

# Government Polytechnic, Pune

'180 OB' – Scheme

Programme	Diploma in ET/CE/EE//ME/MT/CM/IT/DDGM
Programme code	01/02/03/04/05/06/07/08/16/17/21/22/23/24/26
Name of Course	<b>Communication Skills II</b>
Course Code	HU1102
Prerequisite	--
Class Declaration	NO

## 1. TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T+P)	Examination Scheme				
L	T	P	C	Theory Marks		Practical Marks		Total Marks
L	T	P	C	ESE	PA	ESE	PA	100
2	1		3	40	10	-	50	

(\*): Under the theory PA, Out of 30 marks, 10 marks are for micro-project assessment to

## 2. RATIONALE

This is been noticed that diploma pass outs lack in grammatically correct written and oral communication in English. It is also been noticed that communication is not a problem of students, communication in correct English is the basic problem of Diploma pass outs. Students will have to interact in this language so far as their career in industry is concerned. In order to enhance this ability in students English is introduced as a subject to groom their personality.

## 3. COMPETENCY

The aim of this course is to attend following industry competency through various teaching learning experiences:

- To develop English Language Speaking Abilities, enrich fluency.
- To build confidence in written correspondence required in technical fields.
- To become familiar with use of multimedia mostly online transactions.

## 4. COURSE OUTCOMES (COs)

The theory, practical experiences and relevant soft skills associated with this course are to be taught and implemented, so that the student demonstrates the following industry oriented COs associated with the above mentioned competency:

- CO1: Prepare various speeches for presentation
- CO2: Write application for Business purposes.
- CO3: Write various technical reports.
- CO4: Write business letters

### 5. SUGGESTED PRACTICALS/ EXERCISES

The practicals in this section are PrOs (i.e. sub-components of the COs) to be developed and assessed in the student for the attainment of the competency:

S. No.	Practical Exercises (Learning Outcomes in Psychomotor Domain)	Unit No.	Approx. Hrs. required
1	practice to write various speeches like vote of thanks ,guest introduction etc	1	2
2	write job application, resume, leave application	1	2
3	draft a project report to start a new industry (or to write down the market survey report )	2	2
4	prepare industrial visit report after visit	3	1
5	write a placing an order letter, complain letter	3	2
6	write a joining letter	4	1
7	draft a notice , circular and memorandum	3	2
8	write a fall in production report	3	1
9	Work Progress Report	3	1
10	Description of Devices	4	2
<b>Total</b>			16

S.No.	Performance Indicators	Weightage in %
a.	Arrangement of available equipment / test rig or model	-
b.	Setting and operation	-
c.	Safety measures	-
d.	Observations and Recording	50
e.	Interpretation of result and Conclusion	20
f.	Answer to sample questions	20
g.	Submission of report in time	10
<b>Total</b>		<b>100</b>

### 6. MAJOR EQUIPMENT/ INSTRUMENTS REQUIRED

The major equipment with broad specification mentioned here will usher in uniformity in conduct of practicals, as well as aid to procure equipment by authorities concerned.

S. No.	Equipment Name with Broad Specifications	Pr O. No.
1	NA	



## 7. THEORY COMPONENTS

The following topics/subtopics should be taught and assessed in order to develop UOs for achieving the COs to attain the identified competency.

Unit	Unit Outcomes (UOs) (in cognitive domain)	Topics and Sub-topics
UNIT1 Writing speeches	a) Give in own words the introduction of guest. b) Express feelings in own words to welcome c) Express feelings in own words for Farewell Speech d) Give in own words	1 a. Introduction of guest 1 b. welcome speech 1 c. farewell speech 1 d. Vote of thanks
UNIT2 writing applications	a) Write official correspondence for Job Application with Resume b) Write application for leave. c) Write application for getting NOC from corporation. d) Students can write various applications	2 a. Job application with resume 2 b. Leave application 2 c. Miscellaneous applications
UNIT3 Writing Reports and Notices	Students can write various reports and notices	3 a. Visit report 3 b. Survey report(feasibility report) 3 c. Fall in production report 3 d. Circular/notice 3 e. Memos
UNIT4 Business letters	Students can write variety of business letter	4 a. Enquiry letter 4 b. Placing an order letter 4 c. Complaint letter 4 d. Appointment letter 4 e. Joining letter

