

**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**  
**Four Years B.E. Course**

Scheme of Examination B.E. First year ( All Branches of Engineering)

**First Semester**

Sub Code	Subjects	Workload in hrs			Credits	Marks					Minimum Passing Marks	
		L	T/A	P		Theory		Practical		Total		
						Internal	Uni	Internal	Uni		Theory	Practical
BSE1-1T	Mathematics-I	3	1	-	4	30	70	-	-	100	45	-
BSE1-2T	Applied Physics	3	2	-	4	30	70	-	-	100	45	-
BSE1-3T	Energy and Environment	2	2	-	3	30	70	-	-	100	45	-
BSE1-4T	Communication Skills	2	-	-	2	15	35	-	-	50	23	-
BSE1-5T	Engineering Graphics	1	-	-	1	15	35	-	-	50	23	-
BSE1-6T	Basics of Civil & Mechanical Engineering	4			Audit	50	-	-		Audit	-	-
BSE1-2P	Applied Physics Lab	-	-	3	1.5			25	25	50	-	25
BSE1-3P	Energy and Environment Lab	-	-	2	1			25	25	50	-	25
BSE1-4P	Communication Skills Lab	-	-	2	1			25	25	50	-	25
BSE1-5P	Engineering Graphics Lab	-	-	4	2			25	25	50	-	25
Three weeks Induction Program												
	<b>Total</b>	<b>15</b>	<b>11</b>		<b>19.5</b>	<b>120*</b>	<b>280</b>	<b>100</b>	<b>100</b>	<b>600</b>		

- L- Lecture , P-Practical, T- Tutorial , A- Activity (Half Credit per Hour)

# Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

## Subject: Communication Skills

Total Credits:02

Sub.Code: BSE1-4T

2020-21, Semester: I

Teaching Scheme

Examination Scheme

Lectures: 2 Hours/ Week (Theory)

T (U) : 35 Marks T (I) : 15 Marks

Duration of University Exam. : 02 Hours

**Course Objective: To enhance competency in English language among learners.**

Course Outcomes:

1. Students will be able to overcome barriers of communication.
2. Students will acquire public speaking skills and handle group situations professionally.
3. Students will be able to comprehend passages and compose paragraphs.
4. Students will be able to construct error free and meaningful sentences in English.

*Dr. M. V. Gaiya*  
*Dr. Sajid Anwar*

*B.R. Chide*

*Dr. A. B. (Arbhasati)*

### Syllabus of Communication Skills (Theory)

**Unit 1:** A. Introduction to Communication, Importance of Communication, Process of Communication,

Types of communication- Verbal and Non Verbal

B. Oral and Written Communication, Barriers to Communication and methods to overcome them. (6 hours)

**Unit 2:** A. Listening Skills, Importance of Listening, Types of Listening, Listening Barriers and methods to overcome them .

B. Effective Speaking Skills, Components of Public Speaking, Overcoming stage fear in public speaking, Group Discussion-Process and techniques (6 hours)

**Unit 3:** A. Reading Skills, Importance of Reading, Sources of Reading, Skimming, Scanning, Comprehending passage

B. Writing Skills, Process and Techniques of Composition-Précis, Paragraph, Essay (6 hours)

**Unit 4:** A. Basic Grammar: Tenses and its types, Sentences and its types

B. Transformation of Sentences- Assertive-Imperative-Interrogative-Exclamatory, Reported Speech.(6 hours)

### Books Recommended:

1. Technical Communication by Meenakshi Raman and Sangeeta Sharma, OUP
2. Public Speaking and Influencing Men in Business by Dale Carnegie
3. Essentials of English Grammar by Micheal Swan
4. Professional Communication Skills by Bhatia and Sheikh
5. Business Communication by K.K. Sinha
6. Communication Skills by Dr. P. Prasad
7. Communication Skills by Sanjeev Kumar and Pushpalata, OUP

B. Aggarwal  
(Dr. Bhumnika Aggarwal)

Dorally  
(Dr. Dora Thompson)

Nawaz  
(Dr. Nawaz Khan)

Abul  
(Dr. Sajid Anwar)

BR  
(B.R. Chidi)

Geevye  
Dr. M.N. Giniya

Abul  
(Ar. Bhoadi)



## Subject: Communication Skills

Total Credits:01

2020-21, Semester: I

Sub.Code : BSE1-4P

Teaching Scheme

Practical : 2 Hours/ Week Practical

Examination Scheme

P (U) : 25 Marks P(I) : 25 Marks

Duration of University Exam. : 03 Hours

Course Objective: To enhance competency in all the four skills (LSRW) of English language among learners.

Course Outcomes:

1. Students will be able to overcome listening barriers of communication.
2. Students will be able to enhance their comprehending skills and speaking skills.
3. Students will be able to give effective presentations and handle group situations professionally
4. Students will be able to use figurative language in their formal as well as informal communication.

*Girya*  
Dr M.N. Girya

*Abhis*  
(Dr. Sajid Anwar)  
*Abhi*

*DR*  
(B.R. Chide)

## Syllabus of Communication Skills (Practical)

1. Barriers to Communication- Overcoming listening barriers
2. Non-verbal Communication
3. Reading Skills
4. Speaking Skills
5. Presentation Skills
6. Group Discussion
7. Interview Techniques
8. Use of Figurative Language

B. Agrawal  
(Dr. Bhumiika Agrawal)

Doralf  
(Dr. Dora Thompson)

Nawaz  
(Dr. Nawaz Khan)

Abid  
(Dr. Sajid Anwar)

Girish  
Dr. M. V. Girish

Abhinav  
(Dr. Abhinav)

B.R.  
(B.R. Chide)