



FACULTY OF ENGINEERING & TECHNOLOGY

First Year Bachelor of Engineering

Course Code: 102001215

Course Title: Professional Communication

Type of Course: Humanities, Social Science and Management Course

Course Objectives: The rationale of Professional Communication helps students to understand the concept of communication in link with Non-verbal communication. The curriculum also targets the understanding of different barriers that creep into communication process. Moreover Units covered on LSRW skills development will help students acquire competence over linguistic skills. This would be developed through balanced and integrated tasks.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Internal		External		Total
				Theory	J/V/P*	Theory	J/V/P*	
2	0	2	3	30 / 9	30 / 9	70 / 21	20 / 6	150 / 45

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Communication: Its types and significance Introduction Definition & Process of Communication Purpose of Professional Communication Different forms of Communication Barriers to Communication & Its Remedies	7
2	Phonetics IPA: Symbols Transcription: Some Common English Words Introduction to different Accent Organs of Speech	6
3	Listening Skills Introduction: Hearing and Listening Types of Listening Barriers of Effective Listening Traits of a good listener Techniques for Effective Listening	8



4	Speaking Skills Non-verbal Communication Kinesics,Paralinguistics,Proxemics,Chronemics Conversations, Dialogues and Debates Group Discussions Dynamics of Professional Presentations Public Speaking Art of Negotiation	8
5	Reading Skills The Art of Effective Reading Types & Methods of Reading Reading Techniques Overcoming Common Obstacles Tips for Effective Reading Approaches to Efficient Reading	8
6	Writing Skills The Art of Condensation Paragraph Writing Letter Writing Other Business Writing: Circular, Agenda, Minutes of Meeting Email Writing: Etiquettes	8

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks						R: Remembering; U: Understanding; A: Application, N: Analyze; E: Evaluate; C: Create
R	U	A	N	E	C	
15%	14%	18%	18%	17%	18%	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Reference Books:

1	Lata and Kumar, Communication Skills,OUP, New Delhi, 2018
2	Pal and Korlahalli,Essentials of Business Communication, Sultan Chand & Sons
3	T R Kansakar, A Course in English Phonetics, Orient BlackSwan, 2015
4	Yule, The Study of Language,CUP, 4th Edition.2010
5	Raman and Sharma, Technical Communication(Principles and Practice), OUP, 2nd Edition,2017



Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Define and discuss dynamics of communication	15
CO-2	Understand the phonetics and the transcription pattern to learn correct pronunciation	14
CO-3	To improve the language skills, it construct basic and intermediate skills in English language	18
CO-4	Communicate in various formal situations taking place in organizations	18
CO-5	To enhance reading skills techniques, methods, tips etc.,	17
CO-6	Demonstrate the qualities of writing in diverse situation by using the nuances such as letters, circular, agenda, minutes and etiquettes	18

List of Practicals / Tutorials:

1	Role Play
2	Listening Comprehension
3	Transcription and Symbols
4	Everyday Situations: Conversation and Dialogues
5	Communication at Workplace
6	Reading Comprehension
7	Writing: Paragraph, Letter, Circular, Agenda
8	Email Writing: Formal and Informal
9	GD Practical
10	Listening Practice and Negotiation Skills
11	Presentation Skills

Curriculum Revision:

Version:	1
Drafted on (Month-Year):	Apr-20
Last Reviewed on (Month-Year):	Jul-20
Next Review on (Month-Year):	Apr-22