## 8. SUGGESTED SPECIFICATION TABLE FOR QUESTION PAPER DESIGN

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks			
			R Level	U Level	A Level	Total Marks
I	Writing speeches	08	2	2	6	10
II	Writing applications	06	2	2	4	08
III	Writing Reports and Notices	10	2	2	6	10
IV	Business letters	08	2	4	6	12
<b>Total</b>		32	8	10	22	40

## 9. SUGGESTED STUDENT ACTIVITIES

Other than the classroom and laboratory learning, following are the suggested student-related *co-curricular* activities which can be undertaken to accelerate the attainment of the various outcomes in this course: Students should conduct following activities in group and prepare reports of about 5 pages for each activity, also collect/record physical evidences for their (student's) portfolio which will be useful for their placement interviews:

- a. Prepare journal based on practical performed in Lingua- phone- laboratory. Journal consists of drawing, observations, required equipment's, date of performance with teacher signature.

## 10. SUGGESTED SPECIAL INSTRUCTIONAL STRATEGIES (if any)

These are sample strategies, which the teacher can use to accelerate the attainment of the various outcomes in this course:

- a. Massive open online courses (*MOOCs*) may be used to teach various topics/sub topics.
- b. About **15-20% of the topics/sub-topics** which is relatively simpler or descriptive in nature is to be given to the students for *self-directed learning* and assess the development of the COs through classroom presentations (see implementation guideline for details).
- c. With respect to item No.8, teachers need to ensure to create opportunities and provisions for *co-curricular activities*.
- d. Guide student(s) in undertaking micro-projects.
- e. Correlate subtopics with power plant system and equipments.
- f. Use proper equivalent analogy to explain different concepts.
- g. Use Flash/Animations to explain various components, operation and
- h. Teacher should ask the students to go through instruction and Technical manuals

## 11. SUGGESTED MICRO-PROJECTS (Only for Class Declaration Courses)

**Only one micro-project** is planned to be undertaken by a student that needs to be assigned to him/her in the beginning of the semester. In the first four semesters, the micro-project are group-based. However, in the fifth and sixth semesters, it should be preferably be **individually** undertaken to build up the skill and confidence in every student to become problem solver so that s/he contributes to the projects of the industry. In special situations where groups have to be formed for micro-projects, the number of students in the group should **not exceed three**.

The micro-project could be industry application based, internet-based, workshop-based, laboratory-based or field-based. Each micro-project should encompass two or more COs which are in fact, an integration of PrOs, UOs and ADOs. Each student will have to maintain dated work diary consisting of individual contribution in the project work and give a seminar presentation of it before submission. The total duration of the micro-project should not be less than **16 (sixteen) student engagement hours** during the course. The student ought to submit micro-project by the end of the semester to develop the industry oriented COs.

A suggestive list of micro-projects is given here. Similar micro-projects could be added by the concerned faculty:

## 12. SUGGESTED LEARNING RESOURCES

Sr.No.	Author	Title	Publication
1	Joyeeta Bhattacharya	Communication skills	Macmillan Co.
2	Sarah Freeman	Written communication in English	Orient Longman Ltd.
3	Krishna Mohan and Meera Banerji	Developing Communication skills	Macmillan India Ltd.

## 13. SOFTWARE/LEARNING WEBSITES

A) [www.talkenglish.com](http://www.talkenglish.com)

B) Edutech.com

C) Coursera

D) Future Learn

E) Swayam

F) [www.makeuseof](http://www.makeuseof)

G) [www.mooc.org](http://www.mooc.org)

**14. PO –PSO- - CO MAPPING**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	2	-	1	3	1	2
CO2	3	1	-	-	2	1	3
CO3	3	3	-	1	2	1	3
CO4	3	2	-	1	2	-	3
	<b>3</b>	<b>2</b>	<b>-</b>	<b>0.75</b>	<b>2.25</b>	<b>0.75</b>	<b>2.75</b>
CO							

	<b>PSO 1</b>								<b>PSO 2</b>								<b>PSO 3</b>								<b>PSO 4</b>							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
CO1																																
CO2																																
CO3																																
CO4																																

**15. Prepared by :**

Course Code .....

14. **Prepared by :**

Signature of Course Expert <i>Bamj</i>	Signature of Head of Department <i>WLP</i>
Name of Course Expert <i>MB Patil S. C.</i>	Name of Head of Department <i>MR Bhide Y. D.</i>
Signature of Program Expert	Signature of CDC In charge <i>Zampure</i>
Name of Program Head	Name of CDC In charge

