

I & II Semester
Common to all branches of UG Engineering & Technology

1FY1-04/ 2FY1-04: Communication Skills

Credit: 2
2L+0T+0P

Max. Marks: 100 (IA:20, ETE:80)
End Term Exam: 2 Hours

SN	CONTENTS	Hours
1	Communication: Meaning, Importance and Cycle of Communication. Media and Types of Communication. Verbal and Non-Verbal Communication. Barriers to communication. Formal and Informal Channels of Communication (Corporate Communication). Divisions of Human Communication and Methods to improve Interpersonal Communication. Qualities of good communication.	5
2	Grammar: Passive Voice. Reported Speech. Conditional Sentences. Modal Verbs. Linking Words (Conjunctions)	5
3	Composition: Job Application and Curriculum-Vitae Writing. Business Letter Writing. Paragraph Writing. Report Writing.	5
4	Short Stories: "Luncheon" by Somerset Maugham. "How Much Land Does a Man Need?" by Count Leo Tolstoy. "The Night Train at Deoli" by Ruskin Bond.	5
5	Poems: "No Men are Foreign" by James Kirkup. "If" by Rudyard Kipling. "Where the Mind is without Fear" by Rabindranath Tagore.	5
TOTAL		25