

Branch Name:	COMPUTER ENGINEERING / INFORMATION TECHNOLOGY / ARTIFICIAL INTELLIGENCE AND DATA SCIENCE / INFORMATION AND COMMUNICATION TECHNOLOGY / MECHANICAL ENGINEERING / CIVIL ENGINEERING/ ELECTRICAL ENGINEERING
Program Code:	ET103 / ET105 / ET108/ET107 / ET101 / ET106 / ET109
Course Name:	Communication Skill
Course Code:	2ET1000105T
Pre-requisite Course:	Proficiency in gathering and using evidence to study and understand communication processes and consequences (including asking questions and systematically attempting to answer them, understanding the value and limitations of the communication)

Course Objectives:

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.

Course Outcome:

Students should be able to...

- **CO1** - Know the fundamentals of communication and its importance in the technical field and get exposure to various forms of personal and professional communication.
- **CO2** - Apply correct grammar and appropriate vocabulary in day-to-day situations.
- **CO3** - Get competence in four skills - LSRW through extensive language practice in Language Lab.
- **CO4** - Well-equip themselves with comprehension skills and presentation skills.

Teaching and Examination Scheme:

Credit	Teaching Scheme Hours per week				Evaluation Scheme (Marks)								
					Theory (Marks)				Practical (Marks)				Total (Marks)
	L	T	P	Total	SEE		CCA		SEE		CCA		
					Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	
2	2	-	-	2	24	60	16	40	-	-	-	-	100

Subject Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Fundamentals of Communication: Process of communication, Verbal and non-verbal Communication, Kinesics, Proxemics, Paralanguage, Barriers to Communication.	6	20
2	Listening Skill: Types of listening, Difference between Listening & Hearing, Role of Active Listener.	4	10
3	Reading Skill: Purpose of Reading, Techniques of Reading comprehension, Difference between Skimming & Scanning.	4	10
4	Presentation skill and its Strategies: How to prepare presentation, Prerequisites for effective presentation delivery Use of audio-visual aids in Presentation.	4	10
5	Technical writing: Memo Writing, Agenda & Minutes of Meeting Writing, Technical Report Writing, Resume/CV Writing, Business letters: Inquiry, Quotation, placing of an order, Complain, Cover letter., Email etiquettes.	8	25

6	Speaking Skill: Group Discussion, Public Speaking/Storytelling, Interview Skill	4	15
7	Language through Literature: The Aim Was Song-Robert Frost, Delhi is not far-Ruskin Bond	3	10

Text Books:

1. Communication in Organizations, Dalmar Fisher, Jaico Publishing House, Edition 2nd.
2. Communication Skills, Meenakshi Raman & Sangeeta Sharma, Oxford University Press, 1st Edition
3. Mastering Communication, Nicky Stanton, Palgrave Master Series, 3rd Edition.

Reference Books:

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. Dixon, Prentice Hall of India Pvt. Ltd., New Delhi, 2007
Better English pronunciation by J. D. O' Connor, Cambridge university press

List of Open-Source Software/learning website:

1. www.youtube.com/watch?v=A3DaUT1ixpg&list=PL9RcWoqXmzaLt7FMmdDK8SoM5X63cPytf
2. https://www.youtube.com/watch?v=NM53k7x_jjk
3. <https://www.youtube.com/watch?v=savwVzZh5go>
4. https://www.youtube.com/watch?v=WY_9cqDrHYc
5. <https://www.youtube.com/watch?v=EW4dEzfBst0>

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Define and discuss dynamics of Verbal and Non-Verbal aspects of Communication	1 Remembering 2 Understanding
CLO2	Define the Role and responsibility of listener and audience	2 Understanding
CLO3	Develop accurate pronunciation and understand the meaning	2 Understanding
CLO4	Students will inculcate effective listening and reading skills and be equipped to express ideas ethically	3 Applying 2 Understanding
CLO5	Write various formal documents of technical and professional communication	3 Applying 4 Analyze 5 Evaluate
CLO6	Communicate through result-oriented writing both within and outside the organization	2 Understanding 3 Applying 4 Analyze 5 Evaluate

Mapping of CLOs with POs & PSOs

Course Learning Outcomes	Program Outcomes (POs)												Program Specific Outcomes(PSOs)			
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3	PSO4
CLO1	H			H	M		L									
CLO2			H	M		L	M									
CLO3		L	M		L		M									
CLO4		M		H		L	H									
CLO5			M	H		H	L									
CLO6		H			M	M										

H: High, M: Medium, L: Low