

H 101: Communication Skills(COMMON TO ALL BRANCHES)

Unit-I

An interactive session (with examples) on what is communication, communication in the natural and civilized worlds, types of human communication: visual / non-verbal / verbal, written / spoken, etc

Unit-II

An overview of mass media; a brief discussion of their types (with examples). The concepts of facilitating factors, barriers, and filters in communication; the seven C's of effective communication.

Unit-III

Verbal communication: How to speak / listen effectively (in interpersonal communication), types of publicspeaking, tips for effective public speaking, how to make effective presentations. The role of written text in communication,

Unit-IV

Types of writing (academic/creative/general; formal/informal etc.) with examples of good/bad writing and their analysis. Introduction to letter writing, with stress on formal correspondence; email do's and don'ts.

Unit-V

Academic writing- an overview; explanation of various terms used in academic writing; parts of a paper/thesis; aspects such as formal language, grammatical accuracy, etc. Common grammatical/punctuation errors and how to avoid them (example-based instruction)

Books Recommended:

S.No	Author	Book	Publication
1	Rajendra Pal and JS Kurlahalli	Essentials of Business Communication	S.Chand& Sons
2	Michael Alley	The Craft of Scientific Writing (3rd Edition)	Springer, Newyork, 1996
3	Philip Reubens (General editor)	Science and Technical Writing – A Manual of Style (2nd Edition)	Routledge, Newyork, 2001
4	Edmond H. Weiss	Writing Remedies – Practical Exercises for Technical Writing	Universities Press (India) Ltd. , Hyderabad, 2000
5	M. Ashraf Rizvi	Effective Technical Communication	Tata Mc Graw – Hill New Delhi, 2005
6	DH Menzel ,HM Jones& LGBoyd	Writing Technical Papers	Mc Graw Hill, 1961
7	KL Turbian	A Manual for Writers of Term Papers Thesis and Dissertation	University of Chicago Press, 1973.

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H201 Subject: Communication Skills Laboratory: Advanced

Course Outcome: After learning the course the students should be able to

1. To know the process of communication and its components.
2. To improve the language skills i.e. Listening Skills, Speaking Skills, Reading Skills and Writing Skills (LSRW).
3. Construct basic and intermediate skills in English / Hindi language.
4. To enhance phonetic competence, comprehension skills, presentation skills, group discussion skills etc.
5. To build confidence for communicating in English /Hindi and create interest for the life-long learning of English/Hindi language.

Unit 1

Elementary Phonetics (Speech Mechanism. The Description of Speech Sounds, The Phoneme the syllable; Intonation and Word Accent)

Formal (Extempore and Mock Interviews) and Informal Speaking(Situational Dialogues and Role play), Telephoning (Telephonic Conversations)

Unit 2

Paralinguistic features of speaking (voice modulation, pitch, tone, etc.)

Paper Presentation (Non-Technical & current Affairs), Use of Audio-Visual aids: Preparation slides, power point presentation etc.

Unit 3

Body Language(Gestures / Postures during Role Play/Speaking and JAM (Just-a-Minute) Session and Group Discussion

Unit 4

Listening and Comprehending spoken material in Standard Indian English, British English and American English; Exercises on Listening Comprehension, Exercises on Reading Comprehension

Effective Writing (Business Letters, Covering Letter, Resume on Word Document. Translation and Precis Writing)

Unit 5

Grammar:(English/ Hindi)

Grammar in use: Errors of Accidence and syntax with reference to Parts of Speech; Agreement of Subject and Verb; Tense and Concord; Use of connectives, Question tags. Voice and Narration.

Indianism in English: Punctuation and Vocabulary, Building (Antonym, Synonym, Verbal Analogy and One Word Substitution.

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Second Year Semester – III

H301: World Literature (COMMON TO ALL BRANCHES)

Unit-I

What is Literature? - a discussion; Introduction to literary terms, genres, and forms of various periods, countries, languages, etc.

Unit-II

The Novel: Class study of 'Brave New World' by Aldous Huxley; Group discussions and student presentations on other genres such as the graphic novel, detective fiction, children's literature, etc.

Unit-III

Plays: Introduction to the history of theatre, class study of (mainly) two plays: 'Pygmalion' by G. B. Shaw and 'Fire and Rain' by Girish Karnad, the setting up of play –reading group through which the students can be introduced to several other plays.

Unit-IV

Poetry: Brief introduction; Study of poetic genres, forms, topics, figures of speech, poetic language etc. by analysing various poems from around the world

Unit-V

Short stories, essays and other types of writing by various authors. Screening of films based on literary works, such as Pygmalion (My Fair Lady), Fire and Rain (Agnivarsha), Persepolis (a graphic novel) and a few others.

Books Recommended:

S.No	Author	Book	Publication
1	Ifor Ivans London	A Short History of English Literature	London: Penguin Books, 1976
2	Kettle Arnold	An Introduction to English Novel Vol. I, Vol. II	New Delhi: Universal Book store, 1993.
3	Eagleton, Terry.	The English Novel: An Introduction	Oxford: Basil Blackwell. 1983
4	M.H. Abrams)	A Glossary of Literary Terms	Wadsworth Publishing; 10th edition (January 10, 2011)
5	J.A. Cuddon	Dictionary of Literary Terms and Literary	(London: Penguin, 2004)
6	Girish Karnad	The Fire and the Rain	New Delhi, Oxford University Press, 1998
7	Aldous Huxley	'Brave New World'	New York: Harper Perennial, 1989
8	G. B. Shaw	Pygmalion	Longman Literature. Harlow: Longman, 1991

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H401 Subject: Communication Skills (Lab)

Course Outcome: After learning the course the students should be able to

1. To know the process of communication and its components.
2. To improve the language skills i.e. Listening Skills, Speaking Skills, Reading Skills and Writing Skills (LSRW).
3. Construct basic and intermediate skills in English / Hindi language.
4. To enhance phonetic competence, comprehension skills, presentation skills, group discussion skills etc.
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Unit 1

Elementary Phonetics (Speech Mechanism. The Description of Speech Sounds, The Phoneme the syllable; Intonation and Word Accent)
Formal (Extempore and Mock Interviews) and Informal Speaking (Situational Dialogues and Role play), Telephoning (Telephonic Conversations)

Unit 2

Paralinguistic features of speaking (voice modulation, pitch, tone, etc.)
Paper Presentation (Non-Technical & current Affairs), Use of Audio-Visual aids: Preparation slides, power point presentation etc.

Unit 3

Body Language (Gestures / Postures during Role Play/Speaking and JAM (Just-a-Minute) Session and Group Discussion

Unit 4

Listening and Comprehending spoken material in Standard Indian English, British English and American English; Exercises on Listening Comprehension, Exercises on Reading Comprehension
Effective Writing (Business Letters, Covering Letter, Resume on Word Document. Translation and Precis Writing)

Unit 5

Grammar: (English/ Hindi)
Grammar in use: Errors of Accidence and syntax with reference to Parts of Speech; Agreement of Subject and Verb; Tense and Concord; Use of connectives, Question tags. Voice and Narration.
Indianism in English: Punctuation and Vocabulary, Building (Antonym, Synonym, Verbal Analogy and One Word Substitution.

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• CBS – Five Years Integrated Course, M.Sc. V Semester

Scientific Writing (H501)

Unit 1

Introduction: What is Scientific Writing; Needs and importance, main features and elements of scientific writing. Tools and types of Scientific Writing , Scientific writing Vs other forms of writing, Different methods of Research, Types of Research.

Unit 2

Scientific Writing in Research: Mechanics of writing. How to write a Research Paper, Project Proposal components of a full length research paper, Research/ Project Report writing, Formulation of Hypothesis, Do's and Don'ts of writing a Research Paper.

Unit 3

Technical Writing:

Types of technical documents: Full length research paper, Letters to editor, Book chapter, Review, Conference report, Title/Thesis statement, Abstract/key words, Aims and objectives, Rationale of the paper, Work plan, Materials and methodology, Results and discussion, Key issues and arguments, Acknowledgement, Conflict of interest statement, Reference and Bibliography.

Unit 4

Scientometrics: How to cite and how to do Referencing, Literature Search Technique: using SCOPUS, Google Scholar, PUBMED, Web of Science, Indian Citation Index, and RG Styles of referencing: APA, MLA, Oxford, Harvard, Chicago Annotated bibliography Tools for citing and referencing: Footnote, Endnote etc.

Unit 5

Research Paper and Thesis Designing: Components, Types and Importance Research ethics, Institutional ethics committee, Proof Reading, Studying Peer Review and Impact Factor of Journals, Synopsis Designing, Writing Preface, Acknowledgements, Plagiarism – Pitfall (software to check plagiarism).

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CBS – Five Years Integrated Course, M.Sc. VI Semester

Scientific Writing Lab / Applications of Scientific Writing (H602)

Effective Writing skills: Structuring Scientific Paper for Journals (Category A, B, C and D) Tables, Figures, Equations and Pictures using Excel, Improving Writing Style, Punctuation, Mechanism of Scientific Writing, Capitalization and Spelling, Collecting, organizing and evaluating data, Making deductions and reading conclusions.

Project writing: Technical Resumes & Cover Letters Components of a research proposal: Project summary, Key words, Origin of the proposal, Major Objectives, Methodology, Instrument facility available in the PI's department, Overview of status of Research and Development in the subject, Importance of the proposed project in the context of current status, Bibliography, Making Report of a Project / Research Paper
Formulation of projects, Funding Agencies: their Templates and Assignments on Project Submission.

Presentations: Oral, and Power Point Presentation of Scientific Research Paper in Seminars, Conferences, Research Meetings and gatherings, Audience Analysis in Presentation, Conducting Seminars and Conferences etc.

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