

September 12, 2016

Sardar Vallabhbhai Patel Institute of Technology, Vasad

Department of Applied Sciences and Humanities

Proposed Syllabus for First Mid. Sem. Test 2015- 16

Subject: COMMUNICATION SKILLS (2110002)

[For: AE/ Civil/ CE/ Ele./ EC & Mech Branch (SEM – II)]

(Theory)

Unit 1. Basics of Communication

- Definition and Process, levels, flow, networks, barriers and difference between General and technical of Communication.
- Kinesics, Paralinguistic, Proxemics and Chronemics

Unit 3. Listening Ability

- Hearing and Listening
- Types of Listening
- Barriers to Effective Listening
- Traits of a Good Listener

Unit 4. Reading Fluency

- Introduction
- Reading Strategies
- Techniques of Reading
- Developing Reading Comprehension

Unit 5. Writing: Mastering the Final Skill

- Paragraph writing (Application Question)
- Business Letters (Application Question)
- Report Writing (Application Question)
- Completion of a Given Story (Application Question)
- Email etiquettes

6. Enriching Language through Literature

Poem & Short story

- Question answer based on “The Road Not Taken” by Robert Frost Short Story
- Question answer based on “The Eyes are Not Here” by Ruskin Bond.

Mr. Asif M. Vahora/ Mr. Rohit R. Raval
Course Coordinators

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Subject Teachers:

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