**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. Students shall work on the topics under the guidance of teachers and shall **submit hand written Micro-Project Report/File- (10 Marks) till 28th Dec 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).

1. **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.

1. **PRINCIPLES OF EFFECTIVE COMMUNICATION**

**Elaborate** 7 Cs and other Principles with illustrations.

1. **BARRIERS TO EFFECTIVE COMMUNICATION**

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

1. **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.

1. **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.

1. **ENTREPRENEURSHIP**

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

1. **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.

1. **SAFETY PRACTICES**

**Explain** need of Safety Practices in everyday life.

**Study** Safety Practices at work place and in Industry.

1. **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?

1. **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.

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

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

1. **ONLINE REPUTATION MANAGEMENT FOR STUDENTS AND PROFESSIONALS :** Meaning of Online Reputation, Importance of ORM for students and professionals
2. **ONLINE TEACHING AND LEARNING : STUDENTS’ PERSPECTIVE**

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 by:

Submitted to: (signature) Name

Department of Humanities and Science

Roll No: .............. 2nd semester

Branch…………. Engineering

Contact: ……………….. Email :

Date of submission:

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

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Appendix (Tables, charts, pictures, graphs etc.)

Bibliography

Other Sources and References

All the students of 1st semester (CS, IT and Electrical) are required to submit all ASSIGNMENTS and one MICRO-PROJECT for Communication Skills (Paper Code 6801) as per the schedule given below:

**LIST OF ASSIGNMENTS IN COMUNICATION SKILLS (Paper Code 6801)**

1. **Describe** :

* Process of Communication
* Verbal and Non verbal Communication with examples
* Principles of Effective Communication with examples
* Barriers to Effective Communication and Ways to Overcome Barriers

1. **Do Exercises** (uploaded on polygwalior.ac.in) based on the concepts of grammar and **practise speaking**.

* Auxiliary Verbs and Tenses Assignment (Speaking Practice Part I and Part II uploaded on polygwalior.ac.in)
* Voice (Last exercise of VOICE in Text Book : Write two Passive sentences for each sentence)

**Vocabulary Building**: **Enlist**, **learn and use general purpose words/expressions,** **in sentences of your own** (while speaking) **200 words** (from text or from exposure reading or listening).

Submit a list of Common Synonyms (75 words), Antonyms (75 words) and  One word substitutions (75 words).

1. **Letter Writing**

**Describe** Characteristics of good letters.

**Draft** Sample Letters **(any two)-**

* Job Application
* Letter of Enquiry
* Letter placing Order
* Letter of Complaint

IV. **Summarise** the short stories and **state the moral**.

**‘The Letter to God’** and **‘The Astrologer’s Day’**

**Write Precis** for the passages **(any two)** assigned by the teacher.

1. **Write paragraphs** of about 150 words on **any three topics** listed in the syllabus.

Pollution, Ragging in colleges, Solar energy, Entrepreneurship, Importance of communication skills, Advantages and Disadvantages of Internet, Online teaching, Non conventional Sources of Energy, Netiquette.

Submit Assignment on or before 05th Jan 2022.