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|-----------------------------|---|----------------------------|
| Name of Faculty | : | Faculty of Design |
| Name of Program | : | Diploma in Design(D.Des.) |
| Course Code | : | 1DCS01 |
| Course Title | : | Basic Communication Skills |
| Type of Course | : | Ability Enhancement (AE) |
| Year of Introduction | : | 2023-24 |

| | | |
|-------------------------|-----|---|
| Prerequisite | : | -- |
| Course Objective | : | The objective is to make sure that the student is thorough with the basics of English concepts in terms of reading, writing, speaking and listening including vocabulary and grammar. |
| Course Outcomes | : | At the end of this course, students will be able to: |
| | CO1 | To construct and identify different types of sentences, including simple, compound, and complex sentences, demonstrating understanding of their structures and functions. |
| | CO2 | To develop proficiency in forming and using assertive, negative, interrogative, and exclamatory sentences, effectively conveying different types of statements and questions in oral and written communication. |
| | CO3 | To demonstrate proficiency in using question tags and 'WH' questions, including 'how much' and 'how many,' to gather information and clarify understanding in conversations and writing. |
| | CO4 | To apply the rules and conventions of reported speech, transforming direct speech into indirect speech to report statements and questions. |
| | CO5 | To gain proficiency in understanding and using active and passive voice, effectively transforming sentences between the two voices to suit different communicative purposes. |

Teaching and Examination Scheme

| Teaching Scheme (Contact Hours) | | | Credits | Examination Marks | | | | |
|---------------------------------|---|---|---------|-------------------|-----|-----------------|-----|-------------|
| L | T | P | | Theory Marks | | Practical Marks | | Total Marks |
| | | | C | SEE | CIA | SEE | CIA | |
| 2 | 0 | 0 | 2 | 70 | 30 | 0 | 0 | 100 |

Legends: L-Lecture; T-Tutorial/Teacher Guided Theory Practice; P - Practical, C - Credit, SEE - Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content

| Unit No. | Topics | Teaching Hours | Weightage | Mapping with CO |
|----------|---|----------------|-----------|-------------------|
| 1 | Types of Sentences: Simple, Compound, and Complex sentences, Practice of Assertive, Negative, Interrogative, Exclamatory Sentences, Question Tag, 'WH' Questions, 'How much' & 'How Many', Reported Speech, Active-Passive voice | 7 | 25% | CO1 CO2 CO3 |
| 2 | Parts of Speech - I: Types of Nouns, Verb, Pronoun (personal, possessive), Adverbs, Adjectives, Use of Prepositions of time and place. Conjunctions, Interjections, Articles 'A, An, and The', Indicators- this, that, these, those | 7 | 25% | CO2 CO3 |
| 3 | Auxiliary Verb: So, neither-nor, either-or, Shall, should, can, could, may, might, must | 5 | 15% | CO3 CO4 |
| 4 | Tenses: Present and past simple form of 'to be' - am/is/are/was/were, Present Tense (all forms), Past Tense (all forms), Future Tense (all forms) | 7 | 25% | CO4 |
| 5 | Vocabulary: Basic Vocabulary, Academic Vocabulary, Jargons | 4 | 10% | CO5 |

| Suggested Distribution of Theory Marks Using Bloom's Taxonomy | | | | | | |
|---|-------------|---------------|-------------|---------|----------|--------|
| Level | Remembrance | Understanding | Application | Analyse | Evaluate | Create |
| Weightage | 10 | 20 | 20 | 20 | 20 | 10 |

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

Suggested Learning Websites

| Sr. No. | Name of Website |
|---------|---|
| 1 | http://www.englishexercise.org/makeagame/ |
| 2 | http://www.learnloud.com/content/blogs |
| 3 | http://www.agendaweb.org/listening/audio-books.html |
| 4 | http://www.bbc.co.uk/worldservice/learningenglishgrammar/pron/sounds/ |
| 5 | http://www.agentaweb.org/listening/audio-bools.html |
| 6 | http://www.grammarbook.com |
| 7 | http://www.tatamcgrawhill.com |
| 8 | http://www.cambridgeenglishonline.com/phonetic_focus/ |
| 9 | http://www.esolcourses.com/contet/topicmenu/listening |

Reference Books

| Sr. No. | Name of Reference Books |
|---------|--|
| 1 | Technical Communication: Principles and Practice, Second Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press - 2 nd edition 2012. |
| 2 | Communicative Grammar of English by Geoffrey Leech and Ian Svartik-3 rd edition |
| 3 | Phonetics: Cambridge English Pronouncing Dictionary by Daniel Jones, Peter Roach, James Hartman, Cambridge University Press -2008 |
| 4 | Advanced English Grammar: Martin Hewings - Cambridge University Press -2007 |
| 5 | High School English Grammar & Composition Wren & Martin Blackie ELT Books (An imprint of S. Chand Publishing) |
| 6 | Intermediate English Grammar (Second Edition) Raymond Murphy Cambridge University Press |
| 7 | Advanced English Grammar Martin Hewings Cambridge University Press |
| 8 | A Practical Eng. Grammar Thomson and Martinet. (and its Exercise Books), ELBS. |
| 9 | High School English Grammar and Composition Wren & Martin. |
| 10 | Living Eng. Structure Stannard Alien. Pub: Longman |