

LO6: Use critical thinking to identify and analyze contemporary political, ethical, and social issues in engineering.

Course Title: Professional Communication

Subject Code: THU-101

1. Contact Hours: 40

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Semester: I

4. Mode of Examination: Written

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.

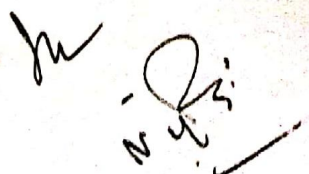
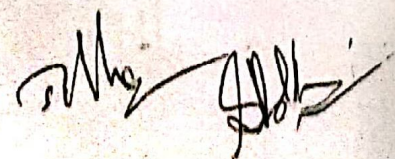
CO4. Demonstrate advanced interpersonal communication, business etiquette and relationship building skills

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

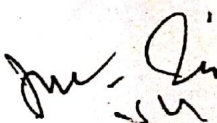
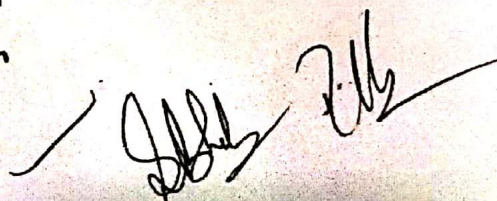
Detailed Syllabus

	CONTENTS	Practical	Contact Hrs
CO1/ CO2/ CO3 Lo2	Unit – I <i>Functional grammar</i> 1) Parts of speech	1) Usage of parts of speech in describing events, places and introducing self.	17

	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 8) Conditionals 9) Parallelism.	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 8) simulation exercise	
CO1/ CO2/ CO3 LO2	Unit II Vocabulary building 1) One word substitution 2) Synonyms 3) Antonyms 4) Homonyms / Homophones 5) Avoid the Indian usage in English language 6) Avoiding Indianism in usage of English language 7) PHONETIC Symbols	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	5
Co3 Co5	Unit III Communication 1) Introduction to communication : Verbal Non verbal aspects 2) Etiquette of telephone conversation. 3) Role play: Mock Sessions	1) Teaching with the help of videos how to use kinesics, proximics, tone , pitch, pace ,accent ,modulation of voice and appearance and other facial parts to show a positive body language. 2) Role play: I. Identify the situation	6

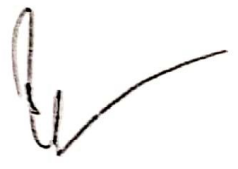
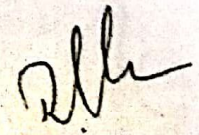




		<p>II. Set up a scenario in enough detail for it to feel "real."</p> <p>III. Assign roles / Analysis of the videos</p> <p>IV. Act out the scenario.</p> <p>V. Discuss what students have learnt.</p>	
<p>LO2</p> <p>CO3</p> <p>CO4</p>	<p>Unit IV Effective handling of issues</p> <p>1) Use of concept of small talks</p> <p>2) Giving and receiving feedback</p> <p>3) Handling complaints effectively</p> <p>4) Analysis of the videos</p>	<p>V1) Involve the students in small talk on weather, health, appreciation of a film, introducing themselves.</p> <p>VII) Show some videos on small talk.</p> <p>VIII) Lang lab: activity on how to make a conversation.</p> <p>IX) Expert Speakers</p>	6
<p>LO1</p> <p>CO3</p> <p>CO5</p>	<p>Unit V Written communication</p> <p>1) Memo writing</p> <p>2) Notice/ Report writing</p> <p>3) Agenda, minutes of the meeting</p>	<p>1) Hold a meeting on any issue in the class and give each student the task of preparing a notice and the agenda of the meeting. Let one group prepare the minutes of the meeting.</p> <p>2) This could also be given as class work assignment.</p>	6
Total			40

References

- 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
- Modern Grammar and its Usage.CFL Hyderabad

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2. Contact Hours: 40 hours

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3. Semester: II

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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 unity in writing.

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

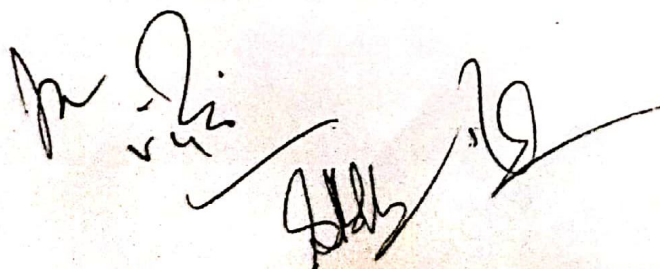
CO4. Evaluate and assess the speaking patterns of self and others to excel in interviews and extemporaneous speaking.

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

S.N.	CONTENTS	Practical work	Contact Hrs
1	Unit – I A) Grammar , Reported Speech, Non Finite verbs B) Writing Skills 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 done 1) Practice sessions to instill in the students the précis skills. 2) Practicing paragraph writing 3). making it mandatory for students to read good easy books, autobiographies, newspaper	8
LO2 CO1	Unit - II Advanced vocabulary	1) Class room teaching 2) Practice through Lang. Lab	6

<p>LO2/ CO3/CO4</p>	<p>Unit – III Soft skills</p> <ol style="list-style-type: none"> 1) Interviews- definition, purpose, preparation ,types, do's and don'ts simulation exercise 2) Extempore speaking: simulation exercises 3) Art of conversation in formal settings: simulation exercises JAM session: simulation exercise 4) Group discussion: dos and don'ts, simulation exercise. 	<ol style="list-style-type: none"> 1)Mock interview sessions to be conducted as part of practical exercise. Giving students the feedback of their limitations. 2) Showing some good videos on interview, available on net. 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. 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. Alot marks at the end of each GD Session. This will encourage the students to speak. 5)Hold JAM competition at class level , Reward the good speakers and organize inter-departmental sessions to encourage maximum participation. Every student must be encouraged to speak in JAM. 	<p>10</p>
<p>LO3 LO4</p>	<p>Unit – IV Technical writing- I</p> <ol style="list-style-type: none"> 1) Technical Report writing(Project report, feasibility report, research 	<ol style="list-style-type: none"> 1)Show the students some samples of technical reports and teach briefly the research 	<p>10</p>

	report) 2) Research paper writing(format, RM) 3) Technical Proposal writing(format, structure, types)	methodology, literature review.	
LO3/ LO4 CO3	Unit – V Technical writing II 1) Principles of business correspondence 2) Drafting CVs , job application. 3) Presentation skills.Visual Gadget Based	1) Simulation 2) Business Correspondence	6
Total			40

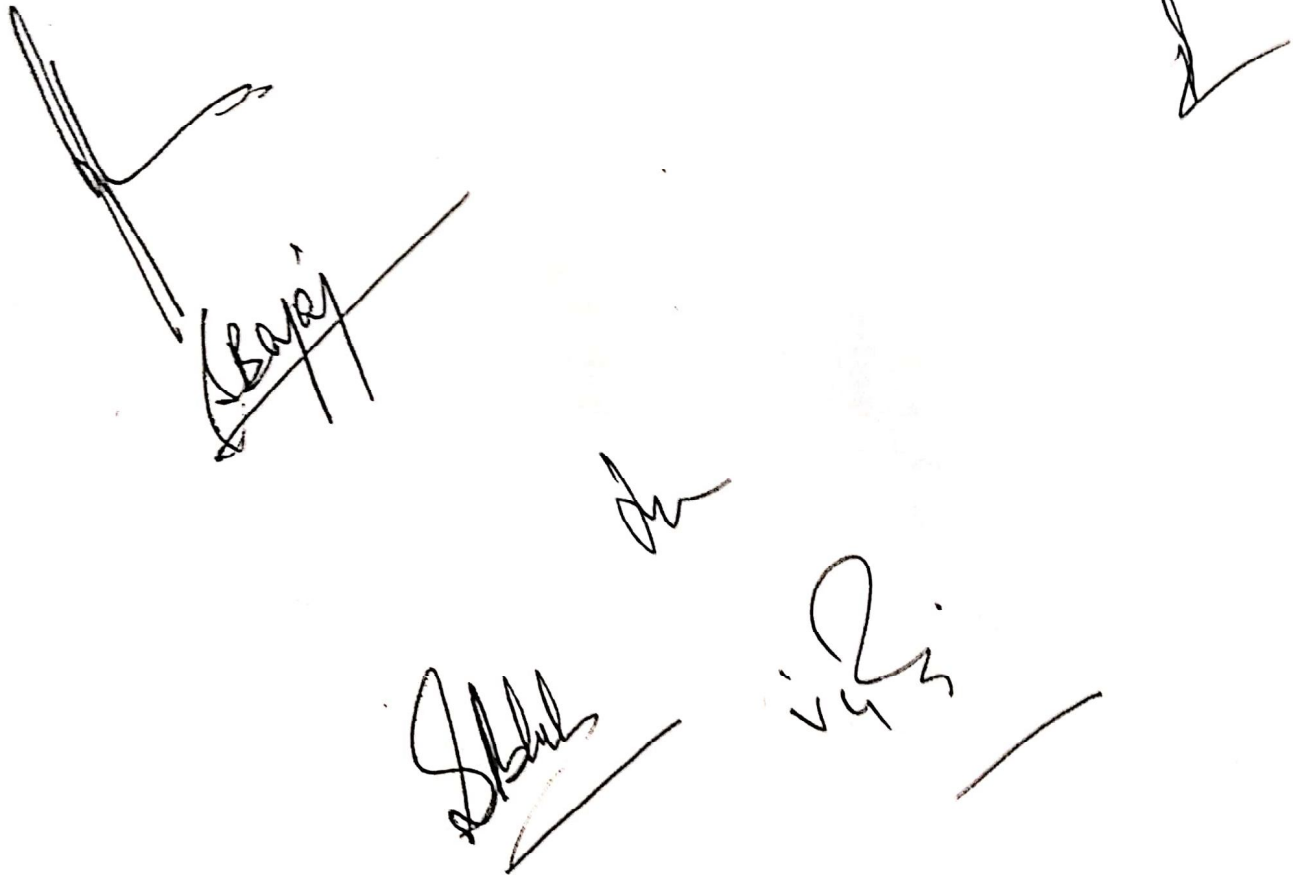






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- English pronouncing dictionary by Daniel Jones-Cambridge university press
- Modern Grammar and its Usage.CFL Hyderabad

The block contains several handwritten marks. On the left, there is a large, stylized checkmark or 'V' shape. Below it, the word 'Babu' is written in a cursive script and crossed out with a diagonal line. In the center, there is a small, simple signature. To the right of the center, there is another signature that appears to be 'Vijay' or similar, followed by a horizontal line. In the top right corner, there is a small, simple checkmark or 'L' shaped mark.