



Syllabus for B.Sc 3rd Semester Scientific Communication Skills: Botany (June 2020 onwards)

Contents:

- Theory Syllabus for Course: Botany SCS Semester-III
- Evaluation and Assessment guidelines.

S.Y. B.Sc. Botany (Semester-III)

Course Title: Scientific Communication Skills (III)

Learning Objectives:

1. To learn the method of listening, reading and to reproduce.
2. To learn to write summary and abstract.
3. To learn to read a simple research paper.

Session 1

(2 lectures)

Introduction

Relevance of Communication Skills, Overview of course -emphasize various aspects of Communication Skills- listening, reading, comprehension, summarization, group discussion, speaking.

Session 2

(2 lectures)

Listening, Reading and Comprehension

Aim is to teach students to write without reproducing all that was said *ad verbatim*.

- a) Talk for 10-15 min by teacher on any topic. students don't take notes. End of 10 min, students given time to write what they recall and understand.
- b) The students read (photocopy provided) for 10 min / 2-3 pages. Then shut pages and write what they recall and understand.
- c) Show film 10-15 min clip, students asked to write what they recalled and understood after the clip.
- d) Random selections of student writings to be read out in class and discussed.

Session 3

(2 lectures)

Comprehension & writing a summary

- a) 10-15 min staff input on how to write a summary / precis.
- b) Groups of 3-4 given a chapter from a book / science article / science magazine / details of a field trip.
- c) Convert the given material into a newspaper article with 25% detail / summarize the material in 25% the length / write a field report in 1 page if given details were 4 pages to read.
- d) Groups of 3-4 with each individual of a group having a different type of material. Individual completes his summary and then exchanges his material with next in group. All in the group separately write 3 different summaries. Then compare with group members each summary. Reach a new consensus summary. Whole class- all groups could be given the same set of 3 articles of 2 different sets of 3 could prepared one set little simpler than the other. Distribution could be based on level of the group.

Session 4

(2 lectures)

Reading a simple research paper

- a) Why read a paper and how to read a paper.
- b) Explain the general format of a paper i.e. introduction, method, results and discussion, conclusion.
- c) What to look for while summarizing a paper / how to select salient features in a paper.

- d) Students given paper / article to read and understand.
- e) Students summarize / pointwise listing of key features.

Session 5

(2 lectures)

Writing an abstract

- a) Staff to explain the structure of an abstract and the points to remember while writing an abstract.
- b) Recognize good and bad abstracts based on the above information -students to be provided with good and bad abstract samples in sets of 3. Groups + individual work in group + sharing of conclusions in group + teacher conducting general discussion on the + and – of each abstract.
- c) Summary made of paper read in the previous session could be converted into an abstract.
- d) Compare and understand the difference between summary and abstract.

Session 6

(2 lectures)

Evaluation & Feedback

- a) Provide a scientific paper and ask for an abstract to be written.
- b) Give article and let the salient features be written in abstract format.
- c) Provide a 3-4 page article from a science magazine and ask for a 1 page news report /popular science article to be written.
- d) Any other approach could be suggested e.g. recognize good and bad abstracts + write a report / news article / abstract.

A questionnaire will have to be prepared and circulated before the start of the evaluation / after they complete the evaluation.

Evaluation and Assessment: SCS (III) course

Evaluation: Total marks per course - 50.

CIA- 20 marks

CIA 2: Written Test / Assignment / Presentation -20 marks

End Semester Examination – 30 marks

St. Xavier's College, Mumbai.
ASSESSMENT OF WRITTEN ASSIGNMENT- TYPE - I

Dept. of Botany; Course Code _____ Date _____ Roll No _____

Name of student: _____ UIDNo _____ Marks _____ / 20

Title of Assignment: _____

Assessment Grid : Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows. In boxes that have more than one set of marks, cancel out the marks that are not applicable and circle the correct marks.

Assessment of Written Assignment: 20 Marks

100%	ASSIGNMENT	80-100% (17-20 Marks)	60-80% (13-16 Marks)	40- 60% (9-12 Marks)	20-40% (5-8 Marks)	0-20% (0-4 Marks)
60 % 12	Content Impression of wide reading (research), good knowledge and comprehensive understanding. Evidence of thoughtful input. Ability to critique, Bibliography mentioned ----- Marks -----	Excellent 12 / 11 / 10	Good 9 / 8	Satisfactory 7 / 6	Poor 5 / 4	Very Poor 3 / 2 / 1
30 % 06	Organization Effective presentation, logical format, clear statement of ideas, relevant details, sequence of information and ideas could be easily followed, references / footnotes / endnotes ----- Marks -----	Effective organization 6	Few problems 5	Many problems 4	Inadequate presentation. Ineffective format, communication of ideas, lack of relevant details – but an attempt 3	No attempt to organize 2
5% 01	Vocabulary ----- Marks -----	Richness of vocabulary 1	Very good range of vocabulary with some errors 1	Good range of vocabulary with some errors 0.5	Small range of vocabulary with errors 0.5	Little of no effort to demonstrate vocabulary knowledge 0
5% 01	Grammar, spellings, mechanics ----- Marks -----	Grammar, spellings punctuations correct 1	Very few errors 1	Some errors 0.5	Many errors 0.5	No effort 0

Comments:

Name and Signature of Faculty _____.

