

### Course: 101 : Communication Skills

Course Code	101
Course Title	Communication Skills
Credit	2
Teaching per Week	2 Hrs
Minimum weeks per Semester	15 (Including Class work, examination, preparation etc.)
Review / Revision	June 2014
Purpose of Course	Effective communication is vital for the success in various situations. This course will help students develop and improve English communication skills.
Course Objective	Objective is to guide/help students in improving their English communication skills.
Pre-requisite	Basic School English
Course Out come	After studying this subject, students will be able to improve their communication skills in English.
Course Content	<p><b>Unit 1. Introduction</b></p> <ol style="list-style-type: none"> <li>1.1. Spoken and conversation for Greetings, Requests, Invitation, Permission, Thanks etc.</li> <li>1.2. Basic Sentence patterns</li> <li>1.3. Agreement between Subject and Verb</li> <li>1.4. Basic rule of Composition</li> <li>1.5. Paragraph Development</li> <li>1.6. Vocabulary Development</li> <li>1.7. Model Auxiliary</li> <li>1.8. Active and Passive voice</li> <li>1.9. Conjunction and prepositions</li> </ol> <p><b>Unit 2. Writing Skills</b></p> <ol style="list-style-type: none"> <li>2.1. Guidelines for effective writing</li> <li>2.2. Writing style of application</li> <li>2.3. Personal Resume</li> <li>2.4. Business letter and Memo including Requests, Complains, asking quotation etc.</li> <li>2.5. Technical Report writing</li> </ol> <p><b>Unit 3. Speaking and Discussion Skills</b></p> <ol style="list-style-type: none"> <li>3.1. Components of Effective talk / presentation</li> <li>3.2. Planning of content of a talk / presentation</li> <li>3.3. Use of Visual aids</li> <li>3.4. Effective speaking skills</li> <li>3.5. Discussion skills</li> </ol>
Reference Books	<ol style="list-style-type: none"> <li>1. Handbook of practical Communication skills – Chrisle W. JAICO</li> <li>2. Basic Managerial Skills for all – S. J. McGrath - PHI</li> <li>3. Reading to learn – Sheila Smith &amp; Thomas M. Methuen (London)</li> <li>4. Communication conversation Practice _ Tata McGraw Hill</li> <li>5. Communication in English – R. P. Bharnagar &amp; R. T. Bell – Orient Longman</li> <li>6. Good English – G. H. Vallins – Rups &amp; Co.</li> </ol>

	7. Let's talk English – M. I. Joshi 8. Essentials of Business Communications – Pat & Sons, S. Chand
Teaching Methodology	Class Work, Discussion, Self Study, Seminars and/or Assignments
Evaluation Method	30% Internal assessment. 70% External assessment.