

GANPAT UNIVERSITY				
FACULTY OF DIPLOMA ENGINEERING				
Programme	Diploma Engineering in Mechanical/Mechatronics/Automobile/Chemical/Petrochemical Technology/ Civil/ Electrical/Computer/Information Technology/Agriculture/Biomedical / Electronics & Communication			
Semester	I	Version	1.0.0.0	
Effective from Academic Year	2025-26	Effective for the batch Admitted in	JULY 2025	
Course code	1HS1101	Course Name	Communication Skills in English	

I.TEACHING-LEARNING AND ASSESSMENT SCHEME																		
Course Type	Course Code	Learning Scheme						Assessment Scheme										
		Actual Contact Hrs./Week			SLH	NLH	Credits	Theory				Practical				Based on SL		Total Marks
		CL	TL	LL				FA-TH	SA-TH	TOTAL		FA-PR	SA-PR	TOTAL		SLA		
								MAX	MAX	MAX	MIN	MAX	MAX	MAX	MIN	MAX	MIN	
AEC	1HS1101	3	-	-	3	6	3	40	60	100	40	-	-	-	-	20	8	120

Abbreviation:	CL- Classroom Learning	TL - Tutorial Learning	LL - Laboratory Learning
	SLH - Self Learning Hours	NLH - Notional Learning Hours	SLA - Self Learning Assessment
	FA - Formative Assessment (Term work +Mid Sem Exam +Attendance)		SA - Summative Assessment

II. PRE-REQUISITES				
Basic knowledge of English from school level (SSC/10th Standard).				
III. INDUSTRY / EMPLOYER EXPECTED OUTCOMES				
Students will be able to communicate effectively in professional, academic, and personal situations, both verbally and in writing.				
IV. COURSE LEARNING OUTCOMES				
Upon completion of the course, students will be able to:				
CO1: Improve vocabulary and use appropriate words in context.				
CO2: Apply grammatical rules in written and spoken English.				
CO3: Understand and apply the theory and process of communication.				
CO4: Demonstrate the LSRW (Listening, Speaking, Reading, and Writing) skills in practical communication.				
CO5: Practice real-life communication tasks using LSRW competencies.				
V. THEORY LEARNING OUTCOMES AND ALIGNED COURSE CONTENT:				
Name of Unit	Theory Learning outcomes (TLO's) aligned to CO's	Learning Content mapped with Theory Learning outcomes (TLO's) & CO's	Marks	Hours
Unit-1 English Vocabulary	<p>TLO 1.1 Formation of English Words</p> <p>TLO 1.2 Learning Synonyms-Antonyms</p> <p>TLO 1.3 One Word Substitutes</p> <p>TLO 1.4 Making words using Prefix-Suffix</p> <p>TLO 1.5 Using Collocations</p>	<p>1.1 Word formation methods: root words, prefixes, suffixes, compounding, and conversion.</p> <p>1.2 Common synonyms and antonyms, usage in sentences and context-based learning.</p> <p>1.3 Frequently used one-word substitutes with meanings and application.</p> <p>1.4 Common prefixes and suffixes, word building exercises.</p> <p>1.5 Introduction to collocations, lexical chunks, and usage in professional and</p>	10	12

		academic contexts		
	TLO 1.6 Ability to use Homophones & Homonyms correctly,	1.6 Identification, meaning, and usage of homophones and homonyms through examples and activities.		
Unit-2 English Grammar	TLO 2.1 Understanding Parts of Speech TLO 2.2 Determiner TLO 2.3 Using various types of Verbs (Primary and Modal Auxiliaries, Causal Verbs) TLO 2.4 Using Tenses (Active-Passive) correctly, TLO 2.5 Understanding Subject-verb agreement, TLO 2.6 Punctuations and Rules of Capitalization	2.1 Explanation and examples of all 8 parts of speech with functions. 2.2 Types of determiners: articles, quantifiers, demonstratives, possessives 2.3 Classification and usage of primary verbs, modal auxiliaries, and causative verbs. 2.4 Explanation of all 12 tenses and their passive forms; conversion exercises. 2.5 Rules and examples with exceptions for subject-verb agreement. 2.6 Rules of punctuation marks and use of capital letters with exercises.	15	12
Unit-3 Theory of Communication	TLO 3.1 Basics of Communication and Natural acquisition of Language TLO 3.2 Cycle (process) of communication TLO 3.3 Modes of Communication (Verbal and Non-Verbal Communication) TLO 3.4 7 Cs of effective communication TLO 3.5 Flow and Types of communication TLO 3.6 Barrier to effective communication and with remedies	3.1 Definition, elements, and significance of communication. The <i>subconscious process</i> through which humans learn their mother tongue (or any language) simply by being exposed to it in everyday life, without formal teaching or deliberate study. 3.2 Explanation of communication process: sender, message, channel, receiver, feedback. 3.3 Types, differences, and examples of both. 3.4 Clarity, conciseness, concreteness, correctness, consideration, completeness, courtesy. 3.5 Upward, downward, horizontal, and diagonal communication; formal and informal types. 3.6 Types (physical, semantic, psychological, etc.) and remedies.	15	9

Unit-4 Fundamentals of LSRW	TLO 4.1 Basic Components of Listening, TLO 4.2 Basic Components of Speaking, TLO 4.3 Basic Components of Reading TLO 4.4 Basic Components of Writing	4.1 Active listening, types of listening, barriers 4.2 Fluency, pronunciation, coherence, and interactive speaking. 4.3 Skimming, scanning, intensive/extensive reading strategies. 4.4 Sentence and paragraph structure, cohesion and coherence.	10	4
Unit-5 Practice of LSRW	TLO 5.1 Practice of Listening; fill in the blanks, announcements, dictations. TLO 5.2 Practice of Speaking; Self-introduction, daily conversations and short speeches TLO 5.3 Practice of Reading; Unseen passages, reading newspaper articles TLO 5.4 Practice of Writing; social media text creation, summary writing, daily dairy writing	5.1 Listening to announcements, fill-in-the-blank exercises, and dictations. 5.2 Situational dialogues, telephone conversations, group discussions, and short speeches. 5.3 Reading unseen passages, newspapers, editorials for comprehension and inference. 5.4 Writing summaries, social media posts, daily diary entries, and writing of professional emails	10	8

VI. LIST OF MINI PROJECTS

1	Collect idioms and their meanings with usage in sentences.
2	Maintain a daily English diary or blog for 1 week.
3	Prepare a video explaining “7 Cs of Communication” with examples.
4	Record and analyse two formal conversations from public places.
5	Translate any one paragraph from your native language into English.
6	Create a vocabulary book with new words and their usage.
7	Attend and summarize 1 TED Talk.

VII. LIST OF REFERENCE BOOKS

Sr.No.	Title	Author	Publication
1	A Textbook of English Phonetics for Indian Students	T. Balasubramanian	Macmillan Publishers
2	Communication	Rajendra Pal & J. S. Suri	Sultan Chand & Sons
3	Communication Skills	S. Kumar & P.Lata	Oxford University Press
4	Effective Technical Communication	M. Ashraf Rizvi	Tata McGraw-Hill
5	English for Polytechnic Students	S. Chand	S. Chand Publications
6	English Grammar in Use	Raymond Murphy	Cambridge University Press
7	Word Power Made Easy	Norman Lewis	Pocket Books

VIII. LINK OF LEARNING WEB RESOURCE

1	https://learnenglish.britishcouncil.org
2	https://www.englishclub.com/
3	https://owl.purdue.edu/owl/purdue_owl.html
4	https://www.ted.com/topics/communication

IX. SUGGESTED WEIGHTAGE TO LEARNING EFFORTS & ASSESSMENT PURPOSE

Unit	Unit Title	Aligned COs	Learning Hours	R-Level	U-Level	A-Level	Total Marks
1	English Vocabulary	CO 1	12	3	4	3	10
2	English Grammar	CO 2	12	3	6	5	15
3	Theory of Communication	CO 3	09	2	4	2	15
4	Fundamentals of LSRW	CO 4	04	2	2	2	10
5	Practice of LSRW	CO 5	08	2	4	5	10
Grand Total			45	12	20	17	60

X. COs AND POs AND PSOs MAPPING

Course outcome (Cos)	Programme Outcomes (POs)							Programme Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	2	1	1	1	2	1			
CO2	3	3	2	2	1	2	1			
CO3	3	2	2	1	2	2	1			
CO4	3	3	2	2	2	2	2			
CO5	3	3	2	2	2	3	2			
Legends: - 3- <i>High</i> 2- <i>Moderate/Medium</i> 1- <i>Slight/Low</i> 0- <i>None</i>										