

Teaching Scheme					Communication Skills – II (20HS201P)					
					Examination Scheme					
L	T	P	C	Hours/Week	Theory			Practical		Total Marks
					MS	ES	IA	LW	LE/Viva	
0	0	2	1	2	--	--	--	50	50	100

COURSE OBJECTIVES

- To understand communication and its process and effect on giving and receiving information.
- To learn and apply communication skills in different public and interpersonal contexts.
- To develop analytical, research, and organizational skills through communication skills for a fulfilling career.

UNIT I: 7 Hr.

- Technical Writing
 - ✓ Report Writing
 - ✓ Creating Lab Journals and Manuals
- Portfolio of Critical Writing and Creative Writing
 - ✓ Essay, Story-writing, etc.

UNIT II: 7 Hr.

- Summarizing
- Writing Reviews (Books/Articles/Movies/websites)
- Reading Skills (Advanced)

UNIT III: 7 Hr.

- Digital Literacy
 - ✓ Emails
 - ✓ Creating e-content
 - ✓ Editing and proofreading online
 - ✓ Using grammar and spell check software
 - ✓ Using plagiarism checkers

UNIT IV: 7 Hr.

- Group Discussion
- Resume Writing
- Interview Skills

Max. 28 Hr.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1:** Analyse and apply current technology for effective communication leading to better dissemination of knowledge and expertise.
- CO2:** Demonstrate relevant knowledge of communication skills in different settings to cater to different purposes and audiences.
- CO3:** Develop a sound understanding of communication theory, practice and application to optimize career opportunities.
- CO4:** Evaluate professional relationships and apply dynamic communication skills to build and maintain professional rapport.
- CO5:** Demonstrate effective communication skills to prepare and present messages, reports and documents in intent and to integrate different sources of information and knowledge.

CO6: Critically reflect on communication skills for the adoption of appropriate strategy required in achieving the desired outcomes.

TEXT/REFERENCE BOOKS

1. Harmer, Jeremy. The Practice of English Language Teaching. Harlow: Pearson Longman, 2007.
2. Kaul, Asha. Business Communication. Delhi: Prentice-Hall of India, (2006).
3. Maley, A. 'Literature in the Language Classroom', The Cambridge Guide to Teaching ESOL, Cambridge University Press, (2001).
4. Richards, Jack C., and Willy A. Renandya, eds. Methodology in Language Teaching: An Anthology of Current Practice. Cambridge University Press, (2002).
5. Sharma, Sangeeta and Binod Mishra. Communication Skills for Engineers and Scientists. New Delhi: PHI Learning Pvt. Ltd., (2009).

END SEMESTER EXAMINATION QUESTION PAPER PATTERN

Max. Marks: 100

Part A: Lab Work

Part B: Lab Exam/Viva

Exam Duration: 3 Hr.

50 Marks

50 Marks