**LIST OF PROJECTS (Paper Code 6801)**

Students must **submit hand written Micro-Project Report/File- (10 Marks-Internal Theory) till 5th January 2022**.

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

1. **PROCESS OF COMMUNICATIO1**

**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)

**DEC 2021 - JAN 2022**

Submitted to: Submitted by: (signature) Name

Department of Humanities and Science

Roll No: .............. 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** :

* Principles of Effective Communication with examples
* Barriers to Effective Communication and Ways to Overcome Barriers

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

* Voice (Last exercise of VOICE in Text Book : Write two Passive sentences for each sentence and submit)

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’**
* **‘The Astrologer’s Day’**

1. **Write paragraphs** of about 150 words on **any two topics** listed below.

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 13th Jan 2022.