

303193203 - Professional Communication Skills

Course	Bachelor of Technology (BTech)	Semester – 3
Type of Course	-	
Prerequisite	Knowledge of English language in practical life	
Course Objective	Knowledge and application of English, Aptitude and Management Skills are crucial for better employability as well as professionalism	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				External Marks	Internal Marks	External Marks	Internal Marks	
-	2	-	2.00	-	-	-	-	100

SEE - Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content		T - Teaching Hours W – Weightage	
Sr.	Topics	T	W
1	Technical Writing: Email etiquette & Email writing Letter Writing (Types of Letters & Layout): <ul style="list-style-type: none"> Trains students on detailed email and letter writing Students will be able to write formal letters following certain stipulated formats. They will learn different types of letters for different official purposes.	4	10
2	Interpersonal Communication at Workplace: Dynamics of communication <ul style="list-style-type: none"> To develop the confidence to handle a wide range of demanding situation more effectively at the workplace To enable the students to analyse their own interpersonal communication style. 	2	10
3	Debate: The three minute debate planner <ul style="list-style-type: none"> To enable the students to generate effective critical thinking into primary issues in the given topic. Students will be able to resolve controversies and recognize strengths and weaknesses of arguments. 	4	10
4	Goal setting & Tracking To enable the students to define strategies or implementation steps to attain the identified goals and make progress every day.	2	10
5	Time Management & Task Planning (Case –study) <ul style="list-style-type: none"> To enable the students to identify their own time wasters and adopt strategies to reduce them. To enable students to clarify and priorities their objective and goals by creating more planning time 	2	5
6	Reading Comprehension: Intermediate level To enable the students develop the knowledge, skills, and strategies they must possess to become proficient and independent readers	2	5
7	Listening Skills: Small everyday conversation & comprehension <ul style="list-style-type: none"> Provides practice on understanding accents and day to day Listening to English conversations in different context. 	2	10
8	Information design and writing for print and online media: Blog Writing <ul style="list-style-type: none"> To enable students to design information that is targeted to specific audiences in specific situation to meet defined objectives. To create blogs and share their own knowledge and experience to the world. 	2	5
9	Advanced vocabulary Building	4	10

Course Content		T - Teaching Hours W - Weightage	
Sr.	Topics	T	W
	<ul style="list-style-type: none"> The students will expand their vocabulary so as to enhance their proficiency in reading and listening to academic texts, writing, and The students will attain vocabulary to comprehend academic and social reading and listening The students will develop adequate speaking skills to communicate effectively. 		
10	Picture Perception To prepare the students for a test for basic intelligence and IQ, generally done on the first day of SSB (Sashastra Seema Bal is one of India's Central Armed Police Forces)	1	5
11	Appreciation, Apology and Acknowledgement letters <ul style="list-style-type: none"> To enable the students to maintain productive business relationship through different types of letters. To enable the students to express their feelings without speaking out loud. 	2	10
12	The Art of Negotiation <ul style="list-style-type: none"> To enable the students to reach an agreement for mutual benefits through negotiation. To enable the students to learn a process by which compromise or agreement is reached while avoiding argument and dispute 	2	5
13	Activity Session (Game of Truth) <ul style="list-style-type: none"> To make the students think of significance of certain things in their life. To make them share their thoughts and perception of matters in life, with others. 	1	0
Total		30	95

Reference Books	
1.	Business Correspondence and Report Writing SHARMA, R. AND MOHAN, K.
2.	Communication Skills 2011 Kumar S and Lata P; Oxford University Press
3.	Practical English Usage MICHAEL SWAN
4.	A Remedial English Grammar for Foreign Student F.T. WOOD
5.	On Writing Well William Zinsser; Harper Paperbacks, 2006; 30th anniversary edition
6.	Oxford Practice Grammar, John Eastwood; Oxford University Press
7.	Quantitative Aptitude for Competitive Examinations Dr. R.S. Aggarwal