**STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU**

**DIPLOMA IN ENGINEERING AND TECHNOLOGY SYLLABUS**

**N-SCHEME**

**(Implements from the Academic year 2019-20 onwards)**

Course Name : All branches of Diploma in Engineering and Technology and Special Programmes except DMOP, HMCT and Film TV

Subject Code : 40002

Semester : I Semester (Circuit Branches), II Semester (Non-Circuit Branches)

Subject Title : **COMMUNICATION SKILL PRACTICAL**

**TEACHING AND SCHEME OF EXAMINATION:**

No of weeks per semester: 15 weeks

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Subject | Instructions | | Examination | | | |
| COMMUNICATION SKILL PRACTICAL | Hours /  Week | Hours /  Semester | Marks | | | Duration |
| 3 Hrs. | 45 | Internal Assessment | Board Examination | Total |
| 25 | 100 | 100 | 3Hrs. |

\* Total marks secured in Board Examination for 100 is to be converted into 75

**Topics and Allocation of Hours**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Topic** | **Time (Hrs)** |
| 1 | Listening Skill | 10 |
| 2 | Reading Skill | 10 |
| 3 | Speaking Skill | 15 |
| 4 | Writing Skill | 10 |
| **Total** | | **45** |

**RATIONALE:**

**“**The quality of your life is in the quality of your communication” opined Antony Robins. Language is the means of self expression and one of the prime most tools for communication. Communicative fluency augments one’s personal, academic, social and professional life.

The present syllabus, focusing on four Communication Skills viz Listening, Reading, Speaking and Writing, enables the students at Diploma level gain confidence and fluency in communication which in turn would enhance them face their career commitments with globalized standards.

**OBJECTIVES:**

At the completion of the study, the students will be able to

* Improve their auditory skills to attentively listen, effectively comprehend and to identify important information and keywords.
* Fine tune their reading skills and make them articulate lucidly with proper stress and intonation;
* Perfect their reading comprehending skills using the techniques like Skimming to get the general idea and scanning to grasp specific information.
* Widen up their horizon of knowledge by reading news items and spice their language with acronyms and abbreviations when and wherever necessary.
* Pronounce words with renewed confidence.
* Expressing their needs, obligations, suggestions, gratitude and apology with poise and conviction.
* Introduce themselves and others in a self assuring manner.
* Partake in face to face / telephonic conversation with skilled agility.
* Describing places, machines, events and experiences adeptly.
* Emphatically writing and completing the missing parts.
* Acquire a sound knowledge on the usage of non verbal communication.

**40002 COMMUNICATION SKILL PRACTICAL**

**DETAILED SYLLABUS**

Contents: Practical

|  |  |  |
| --- | --- | --- |
| Unit | Name of the Topic | Hours |
| 1 | **Listening Skill**  Listening to Speeches by Great Speakers (Assessment Through Note Taking)  Listening to TV News (Assessment Through Presentation of Core Idea)  Listening to Indian / British / American English (Assessment by Cloze)  Listening to Short Stories (Assessment by Vocabulary Check) | 10 |
| 2 | **Reading Skill**  Stress and Intonation  Tongue Twisters / Modulators / Conditioners  Skimming  Scanning  Reading Newspaper  Reading Acronyms and Abbreviations  Frequently Mispronounced Words | 10 |
| 3 | **Speaking Skill**  Expressions (Greeting, Requesting, Thanking, Apologizing, Opinions, Suggestions)  Introducing oneself / Others  Face to Face Conversation  Telephonic Conversation  Description of Object / Event / Experience / Place | 15 |
| 4 | **Writing Skill**  Thought Fillers  Completing an Incomplete Story  Newspaper Comprehension  Non-Verbal Communication | 10 |