St. Xavier's College, Mumbai.
ASSESSMENT OF WRITTEN ASSIGNMENT- TYPE - II

Dept. of Botany; Course Code _____ Date _____ Roll No _____

Name of student: _____ UIDNo _____ Marks _____ / 20

Title of Assignment: _____

Assessment Grid : Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows. In boxes that have more than one set of marks, cancel out the marks that are not applicable and circle the correct marks.

Assessment of Written Assignment: 20 Marks

100%	ASSIGNMENT	80-100% (17-20 Marks)	60-80% (13-16 Marks)	40- 60% (9-12 Marks)	20-40% (5-8 Marks)	0-20% (0-4 Marks)
50 %	Content Impression of wide reading (research), good knowledge and comprehensive understanding. Evidence of thoughtful input. Ability to critique, Bibliography mentioned ----- Marks -----	Excellent 10 / 9	Good 8 / 7	Satisfactory 6 / 5	Poor 4 / 3	Very Poor 2 / 1
30 %	Organization Effective presentation, logical format, clear statement of ideas, relevant details, sequence of information and ideas could be easily followed, references / footnotes / endnotes ----- Marks -----	Effective organization 6 / 5	Few problems 4	Many problems 3	Inadequate presentation. Ineffective format, communication of ideas, lack of relevant details – but an attempt 2	No attempt to organize 1
10%	Vocabulary ----- Marks -----	Richness of vocabulary 2	Very good range of vocabulary with some errors 1.5	Good range of vocabulary with some errors 1	Small range of vocabulary with errors 1	Little of no effort to demonstrate vocabulary knowledge 0.5
10%	Grammar, spellings, mechanics ----- Marks -----	Grammar, spellings punctuations correct 2	Very few errors 1.5	Some errors 1	Many errors 1	No effort 0.5

Comments:

Name and Signature of Faculty _____.

St. Xavier's College, Mumbai.

ASSESSMENT OF INDIVIDUAL ORAL PRESENTATION -A

Dept. of Botany; Course Code _____ Date _____ Roll No _____

Name of student: _____ UIDNo _____ Marks _____/ 20

Title of oral presentation: _____

Assessment Grid : Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows**Presentation: 30 % (06 marks)**

30%	PRESENTATION	80-100%	60-80%	40- 60%	20-40%	0-20%
10 %	Presentation skills	Varied rate of delivery, Changed pitch for emphasis, No distracting mannerisms ,good eye contact , Confident body language, Connected with audience	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	No speech variation, Distracting mannerisms, no eye contact, dull, and reading from notes/visual aids
2.0	----- Marks -----	2.0	1.5	1.0	1.0	0.5
10 %	Use of Visuals (Efforts to Aid Presentation)	Very good, relevant visuals, good font size/ image size, Appropriate number of words and images per slide, good colour schemes	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	Very poor visuals, visuals did not contribute to the presentation
2.0	----- Marks -----	2.0	1.5	1.0	1.0	0.5
5%	Timing and Pace of Talk	Right length and well paced	Right Length but too slow or too rushed	Long or short <i>and</i> too slow or too rushed	Too long <i>or</i> too short	Had to be stopped <i>or</i> less than 50% of the allocated time
01	----- Marks -----	1.0	0.5	0.5	0	0
5%	Audibility and Comprehensibility	Very clear and very precise	Clear, quite precise	Almost inaudible <i>and</i> difficult to understand	Almost inaudible <i>or</i> very difficult to understand	Inaudible <i>or</i> completely incomprehensible
01	----- Marks -----	1.0	1.0	0.5	0.5	0

Total marks for presentation: _____ out of 06 marks.

