

1. **Course Title: Professional Communication**    **Subject Code: THU-101(B.Tech)**

2. **Contact Hours: 30**

L:

T:

P:

3. **Semester: I**

4. **Mode of Examination: Written**

5. **Course Outcomes:** After completion of the course students will be able to:

CO1. Comprehend grammatical rules so that it is easier for them to converse and write in correct English.

CO2. Enhance their speaking skills through improvement in their vocabulary.

CO3. Develop an understanding of effective nonverbal expressions and speaking skills which will instill in them the confidence of a good speaker.

CO4. Demonstrate advanced interpersonal communication, business etiquette and relationship building skills

CO5. Use the skills and knowledge of communication in their professional life and in career building exercise.

### Detailed Syllabus

S.No	CONTENTS	Practical	Contact Hrs
	<b>UNIT I</b> <b>Functional grammar</b> 1) Parts of speech 2) Different verb forms 3) Identification of tenses 4) Formation of sentences using different form of tenses 5) Usage of parts of speech 6) Spotting errors 7) Concord : agreement of verb- with subject , with tense	1) Usage of parts of speech in describing events, places and introducing self. 2) Quiz related to verb forms 3) Relating anecdotes in different tenses 4) Urge students to converse using different parts of speech 5) Practice with students how to spot grammatical errors 6) Practice exercises to be done. Teaching to identify the errors. 7) Language lab activities	10
	<b>UNIT II</b> <b>Vocabulary building</b> 1) One word substitution 2) Synonyms 3) Antonyms 4) Homonyms 5) Avoiding Indianism in usage of English language	1) Exercises to use words in sentences. 2) Rigorous sessions on vocabulary building in language lab. 3) Play method of pointing commonly made errors by speaking English. Teach through common mistake example: like „do the needful“, „pindrop silence“, „waiting on the gate“ etc	4
	<b>Unit – III</b> <b>Communication</b> 1) Introduction to communication : Non verbal aspects 2) Etiquettes of telephone conversation. 3) Role play: Mock Sessions	1) Teaching with the help of videos how to use kinesics, proxemics, tone , pitch, pace ,accent , modulation of voice and appearance and other facial parts to show a positive body language. <b>2) Role play:</b> I. Identify the situation II. Set up a scenario in enough detail for it to feel "real." III. Assign roles IV. Act out the scenario. V. Discuss what students have learnt.	6
	<b>Unit – IV</b> <b>Effective handling of issues</b> 1) Use of concept of small talks 2) Giving and receiving feedback 3) Handling complaints effectively	V1) Involve the students in small talk on weather, health, appreciation of a film, introducing themselves. VII) Show some videos on small talk. VIII) Lang lab: activity on how to make a conversation.	4

	<b>Unit – V- Written Communication:</b>	1) Hold a meeting on any issue in the class and	<b>6</b>
	<b><i>Written communication</i></b> 1) Memo writing 2) Notice/ Report writing 3) Agenda, minutes of the meeting	give each student the task of preparing a notice and the agenda of the meeting. Let one group prepare the minutes of the meeting. 2) This could also be given as class work assignment	
		<b>Total</b>	<b>30 Hours</b>

#### **Reference Books:**

- Professional communication by Rajhans Gupta- Pragati Prakashan
- Professional communication by R.P. Singh –Oxford
- Business communication by M.K. Sehgal and Vandana Khetrapal-excel books
- Basic technical communication by Malti Agarwal- Krishna Educational
- English in easy by Chetan Anand Singh- B.S.C Publication
- Thesaurus- Oxford publication
- Pronunciation book on linguistics-oxford publication
- English pronouncing dictionary by Daniel Jones-Cambridge university press

**1. Course Title: Advanced Professional Communication**

**Subject Code: THU-201-(B.Tech)**

**2. Contact Hours: 30 hours**

**L:** 1

**T:** 0

**P:** 1

**3. Semester: II**

**4. Mode of Examination: Written**

**5. Course Outcomes: After completion of the course students will be able to:**

CO1. Understand and correctly apply rules of grammar for enhancing intrapersonal and interpersonal skills.

CO2. Demonstrate develop clear thinking, coherence in writing and apply unity in writing.

CO3. Use correct vocabulary in their spoken and written English.

CO4. Evaluate and assess the speaking patterns of self and others to excel in interviews and extemporaneous speaking.

CO5. Understand the importance of effective use of written, oral and digital communication modes geared to a range of business audiences.

**Advanced Professional Communication THU-201**

	<b>CONTENTS</b>	<b>Practical work</b>	<b>Contact Hrs</b>
	<b>Unit – I</b> <b><i>Writing Skills</i></b> 1)Précis writing: Do's and Don'ts: 2)Paragraph Writing –Descriptive, Imaginative, Analytical and informative 3)Essay writing(300 words)	1) Exercise to be given to instill in the students the précis skills. 2) Making it mandatory for students to read good easy books, autobiographies, newspaper	<b>6</b>
	<b>Unit II</b> <b><i>Advanced vocabulary</i></b> 1) Idioms and phrases 2) Phrasal verbs. 3) Technical words(jargons)	1. Comprehension activities	<b>3</b>

	<p><b>Unit III</b> <b><i>Soft skills</i></b></p> <ol style="list-style-type: none"> <li>1) Interviews- definition, purpose, preparation ,types, do's and don'ts simulation exercise</li> <li>2) Extempore speaking: simulation exercises</li> <li>3) Art of conversation in formal settings: simulation exercises</li> <li>4) JAM session: simulation exercise Group discussion: dos and don'ts, simulation exercise</li> </ol>	<ol style="list-style-type: none"> <li>1) Mock interview sessions to be conducted as part of practical exercise. Giving students the feedback of their limitations.</li> <li>2) Showing some good videos on interview, available on net.</li> <li>3) Making all students to deliver a talk of their choice. This must be done as a surprise class task, to assess the speakers' ability to speak. Corrections to be done without discouraging the speakers.</li> <li>4) Group discussion sessions must be done regularly. Urge each student to give his/her opinions on the subject being discussed. Let there be peer evaluation of the performance. A lot marks at the end of each GD Session. This will encourage the students to speak.</li> <li>4) Hold JAM competition at class level , Reward the good speakers and organize</li> </ol>	<p><b>7</b></p>
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		Inter-departmental sessions to encourage maximum participation. Every student must be encouraged to speak in JAM.	
	<b>Unit IV</b> <b>Technical writing- I</b> <ol style="list-style-type: none"> <li>1) Technical Report writing(Project report, feasibility report, research report)</li> <li>2) Research paper writing(format, RM)</li> <li>3) Technical Proposal writing(format, structure, types)</li> </ol>	1) Show the students some samples of technical reports and teach briefly research methodology.	<b>8</b>
	<b>Unit V</b> <b>Technical writing II</b> <ol style="list-style-type: none"> <li>1) Principles of business correspondence</li> <li>2) Drafting CVs , job application.</li> <li>3) Presentation skills.</li> </ol>	1.Improving drafting skills	<b>6</b>
	<b>Total</b>		<b>30 Hours</b>

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