FACULTY OF ENGINEERING AND TECHNOLOGY
First Year Bachelor of Technology
In Effect from Academic Year 2018-19

Subject Code: 1ET1000111	Subject Title: COMMUNICATION SKILLS
Pre-requisite Subject	-

Course Objective:
To enable the students to acquire the knowledge of the elements of language in order to comprehend oral and written form of language. To be able to communicate formally and informally in English through practice. To make the students competent in four fundamental skills – LSRW required for effective personal and professional communication.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
				Theory		Practical		Total
Lecture	Tutorial	Practical	Credit	University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
1	-	2	2	70	30	-	20	120

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1.	**Fundamentals of Communication** Introduction to English language and role of it in communication Process of communication and importance of communication in technical field. Verbal and non-verbal Communication Barriers to Communication	3	20
2.	**Listening & Reading Skills** Listening as the first step to learn a language Types of listening and role of Active Listener Use of paralanguage for effective reading Techniques of Reading comprehension	3	20
3.	**Presentation skill and its Strategies** How to prepare presentation Prerequisites for effective presentation delivery Use of audio-visual aids in Presentation	2	15
4.	**Technical writing** Essentials of writing Layout of technical and business documents Job Application Business letters: Inquiry, Quotation, Placing of an order, Complain Email etiquettes	5	25
5.	**English language through literature** Engine Trouble by R. K. Narayan The Road Not taken by Robert Frost Where the mind is without fear by Rabindranath Tagore	3	20

Course Outcome:
Students should be able to

- Know the fundamentals of communication and its importance in technical field.
- Get exposure to various forms of personal and professional communication.

- Apply correct grammar and appropriate vocabulary in day to day situations.
- Get competence in four skills - LSRW through extensive language practice in Language Lab.
- Well-equip themselves with phonetic competence, comprehension skill, presentation skill.
- Write various technical drafts in a proper layout.
- To create literature sensibility and learn life skills through it.

List of References:

1. *Technical Communication –principles and practice* by Meenakshi Raman &Sangeeta Sharma, Oxford university press
2. *Business Correspondence and Report writing* by R. C. Sharma & Krishna Mohan, TMH publication
3. *Effective Technical Communication* by M Ashraf Rizvi (TMH publication)
4. *A Communicative Grammar of English* by Geoffrey Leech and Jan Svartvik (Pearson Longman)
5. *An Intermediate English Grammar* by Raymond Murphy, Cambridge University
6. *Everyday Dialogues in English* by Robert J. Dixson, Prentice Hall of India Pvt. Ltd., New Delhi, 2007
   Better English pronunciation by J. D. O' Connor, Cambridge university press

Sr. No.	List of Activities
1.	**Communicative English grammar practice** • Tenses, Modal auxiliaries, Prepositions • Parts of speech • Vocabulary
2.	**Listening Practice**: audio & video dialogues
3.	**Presentation** • About myself • Seminar on technical topics • Group discussion on burning issues
4.	**Reading** • Reading comprehension exercises. • Writing of comprehended ideas from Newspaper article cutting. • Skimming & scanning exercise through newspaper, magazine, technical text etc.
5.	**Writing** • Drafting of varied business drafting, Reports • technical object description, • Movie review • Completion of story • Book Review

Language Laboratory Activities: