

Course Name : 03 Years Diploma Mining Engineering

Year : First

Subject Title : Communication skills-I

Subject Code : M101

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
L	T	P	Full Marks.	External Exam Marks	Internal Exam Marks	External Pas Marks	Total Pass Marks	Duration of External Exams
TH			100	80	20	26	40	3 Hrs

NOTE:

Internal marks will be allotted on the basis of two snap tests and 2 assignment of equal marks to be conducted by the faculty teaching the subject.

RATIONALE:

The comprehensive knowledge of communication and communication skill is essential for role of technicians in industry. Diploma pass outs are key persons between workforce and management and they need to be most effective in communication skills. The communication often includes grammar of the language in practice which is these days English. The inhouse practice before the faculty as part of scheme will develop the abilities in students a practical aspect of effective communication. Further exercises have been included for improving oral communication. Practical exposure gives a comprehensive communication skill effectiveness.

OBJECTIVES:

1. Comprehend the given passage
2. Answer correctly the questions on seen and unseen passages
3. Increase the vocabulary
4. Apply rules of grammar for correct writing

CONTENTS: Theory

Name of Topic	Hours	Marks
PART : 1 TEXT <ul style="list-style-type: none">• Comprehension- Responding to Questions from text (Spectrum)• Vocabulary-Understanding meaning of new word from text.• Identifying part of Speech from text.	05	08

<p>PART-II : Application of Grammar</p> <ul style="list-style-type: none"> • Verbs • Tense • Do as directed (active/passive, Direct/Indirect, affirmative/negative/assertive/interrogative, question tag, remove too, use of article, preposition, conjunction, punctuation) • Correct the errors from the sentences. 	05	08
<p>PART-III : Paragraph Writing</p> <ul style="list-style-type: none"> • Types of Paragraph (Narrative, Descriptive, Technical) • Unseen passage for Comprehension. 	05	06
<p>PART-IV : Vocabulary Building.</p> <ul style="list-style-type: none"> • Synonyms • Antonyms • Homophones • Use of Contextual word in a given Paragraph 	05	06
<p>PART-V : Soft Skill Development</p> <ul style="list-style-type: none"> • Speaking Skill • Introduction to Group Discussion • Process of Group Discussion • Leadership skill • Instant public speaking 	05	06
<p>PART-VI Etiquettes & Body Language</p> <ul style="list-style-type: none"> • Telephone etiquettes listening/speaking • Problems of telephonic Conversation • Verbal/ oral etiquettes • Physical appearance • Eye Contact/Body Language • Group Discussion 	05	06
<p>PART-VII Introduction to communication:</p> <ul style="list-style-type: none"> • Definition, communication cycle., • The elements of Communication: sender- message – channel- Receiver – Feedback. • Concept of Communication Process. • Stages in the process: defining the context, knowing the audience, designing the message, encoding, selecting proper channels, transmitting, receiving, decoding and giving feedback. (Case lets.) 	05	06

<p>PART-VIII Types of communication</p> <ul style="list-style-type: none"> • Formal Communication. • Formal: Types <ul style="list-style-type: none"> a) Vertical Communication. b) Horizontal Communication. • Informal: Types <ul style="list-style-type: none"> Diagonal Communication. • Verbal Vs Non-Verbal Communication. • Verbal: Types <ul style="list-style-type: none"> a) Oral Communication. b) Written Communication. • Non-Verbal: Types <ul style="list-style-type: none"> a) Body Language. b) Graphic Language 	05	06
<p>PART-IX Principles of Effective Communication :</p> <ul style="list-style-type: none"> • Principles of Effective Communication. (One example each.) • Communication barriers & how to overcome them. • Developing effective messages: Thinking about purpose, knowing the audience, structuring the message, selecting proper channels, minimizing barriers & facilitating feedback. (Examples: Writing articles for newspapers, magazines.) 	05	06
<p>PART-X Non verbal- graphic communication:</p> <ul style="list-style-type: none"> • Non- verbal codes: A- Kinesics , B- Proxemics , C – Haptics D-Vocalics , E- Physical appearance. F -Chronemics , G –Artifacts. (One example each.) • Aspects of Body Language. Types of Body Language. (One example each.) • Interpreting visuals & illustrating with visuals like tables, charts & graphs. 	05	06
<p>PART-XI Formal written skills :</p> <ul style="list-style-type: none"> • Office Drafting: Circular, Notice, and Memo. • Job Application with resume. • Business correspondence: Enquiry, Order letter, Complaint letter, and Adjustment letter. • Report writing: Accident report, Fall in production, Progress Report,, Investigation Report. • Defining, Describing Objects & Giving Instructions. • Defining Objects- Appearance, It's Use. • Describing Objects- Purpose, Components, Functions, 	05	08

