

# GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD.

## COMMUNICATION SKILLS

### 1. RATIONALE :

Proficiency in Communication skills is one of the basic needs of technical students. A technician has to communicate all the time with peers, superiors, subordinates and clients in his professional life.

A study conducted by the Curriculum Development Centre has revealed that the Diploma passouts do not possess adequate communication skills in English. The industry survey have accorded high priority to the following basic communication skills:

1. Express ideas effectively in English in oral form.
2. Express views in English in written form effectively.
3. Write brief and precise process proposals and reports.
4. Write letters of different types.
5. Lead group discussions and meetings independently in English.

The Curriculum of 'Communication Skills' course has been revised following the need based approach. This curriculum aims at developing the following two communication skills.

1. Express ideas effectively in English in oral form, and
2. Express views in English in written form effectively.

The remaining skills will be developed through other technical courses of the diploma programmes.

While teaching this course the model (Practice - Feedback - Practice) will be adopted. Thus the language skills (Listening, Speaking, Reading and Writing) which facilitate effective communication, will be developed among the students. More emphasis will be laid on developing communication skills in classroom instruction.

### 2. SCHEME OF TEACHING :

SR.NO.	TOPICS	THEORY HOURS
1.	Passage for comprehension	20
2.	Short stories	06
3.	Grammar	10
4.	Summary and Comprehension of unseen passages	09
5.	Conversation Practice	11
<b>Grand Total</b>		<b>56 hours</b>

### 3. OBJECTIVES :

**1.0 EXPRESS IDEAS EFFECTIVELY IN ENGLISH IN ORAL FORM.**

**2.0 EXPRESS VIEWS IN ENGLISH IN WRITTEN FORM EFFECTIVELY.**

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### **4. TOPICS :**

#### **TOPIC 1.0 PASSAGES FOR COMPREHENSION.**

##### **Passages for comprehension from part one of the text book.**

1. The Language of Science.
2. My Thousandth Goal.
3. New Wonders in Cameras.
4. Rip Van Winkle Comes to Town.
5. Safety Practices.
6. The Robotic Revolution.
7. Entrepreneurship.

##### **OBJECTIVE :**

###### **1.0 EXPRESS IDEAS EFFECTIVELY IN ENGLISH IN ORAL FORM.**

To achieve above objective following activities are to be carried out.

- 1.1 Ask pertinent questions as well as to answer them.
- 1.2 Follow oral instructions and interpret them to others.
- 1.3 Explain salient features of product / process.
- 1.4 Read by word groups rather than word by word both in silent as well as oral reading.
- 1.5 Present oral summary of topics read or heard.
- 1.6 Use dictionaries and other reference books.
- 1.7 Adjust the speed of reading for newspapers, textbooks, letters etc.

##### **OBJECTIVE :**

###### **2.0 EXPRESS VIEWS IN ENGLISH IN WRITTEN FORM EFFECTIVELY.**

To achieve above objective following activities are to be carried out.

- 2.1 Write single sentence/multiple sentences answers to questions.
- 2.2 Take down lecture notes while listening.
- 2.3 Develop detailed write ups from lecture notes.
- 2.4 Comprehend main ideas and reproduce them.
- 2.5 Describe an object, process or procedure .
- 2.6 Write summary, or passage or an article.
- 2.7 Write precise of unseen passages.
- 2.8 Write free composition on various topics.
- 2.9 Write guided composition on different topics.
- 2.10 Given a passage use substitutes for identified words and expressions.
- 2.11 Draw out relationship between details and main points.

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## **TOPIC 2.0 : SHORT STORIES :**

**Short stories from part two of the text book:**

- 1.0 The Male Factor
- 2.0 An Astrologer's Day
- 3.0 The Last Leaf

## **OBJECTIVE :**

### **1.0 EXPRESS IDEAS EFFECTIVELY IN ENGLISH IN ORAL FORM.**

To achieve above objective following activities are to be carried out.

- 1.1 Ask pertinent questions as well as to answer them.
- 1.2 Follow oral instructions and interpret them to others.
- 1.3 Explain salient features of product/process.
- 1.4 Read by word groups rather than word by word both in silent as well as oral reading.
- 1.5 Present oral summary of topics read or heard.
- 1.6 Use dictionaries and other reference books.
- 1.7 Adjust the speed of reading for newspaper, text book, letters etc.

## **OBJECTIVE :**

### **2.0 EXPRESS VIEWS IN ENGLISH IN WRITTEN FORM EFFECTIVELY.**

To achieve above objective following activities are to be carried out.

- 2.1 Write single sentence/multiple sentences answers to questions.
- 2.2 Take down lectures notes while listening.
- 2.3 Develop detailed writeups from lecture notes.
- 2.4 Comprehend main ideas and reproduce them.
- 2.5 Write summary of passage or an article
- 2.6 Write precise of unseen passages.
- 2.7 Write guided composition on different topics.
- 2.8 Write the composition on various topics.
- 2.9 Given a passage use substitutes for identified words and expressions.
- 2.10 Draw out relationship between details and main points
- 2.11 Restate main points/theme from what is read.

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### **TOPIC 3.0 : GRAMMAR :**

**Grammar form part three of the text book:**

1. Determiners
2. Auxiliary Verbs
3. Tenses
4. Tenses in Conditional Sentences
5. Subject Verb Agreement
6. The Passive
7. Infinitives
8. Prepositions
9. Clauses and connectors

#### **List of supportive skills to be developed through this part**

1. Construct grammatically correct sentences.
2. Use grammatical items in sentences.
3. Use grammatical items in paragraph writing.

#### **LANGUAGE COMPONENTS :**

Language components form Sr.No. 1 to 5 should be integrated while teaching selected passages and stories from Part One and Part Two of the Text Book.

Unseen passages on technical and general topics should be selected from other sources in order to develop stated skills / activities.( It includes **topic 4**)

#### **1. VOCABULARY ITEMS :**

- 1.1 Word forms.
- 1.2 One word substitute.
- 1.3 Phrases.
- 1.4 Pairs of words.

#### **Supportive skills**

1. Use words and expressions appropriate to audience (peers, superiors, subordinates and others).
2. Read/write new words from various media.
3. Enrich vocabulary through reading.
4. Use dictionaries and other reference books.
5. Use word formation devices (prefixes, suffixes) and lexical inflections.
6. Given a passage use substitutes for identified words and expressions.
7. Use new words in sentences.

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### **2. PASSAGES FOR COMPREHENSION :**

Activities/Major skills as listed in topic One/Two

#### **\* Supportive skills.**

- 2.1 Write single sentence answers to questions.
- 2.2 Write multiple sentence answers to questions.

### **3. PARAGRAPHS FOR SUMMARISING :**

#### **\* Supportive skills**

- 3.1 Write precise of the given passage in one third of its length.
- 3.2 Write a suitable title to the precise.

### **4. GUIDED AND FREE COMPOSITION :**

#### **\* Supportive skills**

- 4.1 Write short paragraphs from given points/words.
- 4.2 Give a suitable title to the paragraph.

### **5. GRAMMER : From part three of the text-book**

#### **5.1 Tenses :**

- 5.1.1 All tenses
- 5.1.2 Infinitives, Participles, and Gerunds

#### **Supportive skills :**

1. Use correct tenses in sentences
2. Use sequence of tenses in sentences

#### **5.2 Subject Verb Agreement :**

##### **Supportive Skills :**

1. Use singular and plural verb forms.
2. Write correct verb to agree with the subject in sentences.

#### **5.3 Passive :**

- 5.3.1 All types of sentences i.e. statements, Questions, Imperatives and infinitives

##### **Supportive Skills :**

1. Use correct passive voice in sentences.
2. Change voice in the given sentences.

#### **5.4 Auxiliaries :**

- 5.4.1 Anomalour Finites
- 5.4.2 Models

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### **Supportive Skills :**

1. Use anomalous finites in different types of sentences.
2. Use anomalous finites to avoid repetition.
3. Use different models in different contexts

### **5.5 Determiners :**

#### 5.5.1 Articles

#### 5.5.2 Some, any ; all No. & None; Much, Many, A little, A few

### **Supportive skills :**

1. Use correct articles in the sentences
2. Use different determiners in the sentences

### **5.6 Prepositions :**

#### 5.6.1 Time, Direction, Place, Position, agent, relation.

### **Supportive skills :**

1. Write sentences by using correct prepositions.
2. Use correct prepositional phrases in sentences.

### **5.7 Clauses and connectors :**

#### 5.7.1 Clauses

#### 5.7.2 Connectors

### **Supportive skills :**

1. Use different connectors in sentences
2. Use different clauses in sentences and paragraphs.

## **TOPIC 5.0 : CONVERSATIONAL PRACTICE :**

### **samples of situations for conversational practice :**

- 5.1 Meeting and parting
- 5.2 Introducing and influencing
- 5.3 Requests
- 5.4 Agreeing and disagreeing
- 5.5 Inquiries and information
- 5.6 Linking and disliking

# **GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD.**

## **OBJECTIVE**

1.0 EXPRESS IDEAS EFFECTIVELY IN ENGLISH IN ORAL FORM.

### **List of Activities/Major skills to be developed by :**

1. Ask pertinent questions as well as to answer them.
2. Explain salient features of products/processes.
3. Speak on a topic fluently and confidently for 5 minutes or more.
4. Give instructions orally.
5. Participate in debates and conversations.
6. Use social skills as mentioned in the curriculum
7. Reproduce in oral form the facts or ideas presented by the speaker.
8. Use appropriate “Body Language” (gestures, eye, movements, facial expressions, postures)
9. Follow oral instructions and interpret them to others.
10. Speak extemporaneously in panel or group discussion
11. Use correct pronunciations and intonations.
12. Face oral examinations and interviews.

### **Supportive skills**

1. Pronounce the words correctly.
2. Use correct accent/stress for the words.
3. Speak the sentences with correct intentions.

## **5. SUGGESTIVE INSTRUCTIONAL STRATEGIES**

Student centred methods and techniques of teaching and learning e.g. group discussion, role play, individual and group assignments (Classroom, Library, Home) should be used so as to make the students actively participate in the teaching learning process. Emphasis should be laid on providing guided practice and feedback on student performance.

The students should be encouraged to use dictionaries and other reference books. Exercises in writing, reading, speaking and listening should be designed to give the students sufficient practice in the communication skills. Use of tape recorders and video cassettes can be made for practice in developing “Listening Skills” and “Speaking Skills”.

## **GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD.**

### **TREATMENT :**

The content of the course comprises

1. Passages for Comprehension
2. Stories
3. Grammar
4. Summary and Comprehension of unseen passages, and
5. Conversation practice.

Introductory period will make the students understand what the course is about, importance of English as a tool of written and spoken communication and how best it can be learnt.

Grammar need not be taught in isolation. However, attempt shall be made to integrate grammar teaching with that of passages and stories.

- The passages for comprehension, stories and unseen passages for summary and comprehension should be treated in the following line :
- The teacher will read the unit loudly so as to enable the students to improve their pronunciations and effective reading.
- Then they may be asked to read loudly a paragraph or two individually.
- They should be asked to note the unknown and difficult words they come across and to find the meanings thereof by referring to the dictionary.
- The teacher may give meanings of certain words, they come across and idiomatic expression in simple English.
- The teacher should then explain the passage or story in simple English. The students may be asked to summarise the unit in the words of their own and/or answer the questions.
- The situations in the stories can be dramatized to enable them to develop speaking ability.
- Exercises shall be given as home assignments and tutorials.
- Three unit tests will take place to evaluate the students continuously.
- During the tutorials the use of library, dictionary, reference books will be encouraged.

### **6. REFERENCES :**

1. Textbook for study :  
“Communication skills for Technical students” Compiled by :  
CDC, TTTI, Bhopal.  
Published by : Somaiya Publications Pvt. Ltd. 4th Revised  
Edition, July, 1995.
2. Advanced Learner’s Dictionary of current English edited by A.S. Hornby :  
Published by ELBS
3. B.B.C. English Stage 1
4. Communicative grammar of English by Geoffrey Leech and Jan Svartvik- Publication  
ELBS.

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### 7. ASSESSMENT SCHEME :

SR.NO.	TOPICS	PERCENTAGE WEIGHTAGE
1.	Passage for comprehension	35
2.	Short stories	10
3.	Grammar	25
4.	Summary and Comprehension of unseen passages	15
5.	Conversation Practice	15
	<b>Total</b>	100