

**COMMUNICATION SKILLS**  
**BE 1<sup>st</sup> SEMESTER (ME/IT/EE/AE)**  
**BE 2<sup>nd</sup> SEMESTER (EC/CE/ CIVIL)**  
**SUB CODE: CC108**

**Teaching Scheme (Credits and Hours)**

Teaching scheme				Total Credit	Evaluation Scheme					
L	T	P	Total		Theory		Mid Sem Exam	CIA	Pract.	Total
Hrs	Hrs	Hrs	Hrs		Hrs	Marks	Marks	Marks	Marks	Marks
02	00	02	04	03	03	70	30	20	30	150

**LEARNING OBJECTIVES:**

- To enhance learners communication skills in both social and professional contexts.
- To sensitize students to their communicative behavior by allowing the learners, understand the basics and the importance of Technical Communication.
- To equip learners with the professional skills by giving training in writing various tasks like letters, technical reports and e-mails etc.

**OUTLINE OF THE COURSE:**

No	Topic
1.	Introduction to Communication
2.	The Fundamentals of Communication
3.	Grammar and Vocabulary
4.	Listening Skills
5.	Speaking Skills
6.	Reading Skills
7.	Letter Writing
8.	Technical Report Writing
9.	Presentation Skills
10.	Computer Assisted Language Learning

**Total Hours (Theory) : 30, Total Hours (Practical) : 30, Total Hours : 60**

**DETAILED SYLLABUS OF COMMUNICATION SKILLS:**

No	Topics	Lect ures	Weightage
01	<b>Introduction to Communication:</b> Need for effective communication, Functions of Communication and Induction to the students	02	05%
02	<b>The Fundamentals of Communication:</b> Communication Cycle, Levels of communication; Flow of communication; Communication networks; General and Technical Communication.	02	07%
03	<b>Barriers to Effective Communication:</b> Miscommunication; Noise; Types of barriers; Communication across Culture, case Studies and Overcoming measures.	02	07%
04	<b>Non-verbal Communication and Body Language:</b> Forms of Non-verbal communication; Kinesics; Proxemics; Chronemics and Effective use of body language.	02	07%
05	<b>Presentation Skills:</b> 4Ps (Planning, Preparation, Practice, Presentation), Outlining; Effective use of A/V aids and Modes of Delivery	02	05%
06	<b>Listening Skills:</b> Hearing Vs listening, process of listening, types, Barriers to Listening, Qualities of a Good Listener and Active Vs Passive Listening	01	05%
07	<b>Telephone Skills :</b> Telephonic Communication: Do's and Don'ts	01	05%
08	<b>Speaking Skills:</b> Introducing yourself, Describing a person, place, situation and event, Giving instruction, Making inquiries – at a bank, post-office, air-port, hospital, reservation counter and role play	02	07%
09	<b>Writing Skills:</b> Basics of Writing, Paragraph Writing, Precise Writing, Memos, Advertisements, Paraphrasing and Summarizing.	02	10%
10	<b>Letter Writing:</b> Informal Letter,(Formal)Business Letters: Essential and Occasional Parts of a letter, layout, Characteristic and Letter of Inquiry, Complaint and Adjustments, orders and replies of it	03	10%
11	<b>Report Writing:</b> Format ,Structure and Types, Technical Reports, Description and Proposal	03	10%

12	<b>Reading Skills:</b> Skimming and Scanning, Intensive and Extensive Reading, Poor habits of reading and The SQ3R Method	02	05%
13	<b>Study Skills:</b> Taking/making notes from reference Materials, Comprehending and Describing- Graphs and charts	02	05%
14	<b>Grammar and Vocabulary:</b> Tenses, Determiners, prepositions, conjunctions, Model Auxiliaries, concord, active and passive voice, Homonyms, Homophones, Acronyms (general abbreviations).	02	07%
15	<b>Computer Assisted Language Learning:</b> Effective e-mail messages and power-point presentation.	02	05%

#### **INSTRUCTIONAL METHOD AND PEDAGOGY (Continuous Internal Assessment (CIA) Scheme)**

- Lecture and practical Session are conducted in the Class room and language lab respectively.
- Classroom Teaching is facilitated by Interaction, Multi-media Projector and Communicative Activities.
- A work book containing exercise based on the syllabus, together with writing Activities and exercises on Grammar and Vocabulary which carries 20 marks.
- One internal exam of 30 marks is conducted as a part of internal theory evaluation.
- The course includes a Lab, where students have to participate in Interpersonal Activities such as Role plays, simulations, presentations etc. It carries 10 marks Weightage.
- Viva Voce /practical exam will be conducted at the end of the semester of 20 Marks.

#### **STUDENTS LEARNING OUTCOME:**

At the end of the course

- Listening to oral instructions in order to perform a given task.(The skills of Listening will be taught and tested through specially prepared materials)
- The skills of Speaking will be developed conducting various communicative Activities- Role play, conversations, extempore etc.
- The Reading Skills will be enhanced through comprehending and unseen texts.
- The skills of Writing will be developed and assessed on Text based writing.

#### **REFERENCE BOOKS/TEXT BOOK:**

1. Muralikrishna C., Sunita Mishra "Communication Skills for Engineers" 2<sup>nd</sup> edition, Pearson, New Delhi 2010
2. Vyas Manish A., Yogesh L. Patel, "Tasks for the English Classroom", MacMillan, New Delhi, 2012.
3. Achar Deeptha, Charul Jian and et al, English for Academic Purposes,Book-1&2 University Granthnirman Board, Gujarat, 2011
4. Michael vince, 'Advanced Language Practice', Macmillan Education, oxford,2003
5. Eisenbach Iris, "English for Materials Science and Engineering", Springer Fachmedien Wiesbaden GmbH 2011
6. Loughed Lin, "Business Correspondence: A Guide to Everyday Writing", Longman, Pearson Education, Inc,2003

#### **LIST OF PRACTICALS IN COMMUNICATION SKILLS**

No.	Topic
01	Competency Test: Computer based Test
02	Interpersonal Communication: Ice breakers, Jumble story
03	Listening Skill: Practice
04	Reading Skill: Practice and Test
05	Functional Grammar Practice and Test
06	Speaking Practice: Role Play and Communicative Activities
07	Letter writing: Practice and Test
08	Technical Report writing
09	E-mail Writing
10	Presentation Practice