

2.1 ENGLISH AND COMMUNICATION SKILLS – II

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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 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

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)

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| 4.1 | Business Letters | |
| 4.2 | Personal letters | |
| 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, 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	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 - ایرکمپریسر
6. Air Conditioning	वातानुकूलन	ایئر کنڈیشن
7. Alignment	सरेखन	ایک لائن میں - ایک سیدھ میں
8. Alternating Current	प्रत्यावर्ती धारा	تغییر کرتا رہنے والا - سی کرंट
9. Altimeter	ऊंचाई मापने का यंत्र	اوپر چائی ماپنے کا آلہ
10. Alum	फिटकरी	پھٹکڑی
11. Ammeter	अम्मीटर	بجلی کا کرंट 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	زاویه - کون
16. Angular velocity	कोणीय वेग	کونیائی ویگ
17. Angular Momentum	कोणीय संवेग	کونیائی سٹوئیک
18. Annealing	तापानुशीतन	تاپ انوشٹن - انی ٹنگ
19. Anode	अनोड	انود
20. Apex	शीर्ष, शिखर, शिखाग्र	اوپر چائی - سب سے اوپر
21. Apparent	स्पष्ट	صاف
22. Applied mechanics	अनुप्रयुक्त यंत्रिकी	اپلائیڈ میکینک
23. Applied Science	अनुप्रयुक्त विज्ञान	اپلائیڈ سائنس
24. Archimedes's Principle	आर्किमिडीज का सिद्धांत	آرک میڈیز کا اصول
25. Architecture	वास्तुकला, स्थापत्यकला	تعمیراتی سائنس - تعمیراتی کلا
26. Armature	आर्मेचर	ایر میچر
27. Atom	परमाणु	ایٹم
28. Automatic	स्वचलित	اپنے آپ چلنے والا
29. Axis	अक्ष	اکس
30. Axle	धुरी	دھرا - ایکسل

31. Balance (Scale)
32. Ball Bearing
33. Bar magnet
34. Barometer
35. Base
36. Base Plate
37. Battery
38. Beaker
39. Bending Moment
40. Blast Furnace
41. Bleach
42. Boiler
43. Bridge
44. Burette
45. Callipers
46. Calorie
47. Canal
48. Capacitance
49. Carbuirettor
50. Cast Iron
51. Catalyst
52. Cathode
53. Centre of Gravity
54. Centrifugal
55. Centripetal
56. Centroid
57. C.G.S. System
58. Chemical Action
59. Chain
60. Change of State
61. Characteristics
62. Charge (n)
63. Choke
64. Chord, Major
65. Chord, Minor
66. Circular

تولا، ترازو
بال-بیرنگس
छड़-चुम्बक
वायुदाबमापी
आधार
आधार पट्टिका
बैटरी
बीकर
वंकन आधूर्ण
झोंका भट्टी
विरंजक
उबालक
पुल
ब्यूरेट
कैलिपर्स
कैलोरी
नहर
धारिता
कारبुरेट
ढलवा लोहा
उत्प्रेरक
कैथोड
गुरुत्वाकर्षण-केन्द्र
उपकेन्द्रीय
अभिकेन्द्रीय
केन्द्रीय
सी.जी.एस. पद्धति
रासायनिक क्रिया
श्रृंखला، माला
अवस्था परिवर्तन
लक्षण
आवेश
चोक
गुरू स्वर-संघात
लघु स्वर-संघात
वृत्ताकार، वर्तुल

ترازو
بال بیرنگس
مقنا قیس کا ٹکڑا
ہوا کا دباؤ ماپنے کا آلہ۔ بیرومیٹر
بنیادی
بنیادی پلیٹ۔ آدھار پٹکا۔ بیس پلیٹ
بیٹری
بی کمر
بنڈنگ مومینٹ بھٹکنے کی شکتی (طاقت) چوک
بلاسٹ فرنس۔ بلاسٹ بھٹی
بلیچ۔ درجہ
بواسیر۔ اُبالنے والا۔ ابالک
پل
بیریٹ۔ لیبارٹری میں استعمال ہونے والی شے کی نامی
کیلیپرس
کیلو ریڈ۔ نوارک کی طاقت ماپنے کی یونٹ
نہر
کے پے سی ٹس۔ دھار تار
کاربوریٹر
کچی لوہا۔ کاسٹ آئرن
آٹ پریرک
کے قیود
دھرتی کی طاقت کا مرکز
مرکزیت دور کرنے والا۔ آپ کینڈریہ
مرکز کی طرف لانے والا۔ ابھی کینڈریہ
مرکزیت
سی۔ جی۔ ایس۔ سسٹم
تیزابی نتیجہ
سلسلہ۔ مالا
تبدیلی حالات
آثار و خصوصیات
آولیش۔ چارج بھرنہ
چوک۔ بجلی کی نیو ب کو چلانے کیلئے دگیا جانے والا پرزہ
کارڈ میجر۔ نو دوسرے گھات
کورڈ مائنٹر۔ چھوٹا سورس گھات
اسکرولر۔ دھار تار۔ ورتل۔ باہر سے جانے والا

67. Clock-wise	دائیں ہاتھ چلنے والا۔ دکشن ورت کلاک دائرہ
68. Coagulation	کوآگولیشن۔ سکنہ
69. Coefficient of Expansion	کو ایفینٹ آف ایکسپنشن۔ پراسار گونا گوارے کے لیے
70. Coil	کوئیل۔ کمنڈلی
71. Combustion	دھن۔
72. Compass	کمپاس۔ اطراف بتانے والا آلہ۔ دشا سوچک
73. Compound	کمپاؤنڈ۔ یوگک
74. Concave	کنکاو۔ اوٹل
75. Convex	کنککس۔ اتل
76. Concentrated (Solution)	گاڑھا مشرب گھول۔ سویوشن
77. Concrete	کنکریٹ۔ پتھر کا
78. Conduction	کنڈکشن۔ چالنے
79. Conductor	کنڈکٹر۔ چلانے والا
80. Cone	کون۔ شنگو
81. Connection	جوڑ۔ تعلق
82. Constant (Adj.)	کنسٹنٹ۔ ساکن۔ اچل
83. Convection	کنوئکشن۔ سزا ہونا۔ زور نہ ہونا۔ وزن نہ ہونا بات میں
84. Coulomb	کولوم (विद्युत शक्ति की इकाई)
85. Couple	کپل۔ بل یوگم۔ طاقت یوگم
86. Crane	کریں۔ وزن اٹھانے والی مشین
87. Crystalline	رवेदार۔ روتے دار۔ کرٹ لائن
88. Dehydrate	نیجیل کرنا۔ بنیر پانی سے ہونا
89. Distil	آسھن کرنا۔ عرق نکالنا
90. Effervescence	بود بوداھٹ
91. Element	تत्व، मूलतत्व
92. Empirical Formula	مूल अनुपाती सूत्र
93. Equivalent Weight	तुल्यांकी-भार
94. Flame Test	ज्वाला-परीक्षण
95. Flash Point	प्रज्वलन-ताप
96. Flask	फ्लास्क
97. Spring Balance	कमानी तुला
98. Soluble	विलयशील
99. Viscosity	गाढ़ापन
100. Volumetric Analysis	आयतनी विश्लेषण