

**GUJARAT TECHNOLOGICAL UNIVERSITY****Syllabus for Bachelor of Vocation (B.Voc), 2nd Semester****Branch: Production Technology****Subject Name: Communication Skill****Subject Code: 21120303****With effective
from academic
year 2021-22****Type of course:** Engineering Science**Prerequisite:** Zeal to learn the subject**Rationale:** Communication Skills in English is to help students understand the process of communication in link with Non-verbal Communication. The curriculum also targets the understanding of different barriers that creep into communication process.**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE (V)	PA (I)		
3	0	0	3	50	0	0	0	50

Sr. No	Topic	No. of Hours	Weightage %
01	English Grammar Determiners Tenses: Defining a Verb, Chief forms of a Verb, Tense and Time, Further Division The Present Tense, The Past Tense, The Future Tense Active – Passive Voice: Introduction, Defining the Voice, Some General rules regarding the change of voice Modals & Auxiliaries: Introduction to Auxiliaries, The Primary Auxiliaries, Introduction to Modals, The Most Commonly used Modals, Important points about the Modals, Modals and Their Uses, prepositions / Prepositional Phrases	6	15
02	Writing Comprehension Business Letters: Introduction, Functions of a Business Letter, Inward Structure / Layout of a Business Letter, Other Important Parts of Business Letter, Outward appearance of a business letter, Arrangement Style, Salient Features of a Business Letter, Legal Aspects of a business Letters, Kinds of Business Letter, Inquiry & Reply Order & Reply Cancellation of order Complaint / Adjustment Sales Letter Report Writing: Introduction, The Nature of a Report, The P's of an Effective Report Functions of a Report, Preparing a Report, Types of Reports, Business report, Press report Job Application / Resume Writing. Introduction, A Cover Letter, Curriculum Vitae / Resume, Letters of Appointment & Resignation.	8	20
03	Introduction to MS Word: Introduction to word, the word window, Create a new document, Save, open and print document, Editing document, Formatting a Document, Insert elements to word document (Insert and delete page break, Insert page numbers, Insert symbols, Insert Shapes, Clip art, Insert picture, resize and reposition a picture), Changing Layout of document (Adjust page margin & page size, Change page orientation, Set and change indentation, Insert and clear tabs), Working with Tables (Insert a table, Navigate and select text in a table, Resize parts of a table. Align text in a table, Format a table, Insert and delete columns and rows, Borders and shading, Merge table cells), Mail Merge, Spelling and grammar check, Auto correct	10	25

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04	Spread Sheet Using MS Excel Sheet Introduction, Selecting row, column, cell, Inserting and deleting row, column, cell Hide & unhide row & column, Changing height and width of row and column, Print Preview and Page Layout, Formula bar, Cell Referencing - Relative, Absolute, Mixed Useful functions from Function Library, What if Analysis, Calculative Examples like salary sheet, mark sheet etc., Conditional formatting, Data sorting and Filter, Types of different chart & editing charts.	8	20
05	Presentation Using MS Power Point Inserting new slide, Different layout of slide, Inserting date, slide number, movie, sound, object, header and footer, Designing slide, Theme and background, Custom animation, Slide transition, Rehearse timings, Slide show, Setup slide show, Hide slide, Different views of slide, Use of slide master, Printing handout, slide, etc	8	20

Distribution of marks weightage for cognitive level:

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
10	20	20	-	-	-

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Reference Books:

1. Technical English, Dr. M. Hemamalini, Wiley. 2014
2. Practical English Usage, Michael Swan, OUP. 1995
3. Microsoft Word, Excel, and PowerPoint: Just for Beginners, Book by Dorothy House.

Course Outcome:

Sr. No.	CO statement	Marks % weightage
CO 1	Comprehend the dynamics of various rules of grammar and check its validation while they speak and write language correctly.	20
CO 2	Demonstrate the qualities of writing in diverse situation by using the nuances such as conciseness, clarity, accuracy, organization, and coherence.	20
CO 3	Understand basics of MS Word	20
CO 4	Understand basics of MS Excel	20
CO 5	Understand basics of MS Power Point	20

List of Open Source Software/learning website: