2.1 PROFESSIONAL COMMUNICATION

L T P
4 - 2

RATIONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet, Communicating effectively can be challenging because of our inherent nature to assume, Overreact to and misperceive what actually is happening. Poor communication or lack of Communication is often cited as the cause of conflict and poor teamwork. In today's team oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieve results and create successful organizations. The goal of the Communicating Skills course is to produce civic-minded, competent communicators. To that end, students must demonstrate oral as well as written communication proficiency. These include organizational and interpersonal communication, public address and performance. The objectives of this subject are understanding how communication works, gaining active listening and responding skills, understanding the importance of body language, acquiring different strategies of reading texts and increasing confidence by providing opportunities for oral and written expressions.

DETAILED CONTENTS

Section A

1. READING SKILLS   **04 Periods**
Unseen comprehension passages (at least 3 passages).

2. Drafting: **20 Periods**
2.1 Writing Notice
2.2 Writing Circular
2.3 Writing a Memo
2.4 Agenda for a Meeting
2.5 Minutes of the Meeting
2.6 Press release
2.7 Telephonic Messages
2.8 Paragraph writing:
Simple and Current Topics should be covered.

3. Correspondence   **08 Periods**
3.1 Business Letters
3.2 Personal Letters

4. Communication   **12 Periods**
4.1 Media and Modes of Communication
4.2 Channels of Communication
4.3 Barriers to Communication
4.4 Listening Skills
4.5 Body language
4.6 Humour in Communication

5. Vision, mission & strategic planning preparation   **20**
periods
5.1 What is mission statement?
5.2 How can it be developed?
5.3 What is vision statement
5.4 Defining a integrating purpose, business values
5.5 What is your mission & institutional mission
5.6 Write a mission statement

5.7 What is the purpose of strategic plan
5.8 Content of strategic plan
5.9 How might a plan structure can be structured.
5.10 Identification of strategic priority

LIST OF PRACTICALS
(Note: The following contents are only for practice. They should not be included in the final theory examination)

1. LISTENING COMPREHENSION
1.1 Locating Main Ideas in a Listening Excerpt
1.2 Note-taking

2. DEVELOPING ORAL COMMUNICATION SKILLS
2.1 Offering-Responding to Offers
2.2 Requesting-Responding to Requests
2.3 Congratulating
2.4 Expressing Sympathy and Condolences
2.5 Expressing Disappointments
2.6 Asking Questions-Polite Responses
2.7 Apologizing, Forgiving
2.8 Complaining
2.9 Persuading
2.10 Warning
2.11 Asking for and Giving Information
2.12 Giving Instructions
2.13 Getting and Giving Permission
2.14 Asking For and Giving Opinions
2.15 Group Discussion

LIST OF REFERENCE BOOKS
1. Communicating Effectively in English, Book-I by Revathi Srinivas; Abhishek Publications, Chandigarh.
2. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
3. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.

SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	04	05
2	20	30
3	08	15
4	12	20
5	20	30
Total	**64**	**100**

2.2 Drawing And Rendering

L T P
2 - 4

Theory for Practical Exercise:-

1. Introduction and importance of outer environment
2. Study of Trees and branches
3. Understanding of nature like butterflies.
4. Study of in nature like birds, feathers.
5. Study of in Animals wild and pet.
6. Understanding of buildings

Practical Exercise

1. Trees ,lines drawing ,flowers trees medium of water color poster color.

2. Sketching and Composition of butterflies medium of water color, sketch pen and poster color.
3. Sketching and Composition of birds, feathers medium of water color, sketch pen and poster color.

4. Sketching and Composition of Animals, water color, poster color.

5. Fishes medium of water color, and poster color.

6. Sketching of buildings medium of pencil shedding.

Note :-
1. student should be taken out for field visit , museums, exhibition, market, etc for clarifying the concepts and principle of this course as per requirement.

*There will be only a practical paper in this subject.

2.3 Principle of Design

L T P
2 - 4

Theory for Practical Exercise:-

1. Understanding of various style of Textile design.
2. Adaptation of design according to the requirement
3. Understanding of collage work and its use in making design.
4. Placement of design and application.
5. Enlargement and reduction of design.
6. Methods of modification of colors and color terminology (i)Hue (ii) value (iii) intensity.

Practical Exercise:

1. Students will make motifs of various style of design using different color scheme(split complementary, warm and cool color).
   - (i) Natural (realistic)
   - (ii) Geometrical
   - (iii) Conventional
   - (iv) Abstract
   - (v) Traditional
   - (vi) Folk
   - (vii) Symbolic

2. Student will make various motifs of collage work on suggested theme with analogous color scheme .
   - (i) Composition of flowers using monochromatic color scheme
   - (ii) Composition of animals using achromatic color scheme
   - (iii) Composition of birds with flowers using polychromatic color scheme.

3. Placement of design using 10 methods including border, center, corner, half drop, sateen based etc using complementary color scheme.
4. Enlargement and reduction of motifs according to the requirement using analogous color scheme.
5. Modification of colors by using color mixing

*There will be only a practical paper in this subject.

2.4 Yarn Manufacture

L T P
4 - 2

Theory

1. introduction to mixing and blending techniques , for common blends in textile
   industry.   10 Periods

2. Principle of blow room, carding, drawing/ginning, speed frame, ring frame, and
   doubling frame.   12 Periods

3. Types of Yarn inserting of twist, S twist and Z twist, type of package in spinning.   10 Periods

4. Flow chart of cotton , blended woolen and worsted system of yarn manufacture.   10 Periods

5. Introduction of standard commercial yarn , Hosiery yarn, core spun yarn nepping yarn,
   spintex.   12 Periods

6. Introduction to rotary spin airjet spin and friction spin yarn and their end use .   10 Periods

Practical

1. Demonstration of various mixing / blending techniques employed during mill visit.
2. Demonstration of different spinning process by textile mill visit.
3. Identification of yarn for S and Z twist, Hard twist and soft twist.
4. Estimation of fiber diameter and Yarn diameter by projection microscope.
5. Identification and collection of different type of yarn studied in theory.
6. Identification of different types of yarn like Rotor spin , airjet spin and friction spin .

*There will be only a practical paper in this subject.

SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	10	15
2	12	20
3	10	15
4	10	15
5	12	20

6		10	15
	Total	**64**	**100**

2.5 Indian Traditional Textile Design-II

L T P
4 - 2

Theory :-
Study of Indian traditional textile. Introduction, Historical signification ,Construction Techniques, Colors, Texture, Motifs & centers of production.

Section A- Study of dyed and printed textile   30 Periods

1. Sanganeri
2. Bandhani
3. Bagru
4. Patola& Ikat
5. Batic
6. Kalamkari
7. Block printing

 Section B:-Study of Indian traditional embroidery   34 Periods

1. Kashmir- Embroidery
2. Punjab- Phulkari
3. Bengal& bihar- Sujni kantha
4. Karnataka- kasuti
5. Gujrat- Katch kadhai (mirror and bead work)
6. Himachal- chamba rumal
7. UP- Chankari
8. Orissa- Appliqué work
.
 Practical :-
1. Replication of design of Printed and traditional Embroidery
2. Assignments to student on dyed and printed textile designs.
3. Embroidery to be executed folder related to the topics.
4. Presentation of Assignment

*Theory and practical subject.

SUGGESTED DISTRIBUTION OF MARKS

Section	Time Allotted (Periods)	Marks Allocation%
A	30	45

B	34	55
Total	**64**	**100**

2.6 <u>Woven fabric design – II</u>

L T P
4 - 2

Theory:

1. Introduction of basic weaves twill and its verification:-   12 Periods
    (i) Regular, irregular twill
   (ii) Pointed twill, curved twill
   (iii) Combined / large twill
   (iv) Herring bone twill
   (v) Fancy twill
2. Features of Satin and Sateen weave and its variation .   08 Periods

3. Diamond weave , haring bone weave and diaper design.   08 Periods

4. Crepe weave and their method of construction .   08 Periods

5. Towel weave (simple structure)   14 Periods
   (i) Honey Comb simple and Brighton .
   (ii) Haka back and sponge weave.
   (iii) Mock leno weave and distorted thread effects.

6. Figuring with extra warp and weft yarn, one and one i.e. pick and pick wefting, two and two
   wefting method of disposing of extra threads on the back of the fabric .spot figuring. 14 Periods

 Practical Exercise
    1. Study of the fabrics regarding structure/ weaves, its end use and analyzing of weaves.
       (a) Twill weave.
       (b) Stain and steen weave.
       (c) Diamond weave .
       (d) Crepe weave .
       (e) Towel weave .
    2. Weaves on graph paper with draft and peg plan .
    3. Drafting and denting order of the weaves.

*Theory and practical subject.

SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	12	20

2	08	10
3	08	10
4	08	10
5	14	25
6	14	25
Total	**64**	**100**

2.7 <u>COMPUTER APPLICATION</u>

L T P
2 - 2

DETAILED CONTENTS

1. **MS-Word**
- File Management:
Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, Giving password protection for a file
- Page Set up:
Setting margins, tab setting, ruler, indenting
- Editing a document:
Entering text, Cut, copy, paste using tool- bars
- Formatting a document:
Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods
- Aligning of text in a document, justification of document, Inserting bullets and numbering
- Formatting paragraph, inserting page breaks and column breaks, line spacing
- Use of headers, footers: Inserting footnote, end note, use of comments
- Inserting date, time, special symbols, importing graphic images, drawing tools
- Tables and Borders:
Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table
- Print preview, zoom, page set up, printing options
- Using Find, Replace options
- Using Tools like:
Spell checker, help, use of macros, mail merge, thesaurus word content and 19 statistics, printing envelops and labels
- Using shapes and drawing toolbar,
- Working with more than one window in MS Word,
- How to change the version of the document from one window OS to another
- Conversion between different text editors, software and MS word

2. MS-Excel
- Starting excel, open worksheet, enter, edit, data, formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets
- Menu commands:

Create, format charts, organize, manage data, solving problem by analyzing data, exchange with other applications. Programming with MS Excel, getting information while working
- Work books:
Managing workbooks (create, open, close, save), working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations, working with arrays
- Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet
- Creating a chart:
Working with chart types, changing data in chart, formatting a chart, use chart to analyze data
- Using a list to organize data, sorting and filtering data in list

3. **MS PowerPoint**
a) Introduction to PowerPoint
- How to start PowerPoint
- Working environment: concept of toolbars, slide layout, templates etc.
- Opening a new/existing presentation
- Different views for viewing slides in a presentation: normal, slide sorter etc.
b) Addition, deletion and saving of slides
c) How to view the slide show?
- Viewing the presentation using slide navigator
- Slide transition
- Animation effects etc.
10. Internet and its Applications
a) Log-in to internet
b) Navigation for information seeking on internet
c) Browsing and down loading of information from internet 20
d) Sending and receiving e-mail
- Creating a message
- Creating an address book
- Attaching a file with e-mail message
- Receiving a message
- Deleting a message

4. **Internet and its Applications**
   a) Log- in to internet
   b) Navigation for information seeking on internet
   c) Browsing and down loading of information from internet
   d) Sending and receiving e- mail
   - creating a message
   - creating an address book
   - attatching a file with e-mail message
   - receiving message
   - deleting a message

INSTRUCTIONAL STRATEGY

Since this is an introductory computer related subject, the teacher should demonstrate and explain computer and its peripherals in the laboratory. The theory may be dovetailed with practical exercises for better understanding. The students may be encouraged to work independently on computer to gain confidence.

RECOMMENDED BOOKS
1. Fundamentals of Computer by V . Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
2. Computers Today by SK Basandara, Galgotia Publication Pvt ltd. Daryaganj, New Delhi.
3. MS-Office 2000 for Everyone by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., New Delhi
4. Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
5. A First Course in Computer by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., Jungpura,New Delhi
6. Mastering Windows 95, BPB Publication, New Delhi
7. Computer Fundamentals by PK Sinha; BPB Publication, New Delhi
8. Fundamentals of Information Technology by Leon and Leon;Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
9. On Your Marks - Net…Set…Go… Surviving in an e-world by Anushka Wirasinha, Prentice Hall of India Pvt. Ltd., New Delhi
10. Learning MS Office XP by Ramesh Bangia, Khanna Book Publishing Co. (P) Ltd., New Delhi.
11. Fundamentals of Information Technology by Vipin Arora, Eagle Parkashan, Jalandhar