

<b>GANPAT UNIVERSITY</b>									
<b>FACULTY OF ENGINEERING &amp; TECHNOLOGY</b>									
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
<b>Pre-requisites:</b>									
Basic acquaintance with English Language and English Grammar									
<b>Learning Outcome:</b>									
On successful completion of the course, the students will be able to:									
<ul style="list-style-type: none"> <li>• understand the basics of communication and its significance in the career as engineer.</li> <li>• comprehend and express any idea/thought in an effective manner using the four basic communication skills: Listening, Reading, Speaking, Writing (LSRW).</li> <li>• make effective presentation, face job interview and participate in group communication fruitfully.</li> <li>• handle various professional communication situations more impressively and effectively.</li> </ul>									
<b>Theory syllabus</b>									
Unit	Content								Hrs
1.	<b>Basics of Communication</b> Definition, Principles, Process, Functions, Methods and Barriers to communication with remedies								04
2.	<b>Vocabulary and Verbal Ability</b> 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.	<b>Receptive Language Skills: Listening &amp; Reading</b> <b>Listening Skill:</b> 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 <b>Reading Skill:</b> Significance of reading comprehension for engineers, definition, types and purposes of reading, useful strategies for effective reading comprehension, Practice of Reading Comprehension								06
4.	<b>Productive Language Skill - I: Speaking</b> <b>Presentation Skills:</b> 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 <b>Group Discussion and Debate:</b> 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 <b>Job Interviews:</b> 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.	<b>Productive Language Skill - II: Writing</b> 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

	writing effective (appearance and language) <b>Formal Writing:</b> <b>(A) Official and Business Letters:</b> 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 <b>(B) Advertisement and Press Release:</b> significance, types, lay-out, Practice of preparing various drafts of advertisements and press-release <b>(C) Resume:</b> description, layout, dos and don'ts, Practice of Resume writing <b>(D) Notice and e-mail:</b> Significance, Layout, Practice of drafting Notice and e-mails	
Total Hours		<b>30</b>
<b>Practical content</b>		
The Practicals will be in the form of Tutorials which will be designed with explanation and practice exercises.		
<b>Text Books</b>		
1.	Meenaksi Raman & Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford University Press	
<b>Reference Books</b>		
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	