

PARUL UNIVERSITY
FACULTY OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF CDC
SYLLABUS FOR 1st SEMESTER B. TECH. PROGRAMME
COMMUNICATION SKILLS (303193103)

Type of Course: B.Tech.

Prerequisite: Knowledge of English Language studied till 12th standard.

Rationale: Basic Communication Skills are essential for all Engineers.

Teaching and Examination Scheme:

Teaching Scheme			Credit	Examination Scheme					Total
Lect. Hrs/ Week	Tut. Hrs/ Week	Lab Hrs/ Week		External		Internal			
				T	P	T	CE	P	
0	2	0	2	-	-	-	100	-	100

Lect. - Lecture, **Tut.** - Tutorial, **Lab** - Laboratory, **T** - Theory, **P** - Practical, **CE** – Continuous Evaluation.

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Crazy Scientist: <ul style="list-style-type: none"> The students will be taught the importance of invention and innovation using some examples that changed the world the way it worked. 	5%	2
2	Phonetics: <ul style="list-style-type: none"> IPA Introduction (listening tracks) Phonic Sounds Pronunciation Practice including transcription 	10%	4
3	Vocabulary Building & Word Formation Process: <ul style="list-style-type: none"> Compounding, clipping, blending, derivation, creative respelling, coining and borrowing Prefixes & suffixes, synonyms & antonyms, standard abbreviations (related activities will be provided) 	10%	2
4	Speaking Activity : Role play on Critical Thinking (Life boat) <ul style="list-style-type: none"> This activity topic gears towards making students do role play based on various scenarios. It involves giving them a scenario and asking them to further develop the idea in a very interesting manner, then going on to enact it. It aims to improve students' convincing skills. 	10%	4
5	Picture Description & Picture Connector <ul style="list-style-type: none"> Enable students to use vocabulary and useful expression to describe the picture. In this class the students will be trained to form logical connections between a set of pictures which will be shared with them. This geared towards building creativity and presentation skills. 	15%	2

6	Mine Activity: Usage of Preposition: <ul style="list-style-type: none"> Students will learn to use proper propositions by active participation in the activity. 	8%	2
7	Worksheets on Identifying Common Errors in Writing:: <ul style="list-style-type: none"> Sentence structure Punctuations Subject-Verb Agreement Noun-Pronoun Agreement 	12%	2
8	Reading Skills: <ul style="list-style-type: none"> The art of effective reading and its various strategies to be taught to the learners and practice exercises be given on reading comprehension. 	10%	2
9	Speech and spoken Exchanges; Extempore: <ul style="list-style-type: none"> Students will learn the correct usage of spoken language as different from the written form. It will help the students in extempore speech. This will be done by making the students give variety of impromptu speeches in front of the class: 1 minute talk on simple topics. To change the average speakers in the class to some of the best Orator. 	10%	4
10	Book Review: <ul style="list-style-type: none"> The learners will identify the central idea of the book, author's style and approach towards the book. This will enable the learners to express their point of view and hone their creativity and writing skills. 	10%	4
11	Activity Session <ul style="list-style-type: none"> This will enhance the creative thinking among students. To develop their interpersonal communication skills. 	0%	2

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

Reference Books:

1. Understanding and Using English Grammar
Betty Azar & Stacy Hagen; Pearson Education
2. Business Correspondence and Report Writing
SHARMA, R. AND MOHAN, K.
3. Communication Skills
Kumar S and Lata P; New Delhi Oxford University Press
4. Technical Communication : Principles And Practice
Sangeetha Sharma, Meenakshi Raman; Oxford University Press
5. Practical English Usage
MICHAEL SWAN
6. A Remedial English Grammar for Foreign Student
F.T. WOOD
7. On Writing Well
William Zinsser; Harper Paperbacks,2006; 30th anniversary edition
8. Oxford Practice Grammar,
John Eastwood; Oxford University Press

Course Outcome:

After Learning the course, the students shall be able to:

1. Understand the importance of creative and critical thinking.
2. Expand vocabulary with proper pronunciation.
3. Comprehend the basics of English grammar.
4. Read & write effectively for a variety of contexts.
5. Develop confidence in speaking skills.