COURSE	DIPLOMA STUDIES
PROGRAM	DIPLOMA ENGINEERING (COMPUTER ENGINEERING)
SEMESTER	1
COURSE TITLE	COMMUNICATION SKILLS
COURSE CODE	09SL0103
COURSE CREDITS	3

Objective:

Course Outcomes: After completion of this course, student will be able to:

Pre-requisite of course: Coming soon...

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	2	50	30	20	25	25

Contents : Unit	Topics	Tutorial Hours
1	**Introduction to Reading Skills** 1. Reading & Structure (Tenses, Parts of Speech, Types of Sentences, Subject-Verb Agreement, Modals , Active-Passive), Techniques of Reading, Reading Different Types of Texts (Essays, Articles, Stories, Reports, Surveys, Reference Books), Reading Comprehension Passages (8passages)	0
2	**Introduction to Writing Skills** Writing for Different Purposes, Applications &Emails, Assignments, Event Reports (Industrial Visits, In-House Events, Participation in External Events)	0
3	**Introduction to Speaking Skills** Greetings, Introducing Self & Peers, Asking and Sharing Information, Sharing/talking about likes and dislikes/preferences, Describing Events/Experiences/Objects, Discussions, Expressing Views, Facing Viva Voce	0
4	**Effective Presentation Skills** Introduction to Effective Presentation Skills, Preparing the Presentation (Collection of Data/Information, exploring the topic), Using ICT in the Presentation, Getting Ready for the Presentation, Effective Body Language, Effective Pronunciation, Interacting with Audience (Q & A), Practice (presentation with video recording), Feedback and Suggestions	0
Total Hours		**0**

References:

1 Technical Communication: Principles and Practice by Meenakshi Raman (Oxford)
2 Lata and Kumar, Communication Skills, OUP, New Delhi, 2018
3 Ramesh and Ramesh, The Ace of Soft Skills, Pearson, UP, 2019

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking

Instructional Method:

Supplementary Resources: