SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S
R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RNGPIT
An Autonomous Institute u/s UGC Act 1956
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**Program Name:Post Graduation**

**Branch: IMSC.IT**

**Course / Subject Code: 2BS101**

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

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

| | |
|---|---|
| **Prerequisite:** | Basic knowledge of communication through English and yearning to enhance the communication skills further. |
| **Rationale:** | 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. | **Unit 1 - Essentials of Grammar**<br>● Tenses<br>● Active-passive voice<br>● Subject verb agreement<br>● Modal auxiliary<br>● Prepositions<br>● Direct indirect speech | 12 | 20 |
| 2. | **Unit 2 - Vocabulary Building**<br>● Types of word formation process-compounding, clipping, blending, derivation, creative respelling, coining borrowing<br>● Acquaintance with prefixes, suffixes, antonyms, synonyms and standard abbreviation | 5 | 15 |
| 3. | **Unit 3 – Reading Practice**<br>● Comprehension of passages: fill in the blanks, answering questions, true-false-not given, matching headings, etc.<br>● Précis writing | 6 | 15 |
| 4. | **Unit 4 - Basic Writing Skills:**<br>● Sentence Structures<br>● Use of phrases and clauses in sentences<br>● Importance of proper punctuation<br>● Creating coherence<br>● Organizing principles of paragraphs in documents | 8 | 20 |
| 5. | **Unit 5 - Writing Practice**<br>● Email writing<br>● Letter writing<br>● Report writing<br>● Notice Writing<br>● Paragraph writing | 8 | 15 |

| | | | |
|---|---|---|---|
| 6. | **Unit 6 - Speaking Skill**<br>● Need and importance of effective speaking<br>● Barriers of effective speaking<br>● Short speeches<br>● Dialogue on various situation | 6 | 15 |
| | **Total** | **45** | **100** |

**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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