GOVERNMENT POLYTECHNIC, PUNE
'120 – NEP' SCHEME

PROGRAMME	
PROGRAMME CODE	DIPLOMA IN CE/EE/ET/ME/MT/CM/IT/DDGM
COURSE TITLE	01/02/03/04/05/06/07/08
COURSE CODE	COMMUNICATION SKILLS (ENGLISH)
PREREQUISITE COURSE CODE & TITLE	HU11201
	NA

I. LEARNING & ASSESSMENT SCHEME

Course Code	Course Title	Course Type	Actual Contact Hrs./Week CL	TL	LL	SLH	NLH	Credits	Paper Duration	Theory FA-TH Max	SA-TH Max	Total Max	Min	Based on LL & TSL (Practical) FA-PR Max	Min	SA-PR Max	Min	Based on SL SLA Max	Min	Total Marks
HU 11201	COMMUNICATION SKILLS (ENGLISH)	AEC	03	-	02	01	06	03	03	30	70	100	40	25	10	—	—	25	10	150

Total IKS Hrs for Term: 0 Hrs

Abbreviations: CL-Classroom Learning, TL-Tutorial Learning, LL-Laboratory Learning, SLH-Self Learning Hours, NLH-Notional Learning Hours, FA - Formative Assessment, SA -Summative assessment, IKS – Indian Knowledge System, SLA- Self Learning Assessment

Legends: @-Internal Assessment, # - External Assessment,*# - Online Examination,@$ - Internal Online Examination

Note:

FA-TH represents an average of two class tests of 30 marks each conducted during the semester.

1. If a candidate is not securing minimum passing marks in **FA-PR** (Formative Assessment - Practical) of any course, then the candidate shall be declared as **'Detained'** in that semester.
2. If a candidate does not secure minimum passing marks in SLA (Self Learning Assessment) of any course, then the candidate shall be declared as **'fail'** and will have to repeat and resubmit SLA work.
3. **Notional learning hours** for the semester are **(CL + LL + TL + SL) hrs. * 15 Weeks**
4. **1 credit** is equivalent to **30 Notional hours**.
5. * Self-learning hours shall not be reflected in the Timetable.
6.* Self-learning includes micro-projects/assignments/other activities.

II. RATIONALE:

The most commonly used medium to express oneself is language. English is a global language used in all spheres of human life i.e. personal, professional and social. English Language proficiency focuses on strong reading, writing, speaking and listening skills. It will include grammar, vocabulary, comprehension and describing skills to enhance overall language proficiency. English for professional purposes aim to equip the students with the necessary language skills required for Public Speaking, presentation and negotiation. English for academic purposes will include academic writing skills and critical thinking considering the need of students to communicate in the engineering domain.

III. COURSE-LEVEL LEARNING OUTCOMES (COS)

Students will be able to achieve & demonstrate the following CO's on completion of course-based learning

CO1: Construct grammatically correct sentences in English.
CO2: Compose paragraphs and dialogues on given situations.
CO3: Comprehend passages correctly.
CO4: Use contextual words in English appropriately.
CO5: Deliver effective presentations in English using appropriate body language.

IV. THEORY LEARNING OUTCOMES AND ALIGNED COURSE CONTENT

Sr. No	Theory Learning Outcomes (TLO's) aligned to CO's.	Learning content mapped with TLO's.	Suggested Learning Pedagogies	Relevant COs
UNIT 1 VOCABULARY (CL Hrs. -10, Marks-12)				
1.	TLO 1.1 Use transcription to pronounce words correctly. TLO 1.2 Use prefixes and suffixes for flexibility and precision in language. TLO 1.3 Employ synonyms and antonyms to express similarity and contrast between words. TLO 1.4 Use Homophones to expand their vocabulary. TLO 1.5 Make use of the collocations correctly.	1.1 Phonetics: Vowels (12), Consonants (24), Diphthongs (8) 1.2 Prefix & Suffix: Definition & Examples, List of common prefixes and suffixes 1.3 Synonyms & Antonyms: Vocabulary expansion, context & Usage 1.4 Homophones: Identifying Homophones, Meaning & Context, Vocabulary Expansion 1.5 Collocations: Definition & identification, types of collocations.	Language Lab Drill, Classroom learning, Reference Books & NPTEL.	CO1
UNIT II PARAGRAPH AND DIALOGUE WRITING (CL Hrs. -06, Marks-12)				
2.	TLO 2.1 Formulate paragraphs with Synchronized sentence structure on the given situation/topic. TLO 2.2 Develop dialogues to practice language skills in a structured and meaningful way.	**2.1 Types of paragraphs:** Technical, Descriptive and Narrative **2.2 Dialogue Writing:** i. Greetings ii. Development iii. Closing Sentence.	Classroom learning Skit, Language Lab, YouTube & videos	CO2
UNIT III COMPREHENSION - SEEN AND UNSEEN PASSAGES (CL-Hrs. - 16, Marks-24)				
3.	TLO 3.1 Respond to the given questions of the specified passage. TLO 3.2 Formulate sentences using new words TLO 3.3 Use correct syntax to construct meaningful sentences for the given situation. TLO 3.4 Interpretation of passages in written and Spoken Form.	3.1 Passages from MSBTE workbook 1. Say No to Plastic bags 2. Interview of Dr. APJ Abdul Kalam 3. Maximum Achievements 4. Be Remarkable 5. Arunima Sinha: A Biography 6. Roses of Gratitude 3.2 Importance of Comprehension 3.3 Unseen Passages 3.4 Interpretation of passages in written and Spoken Form.	Classroom learning, interactive sessions & discussion	CO3