Applications. <ul style="list-style-type: none"> • Giving Instructions- Precise, Directive, Imagistic Statements of a futuristic stance. 		
PART-XII Oral Skills : <ul style="list-style-type: none"> • Phonetics and Phonology Introduction Phonetics symbols Consonants/vowels/Diphthongs Stress and Intonation • Discussion Skills Importance of group discussion Leadership skills Team management • Presentation Skills Importance of presentation Planning of presentation Handling stage fright • Mock Interview The Interview process Pre-Interview preparation Answering strategies 	05	08
Total	60	80

List of Assignment :

1. Building of Vocabulary
25 words from the glossary given at the end of each chapter, to be used to make sentences.
2. Applied Grammar
Identify the various parts of speech and insert correct parts of speech in the sentences given by the teachers.
3. Punctuation
Punctuation 20 sentences given by the teachers.
4. Tenses
List 12 tenses and give two examples for each tense.
5. Dialogue Writing
Write at least two dialogues on different situations. (Conversation between two friends, conversation between two politicians etc.)
6. Identifying the Error
Identify the error in the sentences given by the teachers. (20 Sentences)
7. Idioms and Phrases
Use of Idioms and Phrases in sentences. (20 Examples)
8. Biography
Write a short biography on your favorite role model approximately. (250-300 words with pictures)
9. Communication Cycle (With the Help of Diagram) + Any two communication situations to be represented with the help of Communication Cycle. (Use Pictures)

10. Communication Situations (List of 5 Communication situations stating the type of communication viz; Vertical, Horizontal, Diagonal.
11. Barriers That Hinder a Particular Communication Situation. (State the type of barrier, and how to overcome them). (04 Caselets)
12. Writing articles (two) in keeping with the parameters of developing effective messages. (Collect samples from newspapers, articles, Internet and paste them in the assignment.)
13. Business Letters: a) Job Application with Resume.
b) Enquiry Letter.
c) Order Letter.
d) Complaint Letter.
14. Non-Verbal Communication:
 - a) Body Language: Five Illustrations of appropriate use of Body Language used on the part of student in formal and Informal setups. (Example- formal setup- classroom)
 - b) Graphic Language: Five Illustrations of the use of Signs, Symbols, Colours, Maps, Graphs, Charts in day to day life.
15. Presentation Skills: Select topic (current issues) and ask students to give a class presentation as per the principles of effective communication and paste these topics as an assignment in the file.
16. Non-Verbal Codes: Kinesics, Physical Appearance, Haptics. (Collect five pictures per group of five students on the above mentioned non-verbal codes, analyse and discuss them in the class. Ask the students to paste these pictures along with explanation in their individual files.

Learning Resources :

Reference Books :

Sl. No.	Title	Author	Publisher
01.	Spectrum-A Text Book on English	-----	SBTE, Maharashtra
02.	Contemporary English Grammar structures and composition	David Green	Macmillan
03.	English for practical Purpose	Z.N. Patil et el	Macmillan
04.	English Grammar and composition	R.C.Jain	Macmillan
05	Grammer & Composition	Nesfield	
06	Technical English		Longman
07	English Workplace	Editor- Mukti Sanyal	Macmillan
08	Thesaurus	Rodgers	Macmillan

09	Dictionary	Oxford	Oxford University
10	Dictionary	Longman	Oriental Longman
11	Text book of Communication Skills.	SBTE, Mumbai.	SBTE, Mumbai.
12	Effective Technical Communication	M.Ashraf Rizvi	Tata McGraw Hill Companies.
13	Developing Communication Skills	Krushna Mohan, Meera Banerji	Macmillan
14	Communication Skills.	Joyeeta Bhattacharya	Reliable Series
15	Every ones guide to effective writing.	Jayakaran	Apple Publishing.

Web Sites for Reference :

Serial No.	Website Address
01	www.edufind.com
02	www.english_the_the_easy_eay.com
03	www.englishclub.com
04	www.english_grammar_lessons.com
05	www.wikipedia.org/wiki/english_grammar
06	Website: www.mindtools.com/page8.html-99k
07	Website: www.khake.com/page66htm/-72k
08	Website: www.BM Consultant India.Com
09	Website: www.letstak.co.in