

ENG5002	Professional and Communication Skills	L	T	P	J	C
		0	0	2	0	1
Pre-requisite		Syllabus version				
		1.1				
Course Objectives:						
1. To enable students to develop effective Language and Communication Skills						
2. To enhance students' Personal and Professional skills						
3. To equip the students to create an active digital footprint						
Expected Course Outcome:						
1. Improve inter-personal communication skills						
2. Develop problem solving and negotiation skills						
3. Learn the styles and mechanics of writing research reports						
4. Cultivate better public speaking and presentation skills						
5. Apply the acquired skills and excel in a professional environment						
Student Learning Outcomes (SLO):		18, 20				
Module:1	Personal Interaction					
Introducing Oneself- one's career goals						
Activity: SWOT Analysis						
Module:2	Interpersonal Interaction					
Interpersonal Communication with the team leader and colleagues at the workplace						
Activity: Role Plays/Mime/Skit						
Module:3	Social Interaction					
Use of Social Media, Social Networking, gender challenges						
Activity: Creating LinkedIn profile, blogs						
Module:4	Résumé Writing					
Identifying job requirement and key skills						
Activity: Prepare an Electronic Résumé						
Module:5	Interview Skills					
Placement/Job Interview, Group Discussions						
Activity: Mock Interview and mock group discussion						
Module:6	Report Writing					
Language and Mechanics of Writing						
Activity: Writing a Report						
Module:7	Study Skills: Note making					
Summarizing the report						
Activity: Abstract, Executive Summary, Synopsis						
Module:8	Interpreting skills					
Interpret data in tables and graphs						
Activity: Transcoding						
Module:9	Presentation Skills					

Oral Presentation using Digital Tools			
Activity: Oral presentation on the given topic using appropriate non-verbal cues			
Module:10		Problem Solving Skills	
Problem Solving & Conflict Resolution			
Activity: Case Analysis of a Challenging Scenario			
Text Book(s)			
1	Bhatnagar Nitin and Mamta Bhatnagar, <i>Communicative English For Engineers And Professionals</i> , 2010, Dorling Kindersley (India) Pvt. Ltd.		
Reference Books			
1	Jon Kirkman and Christopher Turk, <i>Effective Writing: Improving Scientific, Technical and Business Communication</i> , 2015, Routledge		
2	Diana Bairaktarova and Michele Eodice, <i>Creative Ways of Knowing in Engineering</i> , 2017, Springer International Publishing		
3	Clifford A Whitcomb & Leslie E Whitcomb, <i>Effective Interpersonal and Team Communication Skills for Engineers</i> , 2013, John Wiley & Sons, Inc., Hoboken: New Jersey.		
4	ArunPatil, Henk Eijkman &Ena Bhattacharya, <i>New Media Communication Skills for Engineers and IT Professionals</i> ,2012, IGI Global, Hershey PA.		
Mode of Evaluation: CAT / Assignment / Quiz / FAT / Project / Seminar			
List of Challenging Experiments (Indicative)			
1.	SWOT Analysis – Focus specially on describing two strengths and two weaknesses		2 hours
2.	Role Plays/Mime/Skit -- Workplace Situations		4 hours
3.	Use of Social Media – Create a LinkedIn Profile and also write a page or two on areas of interest		2 hours
4.	Prepare an Electronic Résumé and upload the same in vimeo		2 hours
5.	Group discussion on latest topics		4 hours
6	Report Writing – Real-time reports		2 hours
7	Writing an Abstract, Executive Summary on short scientific or research articles		4 hours
8	Transcoding – Interpret the given graph, chart or diagram		2 hours
9	Oral presentation on the given topic using appropriate non-verbal cues		4 hours
10	Problem Solving -- Case Analysis of a Challenging Scenario		4 hours
Total Laboratory Hours			30 hours
Mode of evaluation: : Online Quizzes, Presentation, Role play, Group Discussions, Assignments, Mini Project			
Recommended by Board of Studies		22-07-2017	
Approved by Academic Council		No. 47	Date 05-10-2017