Content: 70% (14 Marks)

70%	CONTENT	80-100%	60-80%	40- 60%	20-40%	0-20%
35%	Knowledge and Understanding Innovation Impression of wide reading, good knowledge and complete understanding 07 ----- Marks -----	Excellent 7.0	Good 6.0 / 5.0	Satisfactory 4.0 / 3.0	Poor 2.0	Very Poor 1.0
10%	Structure of Presentation Logical Structure, Clear Introduction, Body and Relevant Conclusion, sequence of information and ideas could be easily followed , Citation of source material 02 ----- Marks -----	Excellent 2.0	Good 2.0	Satisfactory 1.0	Poor 0.5	Very Poor 0.5
5%	Key Points/ Themes Identified Key Points, Kept to the points throughout the presentation- did not wander 01 ----- Marks -----	Excellent 1.0	Good 1.0	Satisfactory 0.5	Poor 0.5	Very Poor 0
10%	Ability to answer Questions Answers accurate and full of confidence 02 ----- Marks -----	Excellent 2.0	Good 1.5	Satisfactory 1.0	Poor 0.5	Very Poor 0
10%	Creation of Interest/ Audience Participation Created interest in the topic 02 ----- Marks -----	Excellent 2.0	Good 1.5	Satisfactory 1.0	Poor 1.0	Very Poor 0.5

Total for content: _____ out of 14; Total marks for oral presentation: _____ out of **20**

Comments:

Name of the Faculty _____.

Signature of the Faculty _____

St. Xavier's College, Mumbai.

ASSESSMENT OF INDIVIDUAL ORAL PRESENTATION -B

Dept. of Botany; Course Code _____ Date _____ Roll No _____

Name of student: _____ UIDNo _____ Marks _____ / 20

Title of oral presentation: _____

Assessment Grid : Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows**Presentation: 40 % (8 marks)**

40%	PRESENTATION	80-100%	60-80%	40- 60%	20-40%	0-20%
15 %	Presentation skills	Varied rate of delivery, Changed pitch for emphasis, No distracting mannerisms ,good eye contact , Confident body language, Connected with audience	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	No speech variation, Distracting mannerisms, no eye contact, dull, and reading from notes/visual aids
03	----- Marks -----	3.0	2.5	2.0	1.5	1.0
15 %	Use of Visuals (Efforts to Aid Presentation)	Very good, relevant visuals, good font size/ image size, Appropriate number of words and images per slide, good colour schemes	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	Very poor visuals, visuals did not contribute to the presentation
03	----- Marks -----	3.0	2.5	2.0	1.5	1.0
5%	Timing and Pace of Talk	Right length and well paced	Right Length but too slow or too rushed	Long or short and too slow or too rushed	Too long or too short	Had to be stopped or less than 50% of the allocated time
01	----- Marks -----	1.0	1.0	0.5	0.5	0
5%	Audibility and Comprehensibility	Very clear and very precise	Clear, quite precise	Almost inaudible and difficult to understand	Almost inaudible or very difficult to understand	Inaudible or completely incomprehensible
01	----- Marks -----	1.0	1.0	0.5	0.5	0

Total marks for presentation: _____ out of 08 marks.

Content: 60% (12 Marks)

60%	CONTENT	80-100%	60-80%	40- 60%	20-40%	0-20%
25%	Knowledge and Understanding Innovation Impression of wide reading, good knowledge and complete understanding ----- Marks -----	Excellent	Good	Satisfactory	Poor	Very Poor
05		5.0	4.0	3.0	2.0	1.0
10%	Structure of Presentation Logical Structure, Clear Introduction, Body and Relevant Conclusion, sequence of information and ideas could be easily followed , Citation of source material ----- Marks -----	Excellent	Good	Satisfactory	Poor	Very Poor
02		2.0	1.5	1.0	0.5	0.5
5%	Key Points/ Themes Identified Key Points, Kept to the points through out the presentation- did not wander. ----- Marks -----	Excellent	Good	Satisfactory	Poor	Very Poor
01		1.0	1.0	0.5	0.5	0
10%	Ability to answer Questions Answers accurate and full of confidence ----- Marks -----	Excellent	Good	Satisfactory	Poor	Very Poor
02		2.0	1.5	1.0	0.5	0
10%	Creation of Interest/ Audience Participation Created interest in the topic. ----- Marks -----	Excellent	Good	Satisfactory	Poor	Very Poor
02		2.0	1.5	1.0	0.5	0

Total for content: _____ out of 12; Total marks for oral presentation: _____ out of **20**

Comments:

Name of the Faculty _____.

Signature of the Faculty _____

St. Xavier's College, Mumbai.

