



Shroff S.R. Rotary Institute of Chemical Technology



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LANGUAGE AND COMMUNICATION SKILLS

Language Lab:

Language Lab-is dedicated to the improvement of English Language Skills of BE students. We have licensed version of software Orell Digital Lab installed in the server and lifetime license of the same is purchased for 29 systems. The software has several modules like role plays, Comprehension passages, phonetics lessons and many more designed to polish the language of students with respect to their Listening, speaking, Reading and writing skills.

Details of facilities available at Language Lab	
Name of Asset	Quantity
Language Lab Software Orell Digital Lab software	30 User License
Web camera	01
Zenith Desktop PC Intel H-S5 Express Chipset Intel Core i3-550/3.20 Hkz, Micro ATX G31 M/B 2B DR2 RAM, 250 GB HDD (SATA) On Board 10/100/1000 LAN, Optical Mouse, Multimedia Keyboard, 15.6" Wide TFT Monitor	11
Projector	01
Projector Screen	01
Gigabyte Brix GB Base, Intel Celeron Processor, Windows,10 professional, 500GB,HDD SATA,2GB,DDR3, VGA and HDMI Ports, Gigabyte ,LAN, Audio, WI-FI & Bluetooth 4.0, VESA Mounting Kit, Power Adaptor 12W Optical Mouse, Multimedia Keyboard, 15.6" Wide TFT Monitor	19
Head Phone i-ball rocky	
Portable speaker	01
Chairs	30

English/Communication Skills Course (Language lab) is mandatory for all the students studying in all the UG programs (BE) under the Gujarat Technological University, Ahmedabad regulations.

Ms. Vinitha Vakkayil,
Lab Incharge

Dr. Shrikant J Wagh,
Principal, SRICT

Dr. Purvi Naik
Head, MSH



GUJARAT TECHNOLOGICAL UNIVERSITY

COMMUNICATION SKILLS

SUBJECT CODE: 2110002

B.E. 1ST YEAR

Type of course: Communication skills

Prerequisite: Zeal to learn the subject

Rationale: The rationale of Technical Communication Skills in English is to help students understand the process of communication in link with Non – verbal Communication. The curriculum also targets the understanding of different barriers that creep into communication process. Moreover Units covered on LSRW skills development will help students acquire competence over linguistic skills. This would be developed through balanced and integrated tasks.

Teaching and Examination Scheme:

Teaching Scheme			Credits C	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE Pr/Viva (V)	PA (I)		
2	0	2	4	70	30*	30	20	150

L- Lectures; T- Tutorial/Teacher Guided Student Activity; P- Practical; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Contents:

Sr. No.	Topics	Teaching Hrs.	Module Weightage
1	Basics of Communication <ul style="list-style-type: none">• Definition and Process of Communication• Kinesics• Paralinguistics• Proxemics• Chronemics	4	15%
2	Presentation Strategies <ul style="list-style-type: none">• Defining the Purpose of Presentation• How to Make an Effective Presentation:<ul style="list-style-type: none">i) Analyzing audience and localeii) Organizing content and preparing an outline	2	10%
3	Listening Ability <ul style="list-style-type: none">• Hearing and Listening• Types of Listening• Barriers to Effective Listening• Traits of a Good Listener	2	10%
4	Reading Fluency <ul style="list-style-type: none">• Introduction• Reading Strategies	4	15%

	<ul style="list-style-type: none"> Techniques of reading Developing Reading Comprehension 		
5	<p>Writing : Mastering the Final Skill</p> <ul style="list-style-type: none"> Paragraph writing (Application Que) Business Letters (Application Que) Report Writing (Application Que) Completion of a Given Story (Application Que) E-mail etiquettes <p>Note: Only Practical/Application Questions of writing skills should be asked in ESE, the theory of the above mentioned topics can be explained in the class.</p>	6	25%
6	<p>Enriching Language through Literature</p> <p><i>Poems</i></p> <ul style="list-style-type: none"> <i>The Road Not Taken</i> by Robert Frost <i>Goodbye Party for Miss Pushpa T S</i> by Nissim Ezekiel <p><i>Short Stories</i></p> <ul style="list-style-type: none"> <i>The Eyes Are Not Here</i> by Ruskin Bond <i>The Romance of a Busy Broker</i> by O. Henry 	6	25%

Language Laboratory Activities:

Sr.No	Activity	Hour
1.	Comprehension Practical	02
2.	Picture Description and completion of a story	02
3.	Book Review List of Books Suggested for the Book Review <i>The Secret</i> by Rhonda Byrne <i>My Experiments with Truth</i> by M K Gandhi <i>Hind Swaraj</i> by M K Gandhi <i>Wings of Fire</i> by A P J Abdul Kalam <i>History of Everything</i> by Stephen Hawking <i>The Old man and the Sea</i> by Ernest Hemingway <i>Haroun and the sea of stories</i> by Salman Rushdie <i>Abhigyan Shakutalam</i> by Kalidasa <i>Who Moved My Cheese</i> by Robin Sharma <i>You Can Win</i> by Shiv Khera <i>Stay Hungry Stay Foolish</i> by Rashmi Bansal <i>The Monk Who Sold His Ferrari</i> by Robin Sharma <i>I am Ok You are Ok</i> by Thomas Harris <i>The Eighth Habit</i> by Stephen Covey <i>Bhagvat Gita on Effective Leadership I</i> by Poojan Roka <i>The Kalam Effect</i> By Nair <i>Tough Times Never Last But Tough People Do</i> by Dr.Robert Schuller <i>What Employers Want But Business Schools Don't Teach</i> by Yasmin D'sousa and Amitabh Singh	04

	<i>Freedom is not Free</i> by Shiv Khera <i>Be an Extraordinary Person in an Extraordinary World</i> by Robert Schuller <i>Making Miracles</i> by Arnold Fox and Barry Fox <i>The Road Less Travelled</i> by M.Scott Peck to name a few.....	
4.	Presentations	03
5.	GD Practical	02
6.	Telephonic Conversation	01
7.	Role Play	03
8.	Phonetics –Spoken Practice	02
9.	Listening practice and negotiation skills	03
10.	Phonetics - Transcription / Dictionary Reading	02

Reference Books:

1. Vibrant English. Hyderabad: Orient BlackSwan, 2013
2. Lesikar R V, Flatley M E ,Rentz K and Pandey Business Communication: Making Connections in a Digital World 2009: New Delhi, Tata Mcgrow Hill
3. Kumar S and Lata P Communication Skills 2011: New Delhi Oxford University Press
4. Leech, Geoffrey and Jan Svartvik. A Communicative Grammar of English. New Delhi: Pearson, 2009.

Course Outcome:

After learning the course the students should be able to

1. To know the process of communication and its components.
2. To improve the language skills i.e. Listening Skills, Speaking Skills, Reading Skills and Writing Skills (LSRW).
3. Construct basic and intermediate skills in English language.
4. To enhance phonetic competence, comprehension skills, presentation skills, group discussion skills etc.
5. To create literature sensibility and learn life skills through it.
6. To build confidence for communicating in English and create interest for the life-long learning of English language.

*PA (M): 10 marks for Active Learning Assignments, 20 marks for other methods of PA

ACTIVE LEARNING ASSIGNMENTS: Preparation of power-point slides, which include videos, animations, pictures, graphics for better understanding theory and practical work – The faculty will allocate chapters/ parts of chapters to groups of students so that the entire syllabus of Communication Skills is covered. The power-point slides should be put up on the web-site of the College/ Institute, along with the names of the students of the group, the name of the faculty, Department and College on the first slide. The best three works should be sent to achievements@gtu.edu.in.



GUJARAT TECHNOLOGICAL UNIVERSITY
Bachelor of Engineering
Subject Code: 3110002

ENGLISH
B.E. 1ST YEAR

Type of course: Language and Communication

Prerequisite: Zeal to learn the subject

Rationale: The rationale of the curriculum is to help students refresh their knowledge of English language. It also targets the understanding of grammar, focusing on comprehension, and reading, speaking and writing skills. This would be developed through balanced and integrated tasks.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
				ESE (E)	PA (M)	ESE (V)	PA (I)	
2	0	2	3	70	30	30	20	150

Content:

Sr. No.	Topics	Teaching Hours	Module Weightage
1	Vocabulary building: Introduction to Word Formation Types of word formation processes: compounding, clipping, blending, derivation, creative respelling, coining and borrowing Acquaintance with prefixes and suffixes Synonyms, antonyms, and standard abbreviations.	06	20%
2	Phonetics: IPA Transcription Introduction to different accents	04	10%
3	Identifying Common Errors in Writing: Tenses Subject-verb agreement Noun-pronoun agreement Misplaced modifiers Articles Prepositions Modal Auxiliaries Redundancies	06	20%
4	Basic Writing Skills: Sentence Structures Use of phrases and clauses in sentences Importance of proper punctuation Creating coherence Organizing principles of paragraphs in documents	04	10%



GUJARAT TECHNOLOGICAL UNIVERSITY
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5	Nature and Style of Writing: Describing Defining Classifying Writing introduction and conclusion	06	20%
6	Writing Practices: Comprehension Précis Writing Letter Writing Email etiquettes Abstract Memo writing	06	20%

Suggested Specification table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
10	10	20	20	20	20

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create and above Levels (Revised Bloom's Taxonomy)

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Reference Books:

- (i) Technical English, Dr. M. Hemamalini, Wiley. 2014
- (ii) Practical English Usage, Michael Swan, OUP. 1995
- (iii) Remedial English Grammar, F.T. Wood, Macmillan. 2007
- (iv) Oxford Language Reference, (Indian Edition) OUP
- (v) On Writing Well, William Zinsser, Harper Resource Book. 2001
- (vi) Study Writing, Liz Hamp-Lyons and Ben Heasley, Cambridge University Press. 2006
- (vii) Communication Skills, Sanjay Kumar and Pushp Lata, Oxford University Press. 2011
- (viii) Exercises in Spoken English, Parts. I-III. CIEFL, Hyderabad. Oxford University Press
- (ix) The Study of Language, George Yule, CUP, 4th Edition. 2010
- (x) A Course in English Phonetics, T R Kansakar, Orient Longman. 1998
- (xi) Spoken English, R K Bansal and J B Harrison, Orient Longman. 2013

Course Outcome: At the end of the course students will be able to –

Sr. No	Course Outcomes	Weightage
CO1	Use various forms of vocabulary in varied situations in oral and written communication.	10%
CO2	Understand the phonetics and the transcription pattern to learn correct pronunciation.	10%
CO3	Comprehend the dynamics of various rules of grammar and check its validation while they speak and write language correctly.	20%



GUJARAT TECHNOLOGICAL UNIVERSITY
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CO4	Use grammar effectively to make themselves competent Listener, Speaker, Reader and Writer by exposing to various set of situations.	20%
CO5	Write various formal and informal documents of day to day life and professional set up.	20%
CO6	Demonstrate the qualities of writing in diverse situation by using the nuances such as conciseness, clarity, accuracy, organization, and coherence.	20%

List of Experiments:

Sr.No.	Activity type	Duration in hrs	Preferably to be conducted in:
1	Word Formation-1	2	Lab/classroom
2	Word Formation-2	2	Lab/classroom
3	Listening Comprehension	2	Lab/classroom
4	Transcription and dictionary usage	2	Lab/classroom
5	Common Everyday Situations: Conversations and Dialogues	4	Classroom/Hall
6	Communication at Workplace	4	Classroom/Hall
7	Common errors in writing	4	Classroom/Hall
8	Reading Comprehension	2	Classroom/Hall
9	Letter Writing, Precis Writing	4	Classroom/Hall
10	Email Writing: Formal and Informal	2	Lab/classroom
11	Practical assessment	4	Lab/classroom