



**SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S**  
**R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RNGPIT**

An Autonomous Institute u/s UGC Act 1956

Approved by AICTE & affiliated to Gujarat Technological University

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**Program Name: Post Graduation**

**Branch: IMSC.IT**

**Course / Subject Code: 1BS101**

**Course / Subject Name: Communication Skills-I**

w. e. f. Academic Year:	2025-2026
Semester:	I
Category of the Course:	AEC

<b>Prerequisite:</b>	Basic knowledge of communication through English and yearning to enhance the communication skills further.
<b>Rationale:</b>	To help the student to enhance their professional and improve their language proficiency.

**Course Outcome:**

After Completion of the course, students will able to:

No	Course Outcomes
01	Comprehend the dynamics of various rules of grammar and check its validation while they speak and write language correctly.
02	Use various forms of vocabulary in varied situations in oral and written communication.
03	Comprehend and analyse texts effectively, and summarize passages concisely
04	Apply grammar effectively to make themselves competent writer by exposing to various set of situations.
05	Demonstrate the qualities of writing in diverse situation by using the nuances such as conciseness, clarity, accuracy, organization, and coherence.
06	Speak effectively in various situations.

**Teaching and Examination Scheme:**

Teaching Scheme (in Hours)				Total Credits L+T+ (PR/2)	Assessment Pattern and Marks			Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				SEE (TH)	IAT	CCE	SEE (P)	
2	1	0	3	70	30	20	00	120

**Course Content:**

Unit No.	Content	No. of Hours	% of Weightage
1.	<b>Unit 1 - Essentials of Grammar</b> <ul style="list-style-type: none"> <li>Tenses</li> <li>Active-passive voice</li> <li>Subject verb agreement</li> <li>Modal auxiliary</li> <li>Prepositions</li> <li>Direct indirect speech</li> </ul>	12	20
2.	<b>Unit 2 - Vocabulary Building</b> <ul style="list-style-type: none"> <li>Types of word formation process-compounding, clipping, blending, derivation, creative respelling, coining borrowing</li> <li>Acquaintance with prefixes, suffixes, antonyms, synonyms and standard abbreviation</li> </ul>	5	15
3.	<b>Unit 3 – Reading Practice</b> <ul style="list-style-type: none"> <li>Comprehension of passages: fill in the blanks, answering questions, true-false-not given, matching headings, etc.</li> <li>Précis writing</li> </ul>	6	15
4.	<b>Unit 4 - Basic Writing Skills:</b> <ul style="list-style-type: none"> <li>Sentence Structures</li> <li>Use of phrases and clauses in sentences</li> <li>Importance of proper punctuation</li> <li>Creating coherence</li> <li>Organizing principles of paragraphs in documents</li> </ul>	8	20
5.	<b>Unit 5 - Writing Practice</b> <ul style="list-style-type: none"> <li>Email writing</li> <li>Letter writing</li> <li>Report writing</li> <li>Notice Writing</li> <li>Paragraph writing</li> </ul>	8	15

6.	<b>Unit 6 - Speaking Skill</b> <ul style="list-style-type: none"> <li>● Need and importance of effective speaking</li> <li>● Barriers of effective speaking</li> <li>● Short speeches</li> <li>● Dialogue on various situation</li> </ul>	6	15
	<b>Total</b>	<b>45</b>	<b>100</b>

**Suggested Specification Table with Marks (Theory):**

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
10	10	20	20	20	20

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

**References/Suggested Learning Resources:**

**(a) Books:**

1. Communication Skills, Sanjay Kumar and Pushp Lata, Oxford University Press. 2011
2. Technical English, Dr. M. Hemamalini, Wiley. 2014
3. Practical English Usage, Michael Swan, OUP. 1995
4. Spoken English, R K Bansal and J B Harrison, Orient Longman. 2013
5. Communication conversation Practice \_ Tata McGraw Hill

**(b) Open source software and website:**

1. Search Tutorials: spoken-tutorial.org
2. LearnEnglish (britishcouncil.org)
3. Useful apps on Google Play Store
4. <https://learnenglish.britishcouncil.org>
5. <http://www.free-english-study.com/>
6. <http://www.english-online.org.uk/course.htm>

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