

1.1 ENGLISH AND COMMUNICATION SKILLS - I

L T P
3 - 2

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 subject is to enable the diploma holders to acquire proficiency, both in spoken (oral) and written language. At the end of the subject, 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

1. Facets of Literature (14 hrs)

1.1 Short Stories

- 1.1.1 Homecoming – R.N. Tagore
- 1.1.2 The Selfish Giant - Oscar Wilde
- 1.1.3 The Diamond Necklace- Guy- De Maupassant

1.2 Prose

- 1.2.1 I Have A Dream – Martin Luther King
- 1.2.2 On Habits – A. G. Gardiner
- 1.2.3 My struggle for An Education- Booker T Washington

1.3 Poems

- 1.3.1 Ozymandias – P.B. Shelley
- 1.3.2 Daffodils – William Wordsworth
- 1.3.3 Stopping by Woods on a Snowy Evening – Robert Frost

2. Grammar and Usage (10 hrs)

2.1 Parts of speech

- 2.1.1 Nouns
- 2.1.2 Pronouns
- 2.1.3 Adjectives
- 2.1.4 Articles

- 2.1.5 Verbs
- 2.1.6 Adverbs
- 2.1.7 Prepositions
- 2.1.8 Conjunction
- 2.1.9 Interjection
- 2.1.10 Identifying parts of speech
- 2.1.11 Using a word as different parts of speech
- 2.2 Pair of words (Words commonly confused and misused)
- 2.3 Tenses
- 2.4 Correction of incorrect sentences
- 2.5 One word substitution
- 2.6 Forms of verbs (100 words)
- 3. Translation (04 hrs)
 - 3.1 Glossary of Administrative Terms (English/ Hindi/Urdu)
 - 3.2 Translation from Urdu into English
- 4. Paragraph of 100-150 words from outlines (08 hrs)
- 5. Comprehension (04 hrs)

Unseen passages of literature, scientific data/graph based for comprehension exercises
- 6. Communication (08 hrs)
 - 6.1 Definition, Introduction and Process of Communication
 - 6.2 Objectives of Communication
 - 6.3 Essentials of Communication

LIST OF PRACTICALS

1. Locating a Book in Library
2. To look up words in a Dictionary: meaning and pronunciation of words as given in the standard dictionary using symbols of phonetics
3. To seek information from an Encyclopedia
4. Listening pre-recorded English language learning programme
5. Paper reading before an audience (reading unseen passages)
6. Study of spelling Rules
7. Study of essentials of a good speech to respond and comprehend visual, oral themes, situations or stimulus and practice before select gathering (Making an oral presentation with stress on body language and voice modulation)

8. Exercises on use of different abbreviations
9. Greetings for different occasions
10. Introducing oneself, others and leave taking
11. Exercises on writing sentences on a topic

Note:

1. The Text Book on “English and Communication Skills, Book-I By Kuldip Jaidka et. al. developed by NITTTR, Chandigarh is recommended to be used for teaching and 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 the practicals
4. The practical exercises involving writing may also be included in Theory Examination.

INSTRUCTIONAL STATREGY

Looking into the present day needs of effective communication in every field, it is imperative to develop necessary competencies in students by giving practical tips and emphasis on grammar, vocabulary and its usage in addition to practical exercises. The teacher should give report writing assignments, projects etc. while teaching this subject.

RECOMMENDED BOOKS

1. English and Communication Skills, Book-I By Kuldip Jaidka, Alwainder 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	10	20
3	4	10
4	8	15
5	4	10
6	8	15
Total	48	100

GLOSSARY OF ADMINISTRATIVE TERMS

1. Senior	वरिष्ठ	۱۔ بڑا۔ اکبر
2. Cashier	खजांची	۲۔ نقدچی
3. Consent	सहमती	۳۔ آمادگی۔ رضا مندی
4. Earned Leave	जमा छुट्टी	۴۔ جمع تعطیل۔ جمع چھٹی
5. Under Consideration	विचार अधीन	۵۔ زیر غور
6. Criterion	कसौटी	۶۔ کسوٹی۔ معیار
7. Staff	कर्मचारी	۷۔ ملازم
8. Tenure	कार्यकाल	۸۔ ملازمت کی مدت
9. Working Committee	कार्य समिति	۹۔ کام کرنے والی جماعت
10. Estate	सम्पदा	۱۰۔ جائیداد
11. Self-Sufficient	आत्मनिर्भर	۱۱۔ خود کفیل
12. Emergency	आपातकाल	۱۲۔ ہنگامی صورت حال
13. General Body	आमसभा	۱۳۔ جنرل اجلاس
14. Exemption	छूट	۱۴۔ برعایت
15. Daily wage	दिहाड़ीदार	۱۵۔ یومیہ اجرت پر کام کرنے والا مزدور
16. Death-Cum Retirement	मृत्यु और सेवानिवृत्ति	۱۶۔ موت اور نوکری سے فارغ
17. Despatch Register	रवानगी रजिस्टर	۱۷۔ ڈاک بھیجنے کا رجسٹر
18. Despatch	रवानगी	۱۸۔ روانگی
19. Stenography	आशुलिपिक	۱۹۔ سٹینوگرافی
20. Assurance	दिलासा	۲۰۔ بھروسہ
21. Justify	सही साबित करना	۲۱۔ ثابت کرنا
22. Superior	बढ़िया	۲۲۔ بہتر
23. High Commision	उच्चायुक्त	۲۳۔ ہائی کمیشن
24. Simultaneous	साथ-साथ	۲۴۔ ایک ساتھ
25. Precautionary	सावधानी हेतु, एहतिहाति	۲۵۔ احتیاطاً۔ حفاظتی طور پر
26. Commanding Officer	कमांडिंग अफसर	۲۶۔ کمانڈنگ آفیسر۔ حکم دینے والا افسر
27. Negligence	लापरवाही	۲۷۔ لا پرواہی
28. Performance	पूरा करना	۲۸۔ کارکردگی
29. Proof Reader	प्रूफ रीडर	۲۹۔ موازنہ کرنے والا۔ پروف ریڈر
30. Take Over	काम सभालना	۳۰۔ کام سنبھالنا
31. Timely Compliance	समय दौरान पूरा करना	۳۱۔ بروقت منحل کرنا۔

32. Responsibility	جिम्मेदاری	۳۲ - ذمّے داری
33. Chief Justice	मुख्य न्यायधीश	۳۳ - منصف اعلیٰ
34. Disciplinary Action	अनुशासनिक कारवाई	۳۴ - ضابطہ عمل
35. Efficiency Bar	दक्षता रोक	۳۵ - ذخیرہ رک
36. Flying Squad	उड़न दस्ता	۳۶ - چھاپہ مار دستہ
37. Regret	खेद	۳۷ - افسوس - رنج - دکھ
38. Inconvenience	असुविधा	۳۸ - احتیاط
39. Ambiguous	अस्पष्ट	۳۹ - مبہم
40. Part Time	अंशकालीन	۴۰ - مختصر عرصہ کے لئے
41. Academy	अकादमी	۴۱ - مدرسہ
42. Disparity	असमानता	۴۲ - نابرابری
43. Extraordinary	असाधारण	۴۳ - عظیم - نایاب - مخصوص - علیحدہ
44. Provisional	अस्थाई	۴۴ - عارضی
45. Income Tax	आयकर	۴۵ - جزیہ حقیقی
46. Bonafide	असली	۴۶ - سچائی
47. Acting in Official Capacity	बतौर अधिकारिक हैसियत	۴۷ - سرکاری حیثیت سے
48. Contractor	ठेकेदार	۴۸ - یکمشت اجرت سے کام کرنا - محکمہ دار
49. On probation	परिवीक्षाधीन	۴۹ - امتحان پر - پربیشن پر - زیرنگرانی - ٹیسٹ کے طور پر
50. State	राज्य	۵۰ - صوبہ - راجیہ - پرانت
51. Administrator	प्रशासक	۵۱ - منصب دار
52. Admission	प्रवेश	۵۲ - داخلہ
53. Aforesaid	पूर्वोक्त	۵۳ - متذکرہ بالا
54. Affidavit	शपथपत्र	۵۴ - حلف نامہ
55. Agenda	कार्यसूची	۵۵ - کاروباری فہرست
56. Alma Mater	विद्यालय जहां किसी व्यक्ति ने शिक्षा प्राप्त की हो	۵۶ - درس گاہ
57. Appointing Authority	नियुक्ति अधिकारी, मनोनीत अधिकारी	۵۷ - نوکری دینے والا آفیسر
58. Apprentice	शिल्पकार, अप्रेंटिस	۵۸ - زیر تربیت
59. Additional	अतिरिक्त	۵۹ - زائد
60. Advertisement	विज्ञापन	۶۰ - اشتہار
61. Assistant	सहायक	۶۱ - مددگار
62. Assumption of Charge	अधिकार ग्रहण करना	۶۲ - باز یا فستگی یار
63. Attested copy	सत्यापित प्रति	۶۳ - تصدیق شدہ نسخہ
64. Chief Minister	मुख्यमन्त्री	۶۴ - وزیر اعلیٰ
65. Clerical Error	लेखन सम्बन्धी त्रुटि	۶۵ - سپروا غلطی
66. Code	कानून की किताब, गुप्त भाषा	۶۶ - قانونی کتاب - پوشیدہ اشارہ

67.	Corruption	भ्रष्टाचार, खोटापन	بے ایمانی	۶۷
68.	Craftsman	कारीगर	کارگر	۶۸
69.	Compensation	हरजाना, क्षतिपूर्ति	معاوضہ	۶۹
70.	Compensatory Allowance	क्षतिपूरक भत्ता	نقصان کو پورا کرنے والا حصہ	۷۰
71.	Compile	संकलन करना, संग्रह करना	سنگرہ کرنا - اکٹھا کرنا	۷۱
72.	Confidential Letter	गुप्त पत्र	تحفیہ خط (دستاویز)	۷۲
73.	Chief Engineer	मुख्य अभियन्ता	چیف انجینئر - اعلیٰ انجینئر	۷۳
74.	Data	स्वीकृत तत्व (आंकड़े)	اعداد و شمار	۷۴
75.	Dearness Allowance	मंहगाई भत्ता	مہنگائی حصہ	۷۵
76.	Department	विभाग	محکمہ	۷۶
77.	Dictionary	शब्द कोष	لغات	۷۷
78.	Director	निर्देशक, संचालक	ڈائریکٹر	۷۸
79.	Director of Tech. Edu.	तकनीकी शिक्षा निर्देशक	ڈائریکٹر تکنیکی تعلیم	۷۹
80.	Executive Engineer	अधिकासी अभियन्ता	انتظامیہ انجینئر	۸۰
81.	Employment Exchange	रोजगार केंद्र, व्यवसाय	روزگار دفتر	۸۱
82.	Head Office	मुख्य कार्यालय	صدر دفتر	۸۲
83.	Head Clerk	प्रधान लिपिक	ہیڈ کلرک - بڑے بابو - پردہان کلرک	۸۳
84.	Indian Admn. Service	भारतीय प्रशासनिक सेवा	ہندوستان انتظامیہ سروس	۸۴
85.	Legislative Assembly	विधान सभा	صوبائی کونسل	۸۵
86.	Officiating	स्थानापन्न	عارضی - قائم مقام	۸۶
87.	Office Record	कार्यालय रिकार्ड	دفتری ریکارڈ	۸۷
88.	Office Discipline	कार्यालय अनुशासन	دفتری ضابطہ	۸۸
89.	Polytechnic	बहुतकनीकी	تکنیکی - دستکاری	۸۹
90.	Temporary	अस्थायी	عارضی	۹۰
91.	Qualified	योग्यता प्राप्त	تربیت یافتہ	۹۱
92.	Under-Investigation	जांच अधीन	زیر تفتیش	۹۲
93.	Sub-treasury	उप-खजाना	سب ٹریزری	۹۳
94.	Target Date	लक्ष्य तिथि	مقررہ تاریخ	۹۴
95.	Technical Approval	तकनीकी मान्यता	تکنیکی منظوری	۹۵
96.	Verification	जांच पड़ताल	تصدیق	۹۶
97.	Viva-Voce	मौखिक परीक्षा	زبانی امتحان	۹۷
98.	Write off	बटटेखाते डालना	وہ رقم / سامان جو وصول نہ ہو سکے - ناقابل وصول کھا	۹۸
99.	Warning	चेतावनी	وارننگ / اطلاع - پتیا دنی	۹۹
100.	Yours faithfully	भवदीय	خیر اندیش	۱۰۰