

**AR 115 – COMMUNICATION SKILLS-1:: C-16**

<b>Subject Title</b>	<b>- Communication Skills-I</b>
<b>Subject Code</b>	<b>- AR-115</b>
<b>Theory Periods/Week</b>	<b>-2</b>
<b>Theory Periods/Semester</b>	<b>-36</b>
<b>Credits</b>	<b>- 2</b>
<b>Internal Assignments &amp; Mids</b>	<b>- 50</b>
<b>External Examinations</b>	<b>- 50</b>
<b>Total Marks</b>	<b>- 100</b>
<b>Duration of Exam</b>	<b>- 3 Hrs (University Exam)</b>

**TIME SCHEDULE**

Sl. No	Major Topics	No. of Periods	Weightage of Marks	Short Questions	Essay Questions
			End Exam	End Exam	End Exam
1.	Unit – I <b>Introduction</b>	4	10	1	1
2.	Unit – II <b>Writing Skills</b>	8	18	1	2
3.	Unit – III <b>Formal and Informal letter writing</b>	6	10	1	1
4.	Unit – IV <b>Listening &amp; Reading Comprehension</b>	8	18	1	2
5.	Unit – V <b>Presentation Skills</b>	10	18	1	2
<b>Total:</b>		<b>36</b>	<b>74</b>	<b>5</b>	<b>8</b>

Note: Examination Question Paper

Part-A: 5 questions all are compulsory each carries 2 marks

Part-B: 5 questions to answer from 8 questions each carries 8 marks.

**Course Objective:**

The course aims to inculcate a sense of professionalism among the students while emphasizing on the basic aspects of the language learning such as grammar and vocabulary building. It also aspires to train the students to meet the global challenges.

**Course Outcomes:**

To realize the importance of communication skills in job arena and enhance the students ability to communicate effectively.

**Unit –I**

**Introduction** – Orientation for improving the skills of grammar, punctuation and vocabulary in English, focused primarily on developing communication skills.

\*Classroom Activities: Dictionary Usage, Identifying Parts of Speech, Marking Punctuation to the given paragraph, Correction of sentences.

**Unit-II**

**Writing Skills:**

Writing skills in essay writing, Review of articles etc. Types and classification of reports, difference between technical, scientific, legal and other types of communication; Format and elements of reports, structuring of preamble, contents, chapterization, bibliography, footnotes, appendices and references.

Note: \*Classroom Activities: Collection of data from library and other sources, writing review to an article or book, writing an abstract, article and synopsis.

**Unit-III**

**Formal and Informal letter writing :**

Business and official letters, styles and format, requests for specification and other types of business enquires, conduct of meetings and responsibilities of the chairman and secretaries agendas and minute of meeting and official records.

Note: \*Classroom Activities: Writing personal letter, leave letter, business letters, requisition letters for various purposes.

**Unit-IV**

**Listening & Reading Comprehension:**

-Role of listening in communication, listening for accent, rhythm and intonation, listening for main idea and specific information.

-Reading for facts, Reading for main idea, Scanning and skimming the text, Inference of lexical and contextual meaning.

Note: \*Classroom Activities: Listening for specific information through audio, listening for improving pronunciation.

### **Unit –V:**

**Presentation Skills:** Extempore (JAM)) Sessions, Paper Presentation, Identification of Source Material, Collection and arrangement of collected Data, Elocution.

Note: \*Classroom Activities: Collection of Data for paper presentation, Practicing Oral Presentation Skills and improving body language in the class room.

### **REFERENCE BOOKS:**

1. Dr. Shalini Verma, Word Power Made Handy, S.Chand & Co Ltd., 2009.
2. Sharon J. Gerson, Steven M. Gerson, Technical Writing, New Delhi: Pearson Education, 2007.
3. Sanjay Kumar and Pushp Lata, Communication Skills, Noida: Oxford University Press, 2012.
4. M. Ashraf Rizvi, Effective Technical Communication, New Delhi: Tata Mc-Graw Hill, 2009.
5. Bikram K. Das, Kalyani Samantray, Rath Nayak, Susmita Pani & Saveeta Mohanty, An Introduction to Professional English and Soft Skills, New Delhi: Foundation Books, 2009.

\*\*\*\*\*