Subject Code: 1ET4000201	**Subject Title: Communication Skills in English-II**
Pre-Requisite	

RATIONALE:

Developing Communication Skills in English language can help many aspects of life, from professional/technical career to social rapport or personal life. In today's hectic world, everyone rely heavily on sharing information, resulting in greater emphasis being placed on having good communication skills. Good verbal and written communication skills are essential in order to deliver and understand information quickly and accurately. Being able to communicate effectively is a vital life skill.

Communication can be defined as the process of understanding and sharing meaning. To communicate well is to understand, and be understood. The main key elements of all communication is following:

- **Verbal Communication** – e.g. your voice, tone, pronunciation, choice of words
- **Visual Communication** - e.g. images, graphs, maps, infographics
- **Non-verbal Communication** - e.g. body language, eye contact, gestures
- **Written Communication** – e.g. books, websites, emails

Communication skills is by and large the essential and most demanding professional and personal skill in today's world. It valued at work place, in demand in business everywhere, helps in career progression, makes better rapport with clients and customers and enhances one's professional and personal image. The current course focusses on essential language skills with required fundamental grammar, comprehension skills and tries to apply the listening, speaking, reading and writing skills for the students.

COURSE OBJECTIVE:

1. To enable students to acquire knowledge and application of elements of English language in order to comprehend oral and written form of language.
2. To enable students to communicate forrmally and informally through practice and revision.
3. To make students confident and competent in four fundamental skills of language - LSRW (Listening-Speaking-Reading- Writing) required for effective personal and professional communication

TEACHING AND EVALUATION SCHEME:

Teaching Scheme (Hours per week)				**Evaluation Scheme (Marks)**				Total (Marks)
Lecture	Tutorial	Practical	Credit	Theory		Practical		
				University Assessment	Continuous Assessment	University Assessment	Continuous assessment	
2	1	-	3	60	40	-	50	150

DETAILS OF COURSE CONTENTS:

SR. NO	TOPIC	TOTAL HOURS	WEIGHTAGE
1	The Passive Voice (Grammar)	4	12
2	Prepositions (Grammar)	4	10
3	Connectors (Grammar)	4	12
4	My Lost Dollar/Stephen Leacock (Short Story)	3	12
5	A Snake in the Grass/R. K. Narayan (Short Story)	3	12
6	A Day's Wait/Ernest Hemingway (Short Story)	3	12
7	Letter Writing	4	10
8	Presentation Skills	3	20

COURSE OUTCOME:

The students will be able to:

1. Learn the fundamentals of communication skills and its significance in the technical field.
2. Get exposure to various forms of Personal and Professional Communication.
3. Learn basic grammatical fundamentals and syntax of English language and confidently apply them in their regular communication.
4. Write technical drafts in proper layout and context.

LIST OF REFERENCES:

1. An Intermediate English Grammar by Raymond Murphy, Cambridge University Press
2. Advanced English Grammar by Martin Hewings, Cambridge University Press
3. Business Correspondence and Report Writing by R. C. Sharma & Krishna Mohan, McGraw Hill Education
4. English Conversation Practice by Grant Taylor, Tata Mcgraw Hil.
5. English Vocabulary in Use by Stuart Redman, Cambridge University Press