Program	BACHELOR OF VOCATION (B.Voc.)	**Semester - 1**
Type of Course	-	
Prerequisite		
Rationale	-	
Effective From A.Y.	2024-25	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				SEE T	IAT	SEE P	CCE	
3	1	-	4	50	-	-	20	70

***SEE** - Semester End Examination, **IAT** - Internal Assessment Test, **CCE** - Continues & Comprehensive Evaluation*

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
1	**Elements of Grammar** Tenses Active-passive voice Subject verb agreement Modal auxiliary Prepositions	15	25
2	**Basics of Communication** Introduction Learning effective communication Definition and Process of communication Verbal and non-verbal communication Importance of interpersonal and intercultural communication in today's Organisation	8	25
3	**Reading and Writing Practices** Comprehension Précis writing Email writing Report writing Notice Writing	12	25
4	**Speaking Skill** Need and importance of effective speaking Barriers of effective speaking Short speeches Dialogue on various situation	10	25
	Total	45	100

Suggested Distribution Of Theory Marks Using Bloom's Taxonomy

Level	Remembrance	Understanding	Application	Analyze	Evaluate	Create
Weightage	30	40	30	0	0	0

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.

Course Outcomes

At the end of this course, students will be able to:	
CO1	Comprehend the dynamics of various rules of grammar and check its validation while they speak and write language correctly.
CO2	Harness strategies to minimize barriers of effective communication. This structured mapping ensures learners build foundational knowledge, comprehend communication dynamics, and apply them effectively in real-world organizational contexts.
CO3	Demonstrate the qualities of writing in diverse situation by using the nuances such as conciseness, clarity, accuracy, organization, and coherence.
CO4	This chapter builds understanding of effective speaking and its barriers, then moves to the application level through speech and dialogue practice, enhancing real-world communication skills.

Reference Books

1.	**Communication Skills (TextBook)** By Sanjay Kumar, Pushp Lata | Oxford University Press
2.	**Technical English (TextBook)** By Dr. M. Hemamalini | Wiley
3.	**Spoken English (TextBook)** By R K Bansal and J B Harrison | Orient Longman
4.	**Communication Skills For Engineer (TextBook)** By Yogesh Ramani