

Course Code	COM101			
Course Name	COMMUNICATION SKILLS			
Credits	4			
Course Offered to	B.TECH 1ST YEAR			
Course Description	A Course designed to supplement and optimize the use of technical skills with the use of effective communication skills and thus enhance professionalism among our students and give them a head start in their careers.Theory Communication-it's importance and definition,model of communication, effectiveness of medium. Organisational communication- formal and informal channels. Barriers in Communication.Non Verbal communication-it's importance and relevance, Listening Skills, Presentation Skills, Group Discussion, Business Writing, Resume writing etc.Blog writing to develop written communication and language expression. Developing spoken skills in different contexts. Present ideas in public Presentation Skills Listen attentively to other's ideas Group Discussion Sequence and articulate ideas Extempore Developing ideas, articulating while thinking on your feet.sten attentively to other's ideas Group Discussion Sequence and articulate ideas Extempore Developing ideas, articulating while thinking on your feet.			
Pre-requisites				
Pre-requisite (Mandatory)	Pre-requisite (Desirable)	Pre-requisite(other)		
Knowledge of English	Ease in expressing oneself in English-spoken and written.	None		
Post Conditions				
CO1	CO2	CO3	CO4	CO5
Generate,Sequence and articulate ideas on a suggested topic with no prior preparation. Spur of the moment responses or off the cuff speech	Present ideas in public by preparing a power point presentation on a selected topic. To research and collate information, data on a given topic and to present it to an audience	Listening skills including evaluating others opinions and counter arguing in a Group Discussion format.	Business writing including emails for specific official purposes and preparing a good CV	Read critically and analyse
Weekly Lecture Plan				
Week Number	Lecture Topic	COs Met	Assignment/Labs/Tutorial	
1	Introduction and initial assessment of spoken skills to establish a base line to work on.Introducing yourself in different scenarios like an Elevator statement, official or formal and social scenario.	Initial assessment to establish a baseline	Introducing yourself EQ Test	
2	.Written skills assessment based on passage writing Activity to introduce Non Verbal communication with recap of all our actions. Lecture and demo of body language as a tool of communication	Widening their understanding of Communication as a concept	Written work passage writing	
3	Random speech how to speak off the cuff.Sequencing ideas in narrative form with different options and strategies to use. Think in words.	Thought word coordination and learning to sequence and articulate ideas CO 1	Extempore 1st graded assignment	
4	Introduction to Communication-Sender Receiver Model. Medium of communication. Organisational communication formal and informal channels. Barriers in communication.	Working on your own barriers and communicating better CO1	Lecture and PPT.	
5	Listening Skills Passive& Active Listening Kinds of listening. Barriers to listening-identification of own barriers. Faulty listening behaviors.Overcoming barriers.	CO3 Evaluating other's opinions to respond well	Activity and self assessment.	
6	Presentation Skills.	CO2	To prepare PPT on selected topic	
7 & 8	Delivery of Presentations by students	CO2	Q&A session with feedback	
9	Group Discussion format and the way to go about it. Class discussion on contemporary issues	CO2 and CO3	GDs in different Groups	
10	Individual Presentations to continue	CO1and CO2	PPTs	
11	Individual Presentations continue	CO1and CO2	PPTs	
12 & 13	Business Communication	CO 4	Writing emails in groups	
14	Ethical Dilemmas & making the right choices. Sensitivity to working across the Gender divide.	CO1& CO 5	Short film,discussion and Writing an ethical statement.	
Assessment Plan				
Type of Evaluation	% Contribution in Grade			
Class room exercise Evaluation Extempore, Presentations, Group Discussion,	10+10+10+10			
Blog and synopsis writing	10			
Class Participation	10			
Mid-Sem	10			
End-Sem	30			