

Subject Code : 2CS1010204	Subject Title: Communication Skills-II
Pre-requisite:	Basic knowledge of English Grammar

Course Objective:

- To improve learning techniques for effective reading and technical writing.
- To enhance verbal and written communication skills.
- To augment skills for interviews, group communication and effective presentation.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture	Tutorial	Practical	Credit	Theory		Practical		Total
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
2	-	2	3	70	30	30	20	150

Subject Contents			
Sr. No	Topics	Total Hours	Weight (%)
1	Basics of Technical Communication: Basics of Communication, Purpose, Audience, Cross-Cultural Communication, Modes of Communication, Verbal and non-verbal communication, Communication Networks. Use of Visual Aids in Technical Communication. Effective Speaking and Conversation: Introduction, Paralinguistic Features, Types of Speaking: Persuasive Speaking, Public Speaking, Conversations, Telephonic Conversations and Etiquette, Dialogue Writing.	7	25
2	Effective Presentation Strategies, Interviews and Group Communication: Introduction, Planning, Outlining and Structuring, Nuances of Delivery, Controlling Nervousness and Stage Fright, Visual Aids in Presentations, Objectives of Interviews, Types of Interviews, Job Interviews, Media Interviews, Press Conferences Forms of Group Communication, Use of Body Language, Discussions, Group Discussions, Organizational GD, GD as Part of Selection Process, Meetings, Conferences Technical Writing, Words, Phrases, and Sentences: Introduction, Audience Recognition/Analysis, Language, Elements of Style, Techniques for Good Technical Writing, Referencing and Styling, Right Words and Phrases, Sentences.	7	25
3	Letters and Memos: Introduction, Letter Writing, Business Letters, Memos, Minutes of meeting Reports: Introduction, Characteristics of a Report, Categories of Reports, Formats, Prewriting, Structure of Reports, Types of Reports, Writing the Report	7	25
4	Introduction to Modern Communication Media: Introduction, Technology Based Communication Tools, Positive Impact of Technology-enabled Communication, Negative Impact of Technology-enabled communication, Selection of Appropriate Technology, Effectiveness in Technology based Communication.	7	25

Course Outcome:

At the end of this course, the student would be able to

- Understand various types of communication
- Build good body language and communication skills while making presentations in a classroom, or boardroom.
- Equip in writing letters, technical reports etc.

List of References:

1. Meenakshi Raman & Sangeeta Sharma, "Technical Communication – Principles and Practice", 2nd Edition, Oxford University Press, 2011.
2. Herta A Murphy, Herbert W. Hilderbrandt, Jane P Thomas, "Effective Business Communication", 7th Edition, Tata McGraw Hill Publication.
3. Ashraf Rizvi, "Effective Technical Communication", TMGH Publication.
4. Huckins Thomas, "Technical Writing and Professional Communication", TMGH Publication.

List of Experiments:

Note: The experiment list provided beneath is for reference only. The course teacher may change/formulate it as per his/her methodology and requirement.

1. Listening audio and video dialogues of any motivational & Technical videos in English.
2. Seminar and Presentation of technical topics.
3. Group Discussion sessions suggested by faculty.
4. Reading comprehension exercise through Newspaper articles or technical text
5. Technical writing like Resume, Application for Job, e-mail etc.
6. Group Discussion Sessions.
7. Mock Interviews.