UNIT- IV COMMUNICATIVE LANGUAGE (CL-Hrs. -07, Marks-14)			

4.	TLO 4.1 Describe technical objects with specifications.
	TLO 4.2 Explain the given picture in grammatically correct language.
	TLO 4.3 Diary Entry on situations.
	TLO 4.4 Translate from English to Marathi/Hindi- and vice versa.
		4.1 Technical objects:
		  i. Heading ii. Description of
		    Technical objects.
		4.2 Picture Description:
		  i. Situational picture.
		  ii. Describe in your own words
		4.3 Diary Entry :
		i. Date ii. Content iii. Name of the writer
		4.4 Translation of paragraph from English to Marathi/Hindi-Vice versa (Question not to be asked on Translation in Theory Examination)
			Language Lab, Pictures on situations and classroom learning.	CO4

UNIT- V PRESENTATION SKILLS (CL Hrs. - 06, Marks- 08)			

5.	TLO 5.1 Cultivate/Develop the habit of being presentable
	TLO 5.2 Formulate speeches for occasions
	TLO 5.3 Prepare PowerPoint presentation
	TLO 5.4 Use appropriate body language for effective communication
		5.1 Dressing & Grooming :
		  i. Dressing for the occasion,
		  ii. Proper grooming
		5.2 Speech Writing:
		  i. Situation
		  ii. Salutations
		  iii. Introduction of the topic
		  iv. Description/Body
		  v. Conclusion
		5.3 PowerPoint Presentation:
		  i. Layout ii. Font size iii. Colour combination
		5.4 Kinesics :
		  i. Facial expressions
		  ii Eye contact
		  iii Postures iv Gestures
			Classroom Learning & Language Lab.	CO5

V.   LABORATORY LEARNING OUTCOME AND ALIGNED PRACTICAL/ TUTORIAL EXPERIENCES.

Sr. No	Practical/Tutorial/Laboratory Learning Outcome (LLO)	Laboratory Experiment / Practical Titles /Tutorial Titles	Number of hrs.	Relevant COs
1	LLO 1.1 Use transcription in the correct form. LLO 1.2 Learn to differentiate vowels, diphthongs and consonants.	Write 20 words using phonetic transcription.	2	CO1
2	LLO 2.1 Learn the correct pronunciation by using headphones in the language lab.	Practice pronunciation as per IPA using language lab.	2	CO1

VIII. SUGGESTED FOR WEIGHTAGE TO LEARNING EFFORTS & ASSESSMENT PURPOSE
(Specification Table)

Sr. No	Unit	Unit Title	Aligned COs	Learning Hours	R-Level	U-Level	A-Level	Total Marks
1	I	Vocabulary	CO1	10	2	4	6	12
2	II	Paragraph and Dialogue Writing	CO2	6	2	4	6	12
3	III	Comprehension (Seen and Unseen Passages)	CO3	16	5	6	13	24
4	IV	Communicative Language	CO4	7	2	4	8	14
5	V	Presentation Skills	CO5	6	2	2	4	8
		Grand Total		45	13	20	37	70

IX. ASSESSMENT METHODOLOGIES/TOOLS

Formative assessment (Assessment for Learning)	Summative Assessment (Assessment of Learning)
1. Tests 2. Rubrics for COs 3. Assignment 4. Midterm Exam 5. Self-Learning 6. Term Work 7. Seminar/Presentation	1. End Term Exam 2. Micro-project 3. Tutorial Performance

X. SUGGESTED COS- POS MATRIX FORM

Course Outcomes (COs)	PO-1 Basic and Discipline-Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO-1	PSO-2	PSO-3
CO1	1	1	-	-	-					
CO2	1	1	-	-	-	2	1			
CO3	1	1	-	-	-	2	1			
CO4	1	1	-	-	-	2	1			
CO5	1	1	-	-	-	2	1			
						2	1			

Legends:- High:03, Medium:02, Low:01, No Mapping: -
*PSOs are to be formulated at the institute level

XI. SUGGESTED LEARNING MATERIALS/BOOKS

Sr. No	Author	Title	Publisher
1	MSBTE	Spectrum, G Scheme and I-Scheme	MSBTE
2	Kumar, E. Suresh, Sreehari, P. Savitri	Effective English with CD	Pearson Education
3	Gnanamurli	English Grammar at a Glance	S. Chand
4	CBSE	English Communicative (class X)	Golden
5	Dr. Anjana Tiwari	Communication Skills in English	Khanna Publishers, New Delhi

XIII. LEARNING WEBSITES & PORTALS

Sr. No	Link/Portal	Description
1.	http://nptel.ac.in/courses/106102064/1	Online Learning Initiatives by IITs and IISc
2.	www.scilab.org/-SCILab	Signal processing, statistical analysis, and image enhancement.
3.	www.mathworks.com/product/matlab/-MATLAB	Applications of concepts of Mathematics to coding.
4.	Spreadsheet Applications	Use of Microsoft Excel, Apple Numbers, and Google Sheets.
5.	https://ocw.mit.edu/	MIT Courseware

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