

## Effective Communication Skills(HS 19001)

**Teaching Scheme:**

**Practicals: 2 hrs / week**

**Evaluation Scheme:**

**4 Assignments  
(90M: Assignments)  
(10M: attendance)**

### **Course Outcomes (COs):**

After successful completion of the course, students will be able to -

1. Recall basic language skills – listening, speaking, reading and writing and attempt tasks by using functional grammar and vocabulary effectively
2. Reproduce their understanding of concepts / principles of communication skills
3. Analyze aspects of effective communication and its usage in various fields
4. Develop the knack for structured conversation to make their points of view clear to the audience
5. Portray their learning well in front of large audience on a variety of relevant situations like group communication, discussion or presentation

### **Unit 1: Foundation of Language**

**[6 Hrs]**

Effective communication, grammaticality and acceptability, accuracy and appropriateness, common errors, vocabulary enhancement

### **Unit 2: Listening**

**[6 Hrs]**

Stages of listening (pre, while and post), strategies to develop listening skills, listening comprehension, problematic sounds

### **Unit 3: Speaking**

**[6 Hrs]**

Oral communication, pronunciation, stress, connected speech, intonation and pauses, formal and informal expressions, conversation skills, group discussion, presentations

### **Unit 4: Reading and Writing**

**[6 Hrs]**

Types of reading, techniques of reading, reading comprehension, reading manuals, formal emails, letters etc. Stages of writing (pre, while and post), 7 Cs of technical communication, drafting, editing, summarizing, letter / email writing

### **Reference Books**

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