

From

The Director,
Technical Education,
Haryana, Chandigarh.

To

The Principal of all Polytechnics.

Memo No. 674-749 /Dev.
Dated Chandigarh the: 14.08.08

Subject: Introduction of Communication Skills as a subject in 3rd semester of all the branches.

Please find enclosed curriculum for 3rd semester subject “Communicating Effectively in English”. The prescribed text book is likely to be provided within a week. It has been reported by few of the institutions that in time table it is difficult to make a slot for this subject and in case the same is to be made what are the prescribed contact hours per week. In the institutions, where Lecture duration is of 1 hour, 2 Lectures per week are to be made while in the institutions where duration is of 50 mins, the provision of 3 Lectures is to be made. In any of the subject (s) of 3rd semester you may decide to the reduce the requisite number of hours from Lab, so as to create a slot for English subject. This subject is to be taught to all the branches.

**Joint Director (Project)
for Director, Technical Education,
Haryana, Chandigarh.**

Endst. No.

/Dev.

Dated:

A copy of the above is forwarded to the following for information and necessary action:-

1. JD (Acad.) and Examination Branch.
2. PS/FCTE
3. PA/DTE

**Joint Director (Project)
for Director, Technical Education,
Haryana, Chandigarh.**

COMMUNICATING EFFECTIVELY IN ENGLISH

DETAILED CONTENTS FOR SECOND YEAR (III & IV SEMESTERS)

III SEMESTER

40 HRS

1. LISTENING SKILLS 6 hrs

1.1 Listening for Details

1.2 Responding to Listening Excerpts (Oral and Written Response)

2. DEVELOPING ORAL COMMUNICATION SKILLS 6 hrs

2.1 Demanding Explanations

2.2 Agreeing and Disagreeing

2.3 Advising

2.4 Stating Preferences

2.5 Talking about Past Experiences

- Review topics covered in I & II Semester under Oral Communication Skills
- # Listening and Oral Communication Skills will be tested for 50 marks.

3. GRAMMAR AND USAGE 9 hrs

3.1 Adjectives

3.2 Modal Auxiliary verbs (will, shall, should, would, can, could, may, might, must)

3.3 Tenses (Present Continuous, Present Perfect, Past Continuous, Past Perfect)

3.4 Noun Clauses

- Two units revising the topics discussed during the first and second semesters. (Punctuation, Articles, Framing questions, Verbs, Word formation Prepositions Pronouns, Determiners, Conjunctions, Questions and Question Tags, Tenses – Simple Present, Simple Past)

4. DEVELOPING WRITING SKILLS 9 hrs

4.1 Letter Writing

4.1.1 Formal Letter- Enquiry, Complaint

4.1.2 Informal Letter

- Writing a paragraph will be a continuous exercise through out the session.

5. READING SKILLS 10 hrs

5.1 Vocabulary Enhancement

5.2 Techniques of reading: Skimming, Scanning, Intensive and Extensive Reading

NOTE: The Reading Skills of the learners (along with vocabulary enhancement) will be through reading thematic articles/ essays and / or stories.