

Course Title	COMMUNICATION SKILLS - I
Course Code	CS103
Course Credit	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
Section – I		
1.	Present and past: Present continuous, Present simple, Present continuous and present simple 1, Present continuous and present simple 2 Past simple (I did), Past continuous	01
2	Present perfect and past: Present perfect 1, Present perfect 2, Present perfect continuous, Present perfect continuous and simple	01
3	How long have you (been) ... ? 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	01

4	Suggested Text: Short Stories: Stories of Beadle the Bard (5 stories) by J.K. Rowling	02
5	Suggested Text: Poetry: Ozimindias by P.B. Shelly	01
6	Communication Process: Contribution of language in communication, Introducing technical communication, Introduction to barriers, classification of barriers.	02
7	Listening Skills: Types of listening, Active Vs passive listening, Traits of a good listener, Barriers to effective listening.	01
8	Presentations: 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.	03
9	Resume Building: 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.	02
	Total	14
Section – II		
10.	Used to (do)	01
11.	Future: 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	01
12.	When and if	01
13	Modals: 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)	02
14	If and wish: If I do ... If I did ...,If I knew ...,I wish I knew ...,If I had known ... ,I wish I had known ...	01
15	Suggested Text: Short Stories: The Missing Pool by Ruskin Bond	01
16	Suggested Text: Poetry: Odd on a Grecian Urn by Joan Keats	01

17	Academic Letter Writing: Structure and layout of a formal letter, Six Cs of effective letter writing, Letters of leave, permission/request and apology.	03
18	Building competitive skills in language Spellings, Antonyms, Synonyms, Spotting Errors, Ordering of statements, Matching definitions, Making judgments, Cause and Effect, Statement and Conclusion, Reading Comprehensions.	03
	Total	14

Instructional Method and Pedagogy:

- 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.
- Surprise tests/Quizzes/Seminars/will be conducted.
- Chapter 1,2,3,10,11,12,13,14 will be taught in lab hours.

Reference Books:

1. Technical Communication, Principles 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

Additional Resources:

1. <http://woman.thenest.com/definition-communication-skills-importance-job-3460.htm>
2. <http://www.wikihow.com/Develop-Good-Communication-Skills>
3. <http://www.perfect-english-grammar.com/grammar-exercises.html>
4. <http://www.better-english.com/grammar.htm>
5. <http://www.forbes.com/sites/womensmedia/2012/11/09/10-steps-to-effective-listening/>