

2.1 ENGLISH COMMUNICATION –II

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

Unseen comprehension passages (at least 3 passages).

2. Drafting:

- 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

- 3.1 Business Letters
- 3.2 Personal Letters

4. Communication

- 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. Personality Development

- 5.1 What is personality development?
- 5.2 How can personality be evolved?
- 5.3 Why is personality development important?
- 5.4 Types of Personality
- 5.5 Definition and Types of Interviews
- 5.6 Essentials to achieve success in job interviews
- 5.7 Importance of Group Discussions

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.

2.2 TEXTILE SCIENCE – II

DETAILED CONTENTS

THEORY

1. FABRIC STRUCTURE AND PROPERTIES RELEVANT TO CONSUMER REQUIREMENTS:

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

2. FINISHES

- 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:
- Tenting, shrinkage control, heat setting moth and proofing, water repellency, wash -n-wear finish, mercerization, crease resistant

3. WOVEN AND NON WOVEN TEXTILES

- Brocade, Chanderi, Paithani, Maheshwari, Kanchiwaram, Patolas, Pochampalli, Ikat, Namdas and shawls of Kashmir.

PRACTICAL:

- Dyeing of cotton with direct dyes
- Dyeing of wool and silk with acid dyes
- Different types of fabrics and its origin .

Making of sample and article

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

2.3 FASHION ILLUSTRATION-II

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/ Executive wear.
 - f) Winter wear

Note: It is important to illustrate and depict various fabric types in the above mentioned sheets e.g., sequins, silk/shiny fabrics, denims, furs etc)

2. Innovative design development of creativity.(through various collage formats)
3. Projects/sheet work for the above study.
4. To draw different fashion accessories:Hats, Gloves, Handbags, Shoes, Belts, Jewellery etc.

2.4 TRADITIONAL EMBROIDERY

Detailed contents

1. Kantha of Bengal
2. Kasuti of Karnataka
3. Chikankari of Uttarpradesh
4. Kashida and Aari Work of Kashmir
5. Phulkari of Punjab
6. Gota-patti work of Rajasthan

Practical Exercises

1. Creative surface ornamentation: various contemporary embroidery techniques: Appliqué (net,lace,blind etc.),patch laid work, bead work, ribbon work sequins work
2. 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 FABRICATION –II

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. Kids frock- (casual)
9. Top

The above mentioned garments to be constructed keeping in mind the functional as well as decorative aspect of a design. The choice of fabrics to be guided under supervision of the teacher.

2.6 BASIC PATTERN MAKING -II

DETAILED CONTENTS

THEORY

1. PATTERN MAKING TERMS:

pattern, drafting, flat pattern making, basic pattern set, templates, working pattern, production pattern, design specification sheet, pattern chart, cost sheet, grain, warp, weft, selvedge, bias, true bias, apex, dart, dart legs, dart intake, tracing and blending, plumb line, pattern size, pivotal point, etc.

4. BODICE LENGTHS

3. TERMINOLOGY OF SKIRTS

PRACTICAL EXERCISES

3. ADAPTATION OF CHILD'S BODICE TO:

- a. Skirt Types
(Basic, A-line, Half-circular, Full-circular ,Gathered, Layered, Tiered)
- b. Frock Types
(A-Line, Formal, Jhabla, High-Waisted, Yoked)
- c. Concept of Pattern Layout

4. ADULT BODICE BLOCK

5. ADULT SLEEVE BLOCK

6. STYLE INTERPRETATION OF ANY GIVEN DESIGN

2.7 BASIC COMPUTER EDUCATION-II

1 Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts. (10 periods)

2 Presentation Software: Creating, modifying and enhancing a presentation, Delivering a presentation, Using sound, animation and design templates in presentation.(10 periods)

3 ICT Fundamentals: Basics of Information Communication Technology, Computer Networks and their advantages, Types of Computer Network, Network Topologies, Basics of Transmission Media(8 periods)

4 Internet Advanced Services: Downloading/uploading files using ftp/telnet, Chatting, Video conferencing, Online storage of data on Google and Yahoo, (7 periods)

PRACTICAL

Presentation Software

1. Make a presentation of College Education System using (a) Blank Presentation, (b) From Design Template, and (c) From Auto Content Wizard.
2. Make a presentation on “Wild Life”. Apply various colour schemes, and animation schemes.

Spread Sheet

1. Generation of Electricity Bill, Telephone Bill, Salary Statement of an Employee and Mark Sheet of a student etc.
2. Apply various mathematical, statistical and financial functions on any worksheet.

REFERENCES BOOKS

1. Microsoft Office – Complete Reference – BPB Publication
2. Learn Microsoft Office – Russell A. Stultz – BPB Publication
3. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB