



Syllabus for B.Sc 4th Semester Scientific Communication Skills: Botany (June 2020 onwards)

Contents:

- Theory Syllabus for Courses: Botany SCS Semester-IV
- Evaluation and Assessment guidelines.

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

Course Title: Scientific Communication Skills (IV)

Learning Objectives:

1. To understand the types and structure of scientific writing.
2. To understand the method of writing and practice writing.
3. To learn to write a paper or article incorporating all necessary components properly.

Number of Sessions: 06

Session 1

(2 lectures)

Recap of Semester III & Types and structure of scientific writings

- a) Explain the various types of scientific writing: Papers, Reviews Short communications, articles for newspapers, popular science writing, chapters in a text book etc.
- b) Discuss in detail the structure of a science paper using different journals in your subject.
- c) Exercise: students to be given papers to work on in groups. The students are asked to (i) list what all points are included in introduction and in discussion; (ii) Extract relevant method and tabulate it / determine the underlying principle. Preferably select papers of a more descriptive nature specially in the physical sciences and chemistry.

Session 2

(2 lectures)

Writing: the 'how to' of writing.

- a) Teacher input on the rules for: text, figures, tables, graphs etc. for e.g. punctuation, location legends, details...
- b) How to write a title? How to write an introduction? Ex- give photocopies of results. Ask students to (i) formulate title of paper and (ii) prepare an introduction i.e. list the points they would like to cover in the introduction.
- c) How to write a bibliography? Teacher input regarding different styles and of reference writing and variations for books, journals etc. Ex. Ask students to write names of 5 text books / reference books they normally use as if they were writing for the bibliography of their paper. Get 4-5 science magazines, let them pick an article in each and write it as a reference.
- d) How to gather information? (i) Literature survey from magazines, journals (letters / short communication / abstracts / articles / reviews), (ii) What are good journals/ authentic sites? (iii) search engines. Ex- As homework, give a topic (may be their assignment topic), students collect information----- number of references in each of the following categories: Books, Papers, Reviews...

Session 3

(2 lectures)

Writing

- a) 10-15 minute staff input on how to write a paper / article.
- b) Groups of 3-4 given papers maybe in study pack / asked to get papers in previous session and asked to read them.

- c) Create a new paper using a reference papers provided / collected for their project etc. (i) start with creating a title. (ii) write an introduction of 2 pages ...1 hour; (iii) groups present at 2 minutes / group30 minutes.
- d) Writing the result- teacher provides data / student project data.
- e) Home work- students complete paper and mail to teacher.

Session 4

(2 lectures)

Writing a simple research paper / article & presentation

- a) Teacher to discuss the plus and minus of all the submitted papers.
- b) Students revise papers keeping in mind the suggestions of the teacher.
- c) Teacher explains how to make a PowerPoint of the paper. (how many slides / what to write on ppt / what to say verbally, time per slide..)
- d) Keep a session with expert on how to make graphs.
- e) Students may start to design their slides, pointwise on paper.

Session 5

(2 lectures)

PPT Presentation

- a) Practice presentations by 4-5 students, randomly selected; evaluation and discussion of positive and negative aspects.

Session 6

(2 lectures)

Evaluation and Feedback

- a) A 5 minute presentation by each pair- 2.5 minute per person. Who will present 1st and who 2nd to be told just before they go up to present. 2 minutes to be given for questions and 2 minutes for change over. Therefore about 10 students per lecture.
A questionnaire will have to be prepared and circulated before the start of the evaluation / after they complete the evaluation.

Evaluation and Assessment: SCS (IV) 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 <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	1.0	0.5	0.5	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 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 ----- Marks -----	Excellent	Good	Average	Poor	Very Poor
05		5.0	4.0	3.0	2.0	1.0 / 0
15 %	Ability to answer questions Clarity of thought and confidence ----- Marks -----	Excellent	Good	Satisfactory	Poor	Very Poor
03		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:

St. Xavier's College, Mumbai.

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: