

# College of Engineering Pune (COEP)

## Department of Applied Sciences

### Syllabus for Professional Communication (HS-15001 / AS-204)

#### Introduction:

With the rapidly growing importance of communication, one needs to be competent enough to express himself/herself effectively. It is often said that hard skills will get you an interview but you need soft skills to get (and keep) the job. One of the important elements of soft skills include the ability to communicate effectively. Communication skills are essential for engineers who aspire to carry out their professional practice in the global arena. Engineering communication skills constitute several core elements such as the fluency in the English language with command over the four basic skills viz. listening, speaking, reading and writing.

#### Course Objectives:

- To help students boost their confidence and learn the language and show awareness of the appropriate format and present their ideas in rational and logical manner.
- To help students understand the basic concept of communication, its process, stages, channels, and its value/usage in business/technical field.
- To enhance their linguistic competence and grasp intricacies involved in the development of basic language skills namely listening, speaking, reading and writing
- To apply language principles/skills for effective communication in an accent widely understood across the globe.
- To make them aware of industry requirements and to equip them with employability skills

#### Course Outcomes:

- a. Students will be able to understand effective communication and its usage in various fields.
- b. Students will be able to reflect on basic language skills – listening, speaking, reading and writing and attempt tasks by using functional grammar and vocabulary effectively.
- c. Students will be able to reproduce their understanding of concepts / principles of communication skills.
- d. Students will be able to present themselves well in front of large audience on a variety of situations related to group communication and presentation in a relevant scenario. Moreover, they will get the knack for structured conversation to make their point of views clear to the listeners.

Teaching Scheme	Lecture	Tutorial	Practical	Total
Credit	1	0	1	2
Hours/week	1	0	4	5
Marks	T1: 30	T2: 30	ESE: 40	100

<b>Unit No.</b>	<b>Details</b>
Unit 1	Communication as a skill: types of communication, barriers to communication, effective communication
Unit 2	Foundation of language: grammaticality and acceptability, word power, accuracy and appropriateness
Unit 3	Listening: nature of listening, stages of listening (pre, while and post), strategies / materials to develop listening skills, listening with comprehension to connected speech with special focus on problematic sounds
Unit 4	Speaking: pronunciation, stress, intonation and pauses, formal and informal expressions, conversation skills, group discussion, presentation skills, business etiquette
Unit 5	Reading: silent reading, reading aloud, reading for details, reading for gist, reading for study, reading between and beyond the lines, intensive and extensive reading
Unit 6	Writing: nature of writing, stages of writing (pre, while and post), qualities of effective writing, the what, how and why of writing, drafting, editing, summarizing, letter writing, writing reports

### **Teaching Methodology:**

- A proficiency test will be administered to determine the levels of candidates.
- The course will be conducted through an activity-based learning approach.
- Lectures will be conducted in the classroom and practicals in the language lab.
- Continuous Comprehensive Assessment (CCA) will be conducted during the course.
- An end-test will be administered to assess their communicative competence.

### **Reference Books:**

Communication Skills for Engineers by S. Mishra & C. Muralikrishna (Pearson)  
 Communication Skills for Technical Students by T.M. Farhathullah (Orient Longman)  
 Written Communication in English by Saran Freeman (Orient Longman)  
 Essential English Grammar (Elementary & Intermediate) Raymond Murphy (CUP)  
 Communication for Business: A Practical Approach by Shirley Tailor (Longman)  
 Developing Communication Skills by Krishna Mohan & Meera Banerji (Macmillan)  
 Business Correspondence and Report Writing, R. C. Sharma & Krishna Mohan (Tata McGraw Hill)

### **Websites:**

<http://www.englishpage.com>  
<http://www.english-4u.de/>  
<http://www.nonstopenglish.com/>  
<http://www.business-english.com>  
<http://www.breakingnewsenglish.com/>  
<http://www.ello.org/>  
<http://www.fonetiks.org>

**Evaluation:**

<b>Examination</b>	<b>Assignment No.</b>	<b>Pattern</b>	<b>Marks</b>	<b>Total</b>
<b>T1</b>	<b>Assignment 1</b>	<b>Listening Test</b>	<b>15</b>	<b>30</b>
	<b>Assignment 2</b>	<b>Speaking Test</b>	<b>15</b>	
<b>T2</b>	<b>Assignment 3</b>	<b>Reading &amp; Writing Test</b>	<b>15</b>	<b>30</b>
	<b>Assignment 4</b>	<b>Group Presentations</b>	<b>15</b>	
<b>End-sem</b>	<b>-</b>	<b>Written Exam.</b>	<b>40</b>	<b>40</b>
			<b>Total Marks</b>	<b>100</b>