

GUJARAT TECHNOLOGICAL UNIVERSITY

COMMUNICATION SKILLS

SUBJECT CODE: 2110002

B.E. 1ST YEAR

Type of course: Communication skills

Prerequisite: Zeal to learn the subject

Rationale: The rationale of Technical Communication Skills in English is to help students understand the process 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 and Examination Scheme:

Teaching Scheme			Credits C	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE Pr/Viva (V)	PA (I)		
2	0	2	4	70	30*	30	20	150

L- Lectures; T- Tutorial/Teacher Guided Student Activity; P- Practical; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Contents:

Sr. No.	Topics	Teaching Hrs.	Module Weightage
1	Basics of Communication <ul style="list-style-type: none">• Definition and Process of Communication• Kinesics• Paralinguistics• Proxemics• Chronemics	4	15%
2	Presentation Strategies <ul style="list-style-type: none">• Defining the Purpose of Presentation• How to Make an Effective Presentation:<ul style="list-style-type: none">i) Analyzing audience and localeii) Organizing content and preparing an outline	2	10%
3	Listening Ability <ul style="list-style-type: none">• Hearing and Listening• Types of Listening• Barriers to Effective Listening• Traits of a Good Listener	2	10%
4	Reading Fluency <ul style="list-style-type: none">• Introduction• Reading Strategies	4	15%

	<ul style="list-style-type: none"> Techniques of reading Developing Reading Comprehension 		
5	<p>Writing : Mastering the Final Skill</p> <ul style="list-style-type: none"> Paragraph writing (Application Que) Business Letters (Application Que) Report Writing (Application Que) Completion of a Given Story (Application Que) E-mail etiquettes <p>Note: Only Practical/Application Questions of writing skills should be asked in ESE, the theory of the above mentioned topics can be explained in the class.</p>	6	25%
6	<p>Enriching Language through Literature</p> <p><i>Poems</i></p> <ul style="list-style-type: none"> <i>The Road Not Taken</i> by Robert Frost <i>Goodbye Party for Miss Pushpa T S</i> by Nissim Ezekiel <p><i>Short Stories</i></p> <ul style="list-style-type: none"> <i>The Eyes Are Not Here</i> by Ruskin Bond <i>The Romance of a Busy Broker</i> by O. Henry 	6	25%

Language Laboratory Activities:

Sr.No	Activity	Hour
1.	Comprehension Practical	02
2.	Picture Description and completion of a story	02
3.	Book Review List of Books Suggested for the Book Review <i>The Secret</i> by Rhonda Byrne <i>My Experiments with Truth</i> by M K Gandhi <i>Hind Swaraj</i> by M K Gandhi <i>Wings of Fire</i> by A P J Abdul Kalam <i>History of Everything</i> by Stephen Hawking <i>The Old man and the Sea</i> by Ernest Hemingway <i>Haroun and the sea of stories</i> by Salman Rushdie <i>Abhigyan Shakutalam</i> by Kalidasa <i>Who Moved My Cheese</i> by Robin Sharma <i>You Can Win</i> by Shiv Khera <i>Stay Hungry Stay Foolish</i> by Rashmi Bansal <i>The Monk Who Sold His Ferrari</i> by Robin Sharma <i>I am Ok You are Ok</i> by Thomas Harris <i>The Eighth Habit</i> by Stephen Covey <i>Bhagvat Gita on Effective Leadership I</i> by Poojan Roka <i>The Kalam Effect</i> By Nair <i>Tough Times Never Last But Tough People Do</i> by Dr.Robert Schuller <i>What Employers Want But Business Schools Don't Teach</i> by Yasmin D'sousa and Amitabh Singh	04

	<i>Freedom is not Free</i> by Shiv Khera <i>Be an Extraordinary Person in an Extraordinary World</i> by Robert Schuller <i>Making Miracles</i> by Arnold Fox and Barry Fox <i>The Road Less Travelled</i> by M.Scott Peck to name a few.....	
4.	Presentations	03
5.	GD Practical	02
6.	Telephonic Conversation	01
7.	Role Play	03
8.	Phonetics –Spoken Practice	02
9.	Listening practice and negotiation skills	03
10.	Phonetics - Transcription / Dictionary Reading	02

Reference Books:

1. Vibrant English. Hyderabad: Orient BlackSwan, 2013
2. Lesikar R V, Flatley M E ,Rentz K and Pandey Business Communication: Making Connections in a Digital World 2009: New Delhi, Tata Mcgrow Hill
3. Kumar S and Lata P Communication Skills 2011: New Delhi Oxford University Press
4. Leech, Geoffrey and Jan Svartvik. A Communicative Grammar of English. New Delhi: Pearson, 2009.

Course Outcome:

After learning the course the students should be able to

1. To know the process of communication and its components.
2. To improve the language skills i.e. Listening Skills, Speaking Skills, Reading Skills and Writing Skills (LSRW).
3. Construct basic and intermediate skills in English language.
4. To enhance phonetic competence, comprehension skills, presentation skills, group discussion skills etc.
5. To create literature sensibility and learn life skills through it.
6. To build confidence for communicating in English and create interest for the life-long learning of English language.

*PA (M): 10 marks for Active Learning Assignments, 20 marks for other methods of PA

ACTIVE LEARNING ASSIGNMENTS: Preparation of power-point slides, which include videos, animations, pictures, graphics for better understanding theory and practical work – The faculty will allocate chapters/ parts of chapters to groups of students so that the entire syllabus of Communication Skills is covered. The power-point slides should be put up on the web-site of the College/ Institute, along with the names of the students of the group, the name of the faculty, Department and College on the first slide. The best three works should be sent to achievements@gtu.edu.in.