

## 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 Textile science – II

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### DETAILED CONTENTS

Theory **14 Periods**

1. Fabric Structure and properties relevant to consumer requirements such as:

- a. Knits: types of structure used
- b. Classification: warp & weft knits
- c. Weft knits: plain, purl, rib & interlock
- d. Warp knits: tricot & rascael

**Practical:**

Identify and analyze different type of knits samples and enlist their characteristics (design)  
Visits to a knitting unit to understand different knitting machines and processes.

**2. Finishes 30 Periods**

- a) Fabric structure and properties relevant to consumer requirements such as
- b) Type and classifications of finishes

Finishes affecting appearance:

Bleaching, calendaring and embossing

- finishes affecting texture: Flocking, napping, acid finish, stiffening
- Finishes affecting function:
- Tentering, shrinkage control, heat setting moth and proofing, water repellency, wash -n-wear finish, mercerization, crease resistant

**3. Printed Textiles Of India 20 Periods**

- Sanganerti Prints, Bagroo, Tie and Dye- Laharia and Bandhanis
- To study in details the traditional Painted Textiles- Kalamkari
- To study in details the traditional knotted Textiles- Carpets

**Practical: making of sample and article**

- Tie & dye with various techniques
- Batik
- Block Printing

### SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation %
1	14	20
2	30	50

3	20	30
Total	64	100

### **2.3 FASHION ILLUSTRATION-II**

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#### **DETAILED CONTENTS**

##### **PART – I**

1. Drawing from a live model/ three dimensional body.
2. Different Colour Mediumes
3. Working from photos and converting them into fashion figures.
4. Reduction and enlargement of fashion figure.
5. Projects/sheet work for above study.

##### **PART – II**

1. Contemporary illustration : a) Casual wear (Summer and Winter)
  - b) Beach wear,
  - c) Indian Wear ( lehengas, fusion, salwar kameez,etc..)
  - d) Drapery,
  - e) Pant top co-ordinates,
  - f) Executive wear.
2. Innovative design development of creativity.
3. Projects/sheet work for the above study.

## 2.4 TRADITIONAL EMBROIDERY

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### **Detailed contents**

1. Kantha of Bengal
2. Kasuti of Karnataka
3. Chikankari of Uttarpradesh
4. Chamba of Himachal Pradesh
5. Sindhi from Kathiawar
6. Kashida and Aari Work of Kashmir
7. Phulkari of Punjab
8. Zardosi of Uttar Pradesh
9. Appliqué of Orissa

### **Practical Exercises**

1. Creative surface ornamentation: various contemporary embroidery techniques the students should be shown different materials used in embellishments e.g.: sequins etc.
2. Samples of each embroidery.
3. One product should be made by students either by compiling 4-5 state embroideries or a traditional product made by single state embroidery.

## **2.5 GARMENT CONSTRUCTION -II**

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### **DETAILED CONTENTS**

1. Waist Band & bows
2. Different types yokes – samples
3. Different types sleeve – Samples
4. Different types collars – Samples
5. Different types Cuffs & fusing
6. Different types of lining and interlining
7. Apron – Sample
8. Romper- Sample
9. Kids frock- (casual, formal)
10. Kids Skirt- casual, formal
11. Top - casual, formal

## **2.6 BASIC PATTERN MAKING AND STYLE INTERPRETATION-II**

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### **DETAILED CONTENTS**

- |                                                       |                   |
|-------------------------------------------------------|-------------------|
| <b>1. ADAPTATION OF CHILD'S BODICE TO:</b>            | <b>06 Periods</b> |
| a. yokes ( with terminology)                          |                   |
| b. bodice lengths( with terminology)                  |                   |
| <b>2. ADAPTATION OF BASIC SLEEVE TO:</b>              | <b>15 Periods</b> |
| a. puff sleeve                                        |                   |
| b. cap sleeve                                         |                   |
| c. flared sleeve                                      |                   |
| d. Magyar sleeve                                      |                   |
| e. Balloon sleeve                                     |                   |
| f. Petal sleeve                                       |                   |
| g. Leg-o-mutton sleeve                                |                   |
| (All the above with terminologies)                    |                   |
| <b>3. DRAFTING AND ADAPTATION OF VARIOUS COLLARS:</b> | <b>06 Periods</b> |
| (All the above with terminologies)                    |                   |
| <b>4. STYLE INTERPRETATION OF ANY GIVEN DESIGN</b>    | <b>05 Periods</b> |

## SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	06	20
2	15	40
3	06	20
4	05	20
Total	64	100

## 2.7 COMPUTER APPLICATION

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### 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 envelopes 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
  - attaching 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