

<b>Course Title</b>	<b>Communication Skills - I</b>
<b>Course Code</b>	CS103
<b>Course Credit</b>	Lecture : 02
	Practical : 00
	Tutorial : 01
	Total : 03

**Course Learning Outcomes:**

**After successful completion of the above course, students will be able to:**

- **Analyze** communication variables in personal and professional life.
- **Interpret, conduct, and evaluate** the quality of communication.
- **Apply** organizational and interpersonal theories to work settings.
- **Use** theories of interpersonal communication to **explain** and **evaluate** their own behavior in interpersonal relationships.
- **Display** competence in oral, written, and visual communication.
- **Write** for specific audiences and situations.
- **Assess** and **articulate** appropriate listening responses for a variety of situations/contexts.
- **Take** ownership of their own learning and writing.
- **Apply** appropriate conventions of grammar and usage.

**Detailed Syllabus**

Sr. No.	Name of chapter & details	Hours Allotted
<b>Section – I</b>		
1	<b>Present and past</b> Present continuous, Present simple, Present continuous and present simple 1, Present continuous and present simple 2 Past simple (I did), Past continuous	<b>03</b>
2	<b>Present perfect and past</b> Present perfect 1, Present perfect 2, Present perfect continuous, Present perfect continuous and simple	<b>02</b>
3	<b>How long have you (been) ... ?</b> For and since When ... ?, How long ... ? (Present perfect and past 1, Present perfect and past 2, Past perfect, Past perfect continuous), Have and have got	<b>02</b>
4	<b>Suggested Text:</b> <b>Short Stories:</b> Stories of Beadle the Bard (5 stories) by J.K. Rowling	<b>06</b>
5	<b>Suggested Text:</b> <b>Poetry:</b> Ozimindias by P.B. Shelly	<b>03</b>
6	<b>Communication Process:</b> Contribution of language in communication, Introducing technical	<b>03</b>

	communication, Introduction to barriers, classification of barriers.	
7	<b>Listening Skills:</b> Types of listening, Active Vs passive listening, Traits of a good listener, Barriers to effective listening.	03
8	<b>Presentations:</b> Introduction, Importance of making presentations, Art of making effective presentations, Use of visual aids, Audience analysis, Nonverbal aspect during presentation, Dos and Don'ts for presentation, Presentations by students.	05
9	<b>Resume Building:</b> Selection process, Need and Importance of Resume preparation, Resume Building key points – cover letter and Resume, Dos and Don'ts for Resume, Resume preparation by students.	03
<b>Total hours</b>		<b>30</b>
<b>Section – II</b>		
10	<b>Used to (do)</b>	02
11	<b>Future</b> Present tenses for the future Will/shall 1, Will/shall 2, I will and I'm going to, Will be doing and will have done, When I do / When I've done	02
12	<b>When and if</b>	01
13	<b>Modals</b> Can, could and (be) able to, Could (do) and could have (done), Must and can't, May and might 1, May and might 2, Have to and must, Must mustn't needn't, Should 1, Should 2, Had better It's time ..., Would, Can/Could/Would you ... ?, etc. (Requests, offers, permission and invitations)	03
14	<b>If and wish: If I do ...</b> If I did ...,If I knew ...,I wish I knew ...,If I had known ... ,I wish I had known ...	02
15	<b>Suggested Text</b> <b>Short Stories</b> The Missing Pool by Ruskin Bond	04
16	<b>Suggested Text</b> <b>Poetry</b> Odd on a Grecian Urn by Joan Keats	04
17	<b>Academic Letter Writing</b> Structure and layout of a formal letter, Six Cs of effective letter writing, Letters of leave, permission/request and apology.	04
18	<b>Building competitive skills in language</b> Spellings, Antonyms, Synonyms, Spotting Errors, Ordering of statements, Matching definitions, Making judgments, Cause and Effect, Statement and Conclusion, Reading Comprehensions.	04
<b>Total hours</b>		<b>26</b>
<b>Instructional Method and Pedagogy</b>		
<ul style="list-style-type: none"> <li>• Assignments based on course content will be given to the students at the end of each unit/topic and will be evaluated at regular interval.</li> <li>• Surprise tests/Quizzes/Seminars/will be conducted.</li> </ul>		

**Reference Books**

1. *“Technical Communication, Principals and Practice”* by Meenakshi Raman and Sangeeta Sharma (Oxford publication)
2. *“Communication Skills”* by D K Chakradev (Tech Max Publication)
3. *“Business Correspondence and Report Writing- A practical approach to business and technical communication”* by R C Sharma and Krishna Mohan
4. *“Communicative” English Grammar* by Rymund Murphy