

LIST OF PROJECTS (Paper Code 6801)

Each student is required to choose any one topic from the list given below and must inform his or her topic to the teacher and get the TOPIC and the INDEX (Headings of the CONTENTS) approved on or before 21st June 2021. Students shall work on the topics under the guidance of teachers and shall **submit hand written Micro-Project Report/File- (10 Marks) till 5th July 2021.**

Each student will have to give **oral Presentation** of his work before the external examiner in the **Practical Examination (10 Marks).**

1. PROCESS OF COMMUNICATION

Describe: Definition, Role and Importance of communication, Process of Communication, Formal and Informal Communication, Direction of Communication (Channels).

2. VERBAL AND NON-VERBAL COMMUNICATION

Explain Verbal Communication: Types- **Written and Oral**, **Describe** Characteristics of both and advantages and disadvantages of both.

Explain Non verbal- Types with examples.

3. PRINCIPLES OF EFFECTIVE COMMUNICATION

Elaborate 7 Cs and other Principles with illustrations.

4. BARRIERS TO EFFECTIVE COMMUNICATION

Explain Physical, Semantic (Linguistic), Socio-Psychological and Organizational Barriers

5. IMPORTANCE OF COMMUNICATION SKILLS

Define and Describe Communication, Communication as a set of LSRW skills, Role and importance of communication, Formal and Informal Communication.

Describe Dos and Don'ts of Effective Communication.

6. CHARACTERISTICS OF GOOD BUSINESS LETTERS AND LETTER WRITING

Demonstrate Parts of a Letter, Format and Lay out of a Business Letter,

Describe Features of Business Correspondence.

Explain How to write impressive Letters?

Collect samples to show impressive beginning, effective closing and logical development of the content. **Draft** letters for Job Application, Enquiry, Order and Letter of Complaint.

7. ENTREPRENEURSHIP

Explain entrepreneurship, Characteristics of an entrepreneur, **Narrate** success story of any one entrepreneur.

8. NON CONVENTIONAL SOURCES OF ENERGY

Explain conventional and non-conventional sources of energy. **Explore, Collect and Present** information regarding the present energy scenario in India.

9. SAFETY PRACTICES

Explain need of Safety Practices in everyday life.

Study Safety Practices at work place and in Industry.

10. HOW LANGUAGE OF SCIENCE IS DIFFERENT FROM LANGUAGE OF COMMON USE

Find out and elaborate how language of Science and Technology is different from language of common use. Why is it so? Justify: To what extent should scientists use language of common use?

11. IMPORTANCE OF INTERNET ETIQUETTE AND TELEPHONE MANNERS FOR STUDENTS

Telephone Manners, Role of internet in formal and informal learning, Role of internet in online learning environment, Importance of Netiquette, Advantages and disadvantages of internet for students.

12. PHONETICS FOR PRONUNCIATION : SYLLABLES, STRESS PATTERN WITHIN THE WORDS, INTONATION

Sounds in English, Vowels sounds, Consonants sounds, Diphthongs, syllables, word stress pattern and intonation.

13. ONLINE REPUTATION MANAGEMENT FOR STUDENTS AND PROFESSIONALS : Meaning of Online Reputation, Importance of ORM for students and professionals

[Sample Cover page of Project Report](#)

IMPORTANCE OF INTERNET FOR STUDENTS IN LEARNING

PROJECT REPORT

(SUBMITTED FOR THE PARTIAL FULFILMENT OF
PAPER CODE 6801-COMMUNICATION SKILLS IN ENGLISH
OF DIPLOMA SECOND SEMESTER EXAM)

MAY- JUNE 2021

Submitted to:

Department of Humanities and Science

Date of submission:

Submitted by:

(signature)

Name

Roll No: 2nd semester

Branch..... Engineering

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Dr. BHIMRAO AMBEDKAR POLYTECHNIC COLLEGE, GWALIOR (M.P.)

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