

2.1 ENGLISH AND COMMUNICATION SKILLS – II

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RATIONALE

Language is the most commonly used medium of self-expression in all spheres of human life – personal, social and professional. A student must have a fair knowledge of English language and skills to communicate effectively to handle the future jobs in industry. The objective of this course is to enable the diploma holders to acquire proficiency, both in spoken (oral) and written language. At the end of the course, the student will be able to develop comprehension skills, improve vocabulary, use proper grammar, acquire writing skills, correspond with others and enhance skills in spoken English. It is expected that each polytechnic will establish a **communication skill laboratory** for conducting practicals mentioned in the curriculum.

DETAILED CONTENTS

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| 1. | Facets of Literature | (14 hrs) |
| 1.1 | Short stories | |
| 1.1.1 | The Portrait of a Lady - Khushwant Singh | |
| 1.1.2 | The Doll's House – Katherine Mansfield | |
| 1.1.3 | The Refugees – Pearl S. Buck | |
| 1.2 | Prose | |
| 1.2.1 | Walking Tours – R.L. Stevenson | |
| 1.2.2 | A Dialogue on Civilization – C.E.M. Joad | |
| 1.2.3 | The Sign of Red Cross – Horace Shipp | |
| 1.3 | Poems | |
| 1.3.1 | All The World's A Stage – W. Shakespeare | |
| 1.3.2 | Say Not, The Struggle Nought Availeth – A.H. Clough | |
| 1.3.3 | Pipa's Song – Robert Browning | |
| 2. | The Art of Précis Writing | (04 hrs) |
| 3. | Grammar and Usage | (08 hrs) |
| 3.1 | Narration | |
| 3.2 | Voice | |
| 3.3 | Idioms and Phrases | |
| 4. | Correspondence | (04 hrs) |
| 4.1 | Business Letters | |
| 4.2 | Personal letters | |

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| 5. | Drafting | (06 hrs) |
| | 5.1 Report Writing | |
| | 5.2 Inspection Notes | |
| | 5.3 Memos, Circulars and Notes | |
| | 5.4 Notices | |
| | 5.5 Press Release | |
| | 5.6 Agenda and Minutes of Meetings | |
| | 5.7 Applying for a Job: Forwarding letter, Resume/C.V., follow up. | |
| 6. | Glossary of Technical & Scientific Terms | (04 hrs) |
| 7. | Communication | (08 hrs) |
| | 7.1 Media and Modes of Communication | |
| | 7.2 Channels of Communication | |
| | 7.3 Barriers to Communication | |
| | 7.4 Listening Skills | |
| | 7.5 Body language | |
| | 7.6 Humour in Communication | |

LIST OF PRACTICALS

1. Practice on browsing information from Internet and e-mail
2. Group Discussions
3. Mock Interviews
4. Telephone Etiquette – demonstration and practice
5. Situational Conversation with feedback through video recording
6. Presentation on a given theme (using PowerPoint)
7. Exercises leading to personality development like mannerism, etiquettes, body language etc.
8. Reading unseen passages
9. Writing (developing) a paragraph
10. Exercises on writing notices and telephonic messages

Note:

1. The Text Book on “English and Communication Skills, Book-II By Kuldip Jaidka et. al. developed by NITTTR, Chandigarh is recommended to be used for teaching & setting-up the question papers.
2. A communication laboratory may be set up consisting of appropriate audio-video system with facility of playing CDs/DVDS and a video camera for recording the performance of each student with play back facility. A set of CDs from any language training organization e.g. British Council etc. may be procured for use of students.
3. Elements of body language will be incorporated in all practicals
4. The practical exercises involving writing may also be included in Theory Examination.

RECOMMENDED BOOKS

1. English and Communication Skills, Book-I By Kuldip Jaidka, Alwinder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh Published By Abhishek Publication, 57-59, Sector-17, Chandigarh
2. Rich Vocabulary Made Easy by Kuldip Jaidka , Mohindra Capital Publishers, Chandigarh
3. Spoken English (2nd Edition) by V Sasikumar & PV Dhamija; Published by Tata MC Graw Hills, New Delhi.
4. Spoken English by MC Sreevalsan; Published by M/S Vikas Publishing House Pvt. Ltd; New Delhi.
5. Spoken English –A foundation course (Part-I & Part-II) By Kamlesh Sdanand & Susheela Punitha; Published by Orient BlackSwan, Hyderabad
6. Practical Course in English Pronunciation by J Sethi, Kamlesh Sadanand & DV Jindal; Published by PHI Learning Pvt. Ltd; New Delhi.
7. A Practical Course in Spoken English by JK Gangal; Published by PHI Learning Pvt. Ltd; New Delhi.
8. English Grammar, Composition and Usage by NK Aggarwal and FT Wood; Published by Macmillan Publishers India Ltd; New Delhi.
9. Business Correspondence & Report writing (4th Edition) by RC Sharma and Krishna Mohan; Published by Tata MC Graw Hills, New Delhi.
10. Business Communication by Urmila Rani & SM Rai; Published by Himalaya Publishing House, Mumbai.
11. Business Communication Skills by Varinder Kumar, Bodh Raj & NP Manocha; Published by Kalyani Publisher, New Delhi.
12. Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
13. Business Communication and Personality Development by Bsiwajit Das and Ipseeta Satpathy; Published by Excel Books, Delhi
14. Succeeding Through Communication by Subhash Jagota; Published by Excel Books, Delhi
15. Communication Skills for professionals by Nira Konar; Published by PHI Learning Pvt. Ltd; New Delhi.
16. Developing Communication Skills (2nd Edition) by Krishna Mohan & Meera Banerji; Published by Macmillan Publishers India Ltd; New Delhi.
17. Effective Technical Communication By M .Ashraf Rizwi; Published by Tata MC Graw Hills, New Delhi.
18. Basic Communication Skills for Technology by Andrea J Rutherford; Published by Pearson Education, New Delhi
19. English & Communication Skills for students of Science & Engineering by SP Dhanavel; Published by Orient BlackSwan, Hyderabad.
20. Technical Communication- Principles & Practices by Meenakshi Raman & Sangeetha Sharma; Published by Oxford University Press, New Delhi.
21. Technical English by S. Devaki Reddy & Shreesh Chaudhary; Published by Macmillan Publishers India Ltd; New Delhi.

22. Advanced Technical Communication, by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
23. Communication Skills for Engineer & Scientist by Sangeeta Sharma & Binod Mishra; Published by PHI Learning Pvt. Ltd; New Delhi.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	14	30
2	4	10
3	8	10
4	4	10
5	6	10
6	4	10
7	8	20
Total	48	100

GLOSSARY OF TECHNICAL AND SCIENTIFIC TERMS

1. Absolute	परम, अचर, पूर्ण, स्थिर	مکمل - ساکن
2. Acceleration	त्वरण, प्रवेग	حرکت
3. Acid	अम्ल	عمل - تیزاب
4. Alkaline	क्षारीय, खारा	کھارا
5. Air Compressor	वायु-संपीडक	ہوا کے دباؤ - ایرکمپریشر
6. Air Conditioning	वातानुकूलन	ایئر کنڈیشن -
7. Alignment	सरेखन	ایک لائن میں - ایک سیدھ میں
8. Alternating Current	प्रत्यावर्ती धारा	تعمیر کرنا - لے سی کرنٹ
9. Altimeter	ऊंचाई मापने का यंत्र	اویچائی ماپنے کا آلہ
10. Alum	फिटकरी	پھٹکڑی
11. Ammeter	अम्मीटर	بجلی کا کرنٹ ماپنے کا آلہ - ای میٹر
12. Ampere	ऐम्पियर	بجلی کی طاقت کو ماپنے کی اکائی - ایمپیر
13. Amplification	प्रवर्धन	پرو دھن - ایمپلی فیکیشن
14. Amplitude	आयाम	ایام - ایمپلیٹیوڈ
15. Angle	कोण	زاویہ - کون
16. Angular velocity	कोणीय वेग	کونے کی رفتار

Angular Momentum	कोणीय संवेग	کونے کی رفتار	17.
Annealing	अणुसूत्रीकरण	پختہ کرنا	18.
Anode	अनोड	الود	19.
Apex	शीर्ष, शिखर, शिखर	اوپر کی طرف	20.
Apparent	स्पष्ट	ظاہری	21.
Applied mechanics	अनुप्रयुक्त यंत्रिकी	اپوائیڈ میکینک	22.
Applied Science	अनुप्रयुक्त विज्ञान	اپوائیڈ سائنس	23.
Archimedes's Principle	आर्किमिडीस का सिद्धांत	آرکیمیڈیس کا اصول	24.
Architecture	शास्त्रकला, स्थापत्यकला	شاہکار	25.
Armature	आर्मेचर	آرمچر	26.
Atom	परमाणु	پرمیون	27.
Automatic	स्वचलित	آٹو میٹک	28.
Axis	अक्ष	آکس	29.
Axle	धुरी	ڈھرا - ایکسل	30.

31. Balance (Scale)	تولا، तराजू	ترازو
32. Ball Bearing	بال-بے یئرنگ	بال بیرنگس
33. Bar magnet	छड़-चुम्बक	مقتناظیس کا ٹکڑا
34. Barometer	वायुदाबमापी	ہوا کا دباؤ ماپنے کا آلہ - بیردمیٹر
35. Base	आधार	بنیادی
36. Base Plate	आधार पट्टिका	بنیادی پلیٹ - آڈیا ریڈنگ کا - بیس پلیٹ
37. Battery	बैटरी	بیٹری
38. Beaker	बीकर	بی کر
39. Bending Moment	वंकन आधूर्ण	بنڈنگ مومینٹ جھکنے کی شکتی (طاقت) چوک
40. Blast Furnace	झोंका भट्टी	بلاسٹ فرنس - بلاسٹ بھٹی
41. Bleach	विरंजक	بلیچ - ڈرنجک
42. Boiler	उबालक	بوایلر - ابا لٹنے والا - ابا لک
43. Bridge	पुल	پل
44. Burette	ब्यूरेट	بیوریٹ - لیبارٹری میں استعمال ہونے والی شیشے کی ٹالی
45. Callipers	कैलिपर्स	کیلی پرس
46. Calorie	कैलोरी	کیلو ری - نورا ک کی طاقت ماپنے کی یونٹ
47. Canal	नहर	نہر
48. Capacitance	धारिता	کے پے سی ٹنس - دہارتا
49. Carbuirettor	कार्बुरेटर	کاربوریٹر
50. Cast Iron	ढलवा लोहा	کچی لوہا - کاسٹ آئرن
51. Catalyst	उत्प्रेरक	آپریٹرک
52. Cathode	कैथोड	کے کٹھوڈ
53. Centre of Gravity	गुरुत्वाकर्षण-केन्द्र	دھرتی کی طاقت کا مرکز
54. Centrifugal	उपकेन्द्रीय	مرکز سے دور کرنے والا - اپ کینڈریہ
55. Centripetal	अभिकेन्द्रीय	مرکز کی طرف لانے والا - ابھی کینڈریہ
56. Centroid	केन्द्रीय	مرکز
57. C.G.S. System	सी.जी.एस. पद्धति	سی جی ایس سسٹم
58. Chemical Action	रासायनिक क्रिया	تیزابی نتیجہ
59. Chain	श्रृंखला, माला	سلسلہ - مالا
60. Change of State	अवस्था परिवर्तन	تبدیلی حالات
61. Characteristics	लक्षण	آثار خصوصیات
62. Charge (n)	आवेश	آولیشن - چارج بھرتا
63. Choke	चोक	چوک - بسلی کی ٹیوب کو چلانے کیلئے دگا یا جانے والا پیرزہ
64. Chord, Major	गुरु स्वर-संघात	گورڈ سوریٹنگھات
65. Chord, Minor	लघु स्वर-संघात	گورڈ مائنر - چھوٹا سوریٹنگھات
66. Circular	वृत्ताकार, वर्तुल	سرکولر - ورتا کار - ورتل - باہر سے جانے والا

67. Clock-wise	دائیں ہاتھ چلنے والا۔ دکشن ورت کلاک دائیر	دائیں ہاتھ چلنے والا۔ دکشن ورت کلاک دائیر
68. Coagulation	دکھنا	کوآگولیشن۔ سکند
69. Coefficient of Expansion	پھیلاؤ کا گونیا	کوآیفیٹنٹ آف ایکسپنشن۔ پھیلاؤ کا گونیا
70. Coil	کونڈلی	کوآیل۔ کٹڈلی۔
71. Combustion	دھن	دھن۔
72. Compass	دیشا سچک	کمپاس۔ اطراف بتانے والا آلہ۔ دیشا سچک۔
73. Compound	یوگیک	کمپاؤنڈ۔ یوگیک۔
74. Concave	اوتل	کن ویا۔ اوتل۔
75. Convex	اوتل	کن ویکس۔ اوتل۔
76. Concentrated (Solution)	(گاڈا، ساंद्रیت (غول)	گاڈھا مشرب گھول۔ سولیوشن
77. Concrete	کنکریٹ	کنکریٹ۔ پتھر کا۔
78. Conduction	چالان	کنڈکشن۔ چالان۔
79. Conductor	چالک	کنڈکٹر۔ چلانے والا۔
80. Cone	شंक	کون۔ شंक۔
81. Connection	سامبندھ، جوڈ	جوڑ۔ تعلق۔
82. Constant (Adj.)	سٹیر، اچل، افسمان	کنسٹنٹ۔ ساکن۔ اچل۔
83. Convection	سंवहन	کنوکشن۔ سزا ہوتا۔ زور نہ ہونا۔ وزن نہ ہونا بات میں
84. Coulomb	کولوم (विद्युत शक्ति की इकाई)	طاقت کی اکائی۔
85. Couple	بल युग्म	کیپل۔ بل یگم۔ طاقت یگم
86. Crane	ک्रेन	کرین۔ وزن اٹھانے والی مشین
87. Crystalline	रवेदार	روسے دار۔ کرٹلائن۔
88. Dehydrate	निर्जल करना	بغیر پانی کے ہونا۔
89. Distil	आसहन करना	عرق نکالنا
90. Effervescence	बुदबुदाहट	بڈ بڈاہٹ
91. Element	तत्व, मूलतत्व	ایلی مینٹ۔ بلب میں چلنے والی تار۔ توتو
92. Empirical Formula	मूलअनुपाती सूत्र	بنیادی انویپائی سٹوئیک
93. Equivalent Weight	तुल्यांकी-भार	عم وزن۔ برابر وزن کا۔
94. Flame Test	ज्वाला-परीक्षण	فلیم ٹیسٹ۔ آگ کے شعلہ کا ٹیسٹ۔
95. Flash Point	प्रज्वलन-ताप	فلشس پوائنٹ۔ آگ کی گرمی
96. Flask	फ्लास्क	فلاسک۔ پانی کو گرم یا ٹھنڈا رکھنے والی بوتل
97. Spring Balance	कमानी तुला	سپرنگ ہارٹرازو۔
98. Soluble	विलयशील	ولے شیل۔ سلویبل
99. Viscosity	गाढ़ापन	گاڈھاپن
100. Volumetric Analysis	आयतनी विश्लेषण	آیتنی موازنہ۔ ویومیک مورک موازنہ / مقابلہ