

Foundation English –II

Second Semester

Course code: DIP 208

L T P C
3 0 0 3

Course Content:

Unit I

Functional Grammar : Preposition, preposition of time & date, of travel & movement, other details of preposition ; Tense, Tense structure, Modals : use of can, could, may, might, should, should be, must, must be, has, have & had. (8 hours)

Practical (oral): Making the students use the above grammatical rules in different sentences of their own. (2 hours)

Unit II

Functional English: Writing Application – leave application, application for fee concession, change in subject, issuing character certificate, etc.; Letter writing : Types of Letters, Business Letters, Formatting of Letters. (8 hours)

Practical (oral): Making the students write different applications & Letters in the practical classes. (2 hours)

Unit III

Paragraph Writing: What is Paragraph Writing? Structure of Paragraph, coherence and unity, Development of Paragraph, Writing a Paragraph. (8 hours)

Practical (oral): Making the students write Paragraph on any topic in the practical classes. (2 hours)

Unit IV

Précis Writing: What is Précis? Techniques of Précis Writing, Writing a Précis. (8 hours)

Practical (oral): Making the students Write Précis in the practical classes. (2 hours)

Recommended Books:

1. Wren & Martin : High School English Grammar & Composition, S.Chand & Co., New Delhi
2. Raman Meenakshi & Sharma Sangeeta – Technical Communication- Principles & Practices O.U.P.N. Delhi.
3. Chaturvedi P.D-Business Communication .Pearson Education New Delhi .
4. Better your english- A workbook for Ist year students Macmillan India New Delhi.

NOTE:

This syllabus has been designed to improve the oral and written communication skills of students. The faculty members should put emphasis on practical (oral) activities for generating students' interest in language learning.

* Latest editions of all the suggested books are recommended.

Technical Communication

Fourth Semester

Course Code: DIP 401

L T P C
3 0 0 3

Course Content:

Unit I

Pre-requisites of Technical Written Communication: One Word Substitution, Spelling process, words often confused and misused, Technical terms. (8 hours)

Practical (oral):

To make students practice the above mentioned topics & take care of the technical terms & also use those in different sentences. (2 hours)

Unit II

Technical Communication: Nature, origin & development, salient features, significance, Difference between Technical Communication & General Writing. (8 hours)

Practical (oral) : To make students speak on the development of Technical Communication. (2 hours)

Unit III

Forms of Technical Communication: What is a Report ? Characteristics of Report, steps to be followed for Report writing, Structure of Report, Importance of Report Writing. (8 hours)

Practical (oral): To make students practice how to write a report and then speak on the subject matter of the report. (2 hours)

Unit IV

Technical Proposal: What is Proposal ? Significance of proposal, format of proposal, characteristics' of a good proposal. (8 hours)

Practical (oral): To make students practice writing a proposal. (2 hours)

Recommended Books:

1. Raman Meenakshi & Sharma Sangeeta – Technical Communication – Principles & Practices, - ONP, N. Delhi.
2. Mohan K& Sharma R- Business correspondence and Report writing TMH New Delhi.

NOTE:

This syllabus has been designed to improve the oral and written communication skills of students. The faculty members should put emphasis on practical (oral) activities for generating students' interest in language learning.

* Latest editions of all the suggested books are recommended.

Corporate Communication

Sixth Semester

Course Code: DIP 601

L T P C
3 0 0 3

Course Content:

Unit I

Corporate Behaviour: Corporate expectation, office etiquettes, Telephonic Conversation & etiquette. (8 hours)

Practical (oral): To make the students aware of Corporate life & culture & also to teach them about telephone courtesy etc. (2 hours)

Unit II

Communication: Press Communication, Press note, e-mail, Inviting tenders, Writing advertisements, Writing notices. (8 hours)

Practical (oral): To make students develop the understanding of media importance. (2 hours)

Unit III

Interview Skills: Concept & Process, Preparing for the Interview, Types of Interview. (8 hours)

Practical (oral): Mock Interview Practice. (2 hours)

Unit IV

Modern Technology & Communication: Globalization impact, Role of Information Technology, TeleCommunication, Internet, Tele- Conferencing and Video-Conferencing. (8 hours)

Practical (oral): To make students speak on I.T./Internet/Tele & Video Conferencing.(2 hours)

Recommended Books:

1. Chhabra T.N. – Business Communication Sun India Pub. N.Delhi.
2. Raman Meenakshi & Sharma Sangeeta – Technical Communication – Principles & Practices, - ONP, N. Delhi.

NOTE:

This syllabus has been designed to improve the oral and written communication skills of students. The faculty members should put emphasis on practical (oral) activities for generating students' interest in language learning.

* Latest editions of all the suggested books are recommended.