presentation

## Assessment Methodologies

Sr. No.	Description	Type
1.	Student Assignment	Direct
2.	Test	Direct
3.	Board Examination	Direct
4.	Student Feedback	Direct

### Gaps in the syllabus - to meet industry/profession requirements

S.NO.	DESCRIPTION	PROPOSED ACTIONS	PO MAPPING
	N/A	N/A	N/A

### Topics beyond syllabus/advanced topics

Units	Details	Hours
N/A	N/A	N/A

### Web Source References

Sr. No.	URL
1.	

## Lesson Plan

Week	Theory		Practical	
	Lecture Day		Practical Day	
1 <sup>st</sup>	1 <sup>st</sup>	Basics of Communication	1.	1. Self and peer introduction
	2 <sup>nd</sup>	Definition and process of communication		Practice
	3 <sup>rd</sup>	Types of communication - formal and informal, oral and written, verbal and non-verbal		
2 <sup>nd</sup>	4 <sup>th</sup>	Objectives of communication	2.	Revision 1 <sup>st</sup> Practical
	5 <sup>th</sup>	Essentials of communication		
	6 <sup>th</sup>	Channels of communication Barriers to communication		

3 <sup>rd</sup>	7 <sup>th</sup>	1. Functional Grammar and Vocabulary	3.	2. Looking up words in a dictionary (meaning and pronunciation)
	8 <sup>th</sup>	Parts of speech		Practice
	9 <sup>th</sup>	Article		
4 <sup>th</sup>	10 <sup>th</sup>	Tenses Active and passive voice	4.	Revision 2 <sup>nd</sup> Practical
	11 <sup>th</sup>			
	12 <sup>th</sup>			
5 <sup>th</sup>	13 <sup>th</sup>	Synonyms and antonyms	5.	3. Newspaper reading
	14 <sup>th</sup>	Pair of words		Practice
	15 <sup>th</sup>	Correction of incorrect sentences		
6 <sup>th</sup>	16 <sup>th</sup>	<b>PTM</b>	6.	Revision 3 <sup>rd</sup> Practical
	17 <sup>th</sup>	<b>REVISION</b>		
	18 <sup>th</sup>	<b>1<sup>st</sup> Sessional Test (Tentative)</b>		
	19 <sup>th</sup>	Listening  Meaning and process of		4. Just a Minute session – extempore



7 <sup>TH</sup>		listening Importance of listening Methods to improve listening skills	7.	
	20 <sup>th</sup>			Student"s attempts
	21 <sup>th</sup>			
8 <sup>th</sup>	22 <sup>th</sup>	Speaking	8.	
	23 <sup>th</sup>	Importance Methods to improve speaking		
	24 <sup>th</sup>			
9 <sup>th</sup>	25 <sup>th</sup>	Reading	9.	5. Situational conversation and role play
	26 <sup>th</sup>	Meaning Techniques of reading: skimming, scanning, intensive and extensive reading Comprehension, vocabulary enrichment and grammar exercises based on following readings:		Group Wise Attempts
	27 <sup>th</sup>			

10 <sup>th</sup>	28 <sup>th</sup>	Section – I God Lives in the Panch – Munshi Prem Chand The Gift of the Magi – O.	10.	Same
	29 <sup>th</sup>			
	30 <sup>th</sup>			
11 <sup>th</sup>	31 <sup>st</sup>	Henry Uncle Podger Hangs a Picture – Jerome K. Jerome	11.	6. Using pre – recorded CDs/DVDs to students to listen and comprehend.
	32 <sup>nd</sup>			Practice
	33 <sup>th</sup>			
12 <sup>th</sup>	34 <sup>th</sup>	<b>REVISION</b>	12.	Same
	35 <sup>th</sup>	<b>PTM</b>		
	36 <sup>th</sup>	<b>2<sup>nd</sup> Sessional Test (Tentative)</b>		
13 <sup>th</sup>	37 <sup>th</sup>	Section – II Skylark – P.B. Shelley  Stopping by Woods on a Snowy Evening – Robert Frost	13.	7. Greetings for different occasions
	38 <sup>th</sup>			Work in class
	39 <sup>th</sup>			

14 <sup>th</sup>	40 <sup>th</sup>	Where the Mind is Without Fear – Rabindranath Tagore	14	same
	41 <sup>st</sup>			
	42 <sup>nd</sup>	Writing Significance and effectiveness of		
15 <sup>th</sup>	43 <sup>th</sup>	writing Paragraph of 100 – 120 words Picture composition/Guided composition	15.	8. Improving pronunciation through tongue twisters.
	44 <sup>th</sup>			
	45 <sup>th</sup>			Practice
16 <sup>th</sup>	46 <sup>th</sup>	<b>REVISION</b>	16.	Revision of work
	47 <sup>th</sup>	<b>PTM</b>		
	48 <sup>th</sup>	<b>3<sup>rd</sup> Sessional Test (Tentative)</b>		

**NBA has defined the following seven POs for an Engineering diploma graduate:**

- i) **Basic and Discipline specific knowledge:** Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.
- ii) **Problem analysis:** Identify and analyze well-defined engineering problems using codified standard methods.
- iii) **Design/ development of solutions:** Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.
- iv) **Engineering Tools, Experimentation and Testing:** Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.
- v) **Engineering practices for society, sustainability and environment:** Apply appropriate technology in context of society, sustainability, environment and ethical practices.
- vi) **Project Management:** Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.
- vii) **Life-long learning:** Ability to analyze individual needs and engage in updating in the context of technological changes.

### **Program Specific Outcomes (PSOs)**

PSOs are a statement that describes what students are expected to know and be able to do in a specialized area of discipline upon graduation from a program. Program may specify 2-4 program specific outcomes, if required.

These are the statements, which are specific to the particular 11 program. They are beyond POs. Program Curriculum and other activities during the program must help in the achievement of PSOs along with POs.