ASSESSMENT OF GROUP ORAL PRESENTATION -TYPE-I

Dept. of Botany; Course Code _____ Date _____

UIDNo _____ Roll No _____ Marks _____/20

Name of student: _____

Title of oral presentation: _____

Assessment Grid : Place one tick or circle appropriate mark in each appropriate row. Overall mark should reflect the positions of ticks/marks in the individual rows.**Individual Assessment: 40 % (08 marks)**

40%	PRESENTATION	80-100%	60-80%	40- 60%	20-40%	0-20%
25 %	Presentation skills Clear enunciation, varied rate of delivery, Changed pitch for emphasis, No distracting mannerisms ,good eye contact , Confident body language, Connection with audience	Excellent	Good	Average	Poor	Very Poor
05	----- Marks -----	5.0	4.0	3.0	2.0	1.0 / 0
15 %	Ability to answer questions Clarity of thought and confidence	Excellent	Good	Satisfactory	Poor	Very Poor
03	----- Marks -----	3.0	2.0	1.0	1.0	0

Total marks for presentation: _____ out of 08 marks. Total for group assessment _____ out of 12 marks;

Comments:

Total marks for oral presentation: _____ out of 20

Name of the Faculty _____.

Signature of the Faculty _____

Group Assessment: 60% i.e. 12 marks

60%	CONTENT	80-100%	60-80%	40- 60%	20-40%	0-20%
40%	Knowledge and Understanding Impression of wide reading, presentation of facts/texts good knowledge understanding and critical assessment	Excellent	Good	Satisfactory	Poor	Very Poor
08	----- Marks -----	8.0 / 7.0	6.0	5.0	4.0 / 3.0	2.0 / 1.0
15%	(Content) Structure of Presentation Logical Structure, Clear Introduction, Body and Relevant Conclusion, sequence of information and ideas could be easily followed , Citation of source material Key Points/ Themes Identified Key Points and sustained Creation of Interest/ Audience Participation	Excellent	Good	Satisfactory	Poor	Very Poor
03	----- Marks -----	3.0	3.0	2.0	1.0	0
5%	Efforts to Aid Presentation Relevant visuals, good font/ image size, appropriate number of words per slide, good color scheme, Timing and pace of talk Right length and pace	Excellent,	Good	Satisfactory	Poor	Very Poor
01	----- Marks -----	1.0	1.0	0.5	0.5	0

Total for group assessment: _____ out of 12 marks;

Comments:

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ASSESSMENT OF GROUP ORAL PRESENTATION -TYPE-II

Dept. of Botany; Course Code _____ Date _____

UIDNo _____ Roll No _____ Marks _____/20

Name of student: _____

Title of oral presentation: _____

Assessment Grid : Place one tick or circle appropriate mark in each appropriate row. Overall mark should reflect the positions of ticks/marks in the individual rows.

Presentation: 30 % (06 marks)

30%	PRESENTATION	80-100%	60-80%	40- 60%	20-40%	0-20%
15 %	Presentation skills Clear enunciation, varied rate of delivery, Changed pitch for emphasis, No distracting mannerisms, good eye contact, Confident body language, Connection with audience	Excellent	Good	Average	Poor	Very Poor
3.0	----- Marks -----	3.0	2.0	1.0	0.5	0.5 / 0
15 %	Ability to answer questions Clarity of thought and confidence	Excellent	Good	Satisfactory	Poor	Very Poor
3.0	----- Marks -----	3.0 / 2.0	2.0	1.0	1.0	0

Total marks for presentation: _____ out of 06 marks. Total for group assessment _____ out of 14 marks;

Comments:

Total marks for oral presentation: _____ out of **20**

Name of the Faculty _____.

Signature of the Faculty _____

Group Assessment: 70% i.e. 14 marks

70%	CONTENT	80-100%	60-80%	40- 60%	20-40%	0-20%
30%	Knowledge and Understanding Impression of wide reading, presentation of facts/texts good knowledge understanding and critical assessment	Excellent	Good	Satisfactory	Poor	Very Poor
06	----- Marks -----	6.0 / 5.0	4.0	3.0	2.0 / 1.0	1.0 / 0
25%	(Content) Structure of Presentation Logical Structure, Clear Introduction, Body and Relevant Conclusion, sequence of information and ideas could be easily followed , Citation of source material Key Points/ Themes Identified Key Points and sustained Creation of Interest/ Audience Participation	Excellent	Good	Satisfactory	Poor	Very Poor
05	----- Marks -----	5.0 / 4.0	4.0 / 3.0	2.0	1.0	0
15%	Efforts to Aid Presentation Relevant visuals, good font/ image size, appropriate number of words per slide, good color scheme, Timing and pace of talk Right length and pace	Excellent,	Good	Satisfactory	Poor	Very Poor
03	----- Marks -----	3.0	3.0	2.0	1.0	0

Total for group assessment: _____ out of 14 marks;

Comments: