

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme		Bachelor of Technology			Branch/Spec.		ALL		
Semester		I / II			Version		2.0.0.0		
Effective from Academic Year			2018-19		Effective for the batch Admitted in			July 2018	
Subject code		2HS101	Subject Name		Communication Skills				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	02	00	01	00	03	Theory	40	60	100
Hours	02	00	02	00	04	Practical	30	20	050
Pre-requisites:									
Basic acquaintance with English Language and English Grammar									
Learning Outcome:									
On successful completion of the course, the students will be able to:									
<ul style="list-style-type: none"> • understand the basics of communication and its significance in the career as engineer. • comprehend and express any idea/thought in an effective manner using the four basic communication skills: Listening, Reading, Speaking, Writing (LSRW). • make effective presentation, face job interview and participate in group communication fruitfully. • handle various professional communication situations more impressively and effectively. 									
Theory syllabus									
Unit	Content								Hrs
1.	Basics of Communication Definition, Principles, Process, Functions, Methods and Barriers to communication with remedies								04
2.	Vocabulary and Verbal Ability Parts of Speech, Verb Forms, Collocations, Words often Confused, One Word Substitutes, Word Analogies, Para jumbles, Verbal Ability for competitive exams, Practice Exercises for Vocabulary and Verbal Ability								04
3.	Receptive Language Skills: Listening & Reading Listening Skill: Significance of listening comprehension for engineers, definition, process and pre-requisites of effective listening, hearing vs listening, modes of listening, traits of a sharp listener, Practice of Listening Comprehension Reading Skill: Significance of reading comprehension for engineers, definition, types and purposes of reading, useful strategies for effective reading comprehension, Practice of Reading Comprehension								06
4.	Productive Language Skill - I: Speaking Presentation Skills: Significance of presentation skills for engineers, definition and components, brainstorming and steps to prepare effective presentation, Boredom factors and its avoidance, Practice of Oral Presentation Group Discussion and Debate: Definition and significance of group discussion, pre-requisites, objectives and characteristics of group discussion, group discussion in organization and group discussion as a part of selection process, Practice of Group Discussion Job Interviews: Definition, significance, purpose and types of interviews, types of job interview, stages of job interview, process of job interview, success and failure factors in job interview, Practice through Mock Interview								08
5.	Productive Language Skill - II: Writing Informal vs. formal writing, significance of written communication ability for success in professional career, features of effective written communication (7 Cs), features that make								08

	<p>writing effective (appearance and language)</p> <p>Formal Writing:</p> <p>(A) Official and Business Letters: significance, characteristics, layout, letter to various authorities, making inquiry, inviting quotation, lodging complaint, offering adjustment, sales promotion, Practice of preparing drafts of different types of letters</p> <p>(B) Advertisement and Press Release: significance, types, lay-out, Practice of preparing various drafts of advertisements and press-release</p> <p>(C) Resume: description, layout, dos and don'ts, Practice of Resume writing</p> <p>(D) Notice and e-mail: Significance, Layout, Practice of drafting Notice and e-mails</p>	
Total Hours		30
Practical content		
The Practicals will be in the form of Tutorials which will be designed with explanation and practice exercises.		
Text Books		
1.	Meenaksi Raman & Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford University Press	
Reference Books		
1.	M Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill Education	
2.	V. K. Jain & Omprakash Biyani, Business Communication, S. Chand & Company	
3.	Raymond Murphy, Essential English Grammar: A Self-study Reference and Practice Book for Elementary Students of English with Answer, Cambridge University Press	
4.	AndreaJ. Rutherford, Basic Communication Skills for Technology, Pearson Education Asia	
5.	Cambridge 1 to 12, Cambridge University Press	