INSTITUTE	FACULTY OF TECHNOLOGY
PROGRAM	BACHELOR OF TECHNOLOGY (COMPUTER ENGINEERING)
SEMESTER	2
COURSE TITLE	PROFESSIONAL COMMUNICATION
COURSE CODE	01SL0104
COURSE CREDITS	2

Objective:

1. To enhance the writing skills and basic reading skills of the students.
2. To understand the purpose and responses of interpersonal communication in profession.
3. To communicate effectively with peers and colleagues in group and in person.
4. To hone the writing skills of students and to expand their vocabulary.
5. To express the presented ideas in concise and accurate manner in their language.
6. To improve the LSRW skills of the students.

Course Outcomes: After completion of this course, student will be able to:

1. Communicate with the peers and colleagues in English Language.
2. Learn basics structure of spoken and written English language.
3. Expand their vocabulary in English.
4. Learn the basics of grammar in English through text.
5. Learn LSRW skills through text, audio-visual aids.

Pre-requisite of course: NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	25	25

Contents : Unit	Topics	Contact Hours
1	**Listening Skills** Listening comprehension and response through various modes – face-to face conversations, telephone conversations, reading out written material, audio- video recorded material, mimes	6

DR. RAJESHKUMAR NARENDRAKUMAR JOSHI
Digitally signed by (Name of HOD)

DR. RAJENDRASINH BAHADURSINH JADEJA
Digitally signed by (Name of Dean/ Principal)

Contents : Unit	Topics	Contact Hours
2	**Speaking Skills** Group Communication, Features of an effective, fluent speech through regular practice, Role play, Extempore, Situational conversations – Greetings, requests, instructions, and enquiries, Informal speeches, Facing audience, Essential aspects of speech – Tone, Rhythm, Choice of words (language), style and deciding the target audience	8
3	**Writing Skills** Common Errors in Language, Concord, Voices, Basic Letter writing: Leave Applications, Thanks, Invitation, Condolence, Requisition, Memo Writing, Email etiquette, Essay writing: Essential elements of an essay - structure - coherence - relevance	10
4	**Learning Language through Literature** A Letter to a Son's Teacher : Abraham Lincoln, The Bet : Anton Chekhov, Because I Could Not Stop Death : Emily Dickenson, The Gift of India : Sarojini Naidu	6
Total Hours		**30**

Textbook :

1 English Language and Communication Skills for Engineers, Sanjay Kumar & Pushp Lata, OUP, 2018

References:

1 English Conversation Practice, English Conversation Practice, Taylor, Grant., McGraw Hall Publication, 2001

2 Essential English Grammar, Essential English Grammar, Murphy, Raymond, Cambridge University Press, 2024

3 Business Communication: Making Connections in a Digital World, Business Communication: Making Connections in a Digital World, Lesikar R V, Flatley M E ,Rentz K and Pandey, New Delhi, Tata McGrow Hill, 2009

4 Communication Skills, Communication Skills, Kumar S and Lata P, New Delhi Oxford University Press, 2011

5 A Communicative Grammar of English, A Communicative Grammar of English, Leech, Geoffrey and Jan Svartvik, New Delhi: Pearson, 2009

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation

DR. RAJESHKUMAR NARENDRAKUMAR JOSHI
Digitally signed by (Name of HOD)

DR. RAJENDRASINH BAHADURSINH JADEJA
Digitally signed by (Name of Dean/ Principal)

Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
25.00	25.00	25.00	10.00	10.00	5.00

Instructional Method:

1 The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, etc.

2 The internal evaluation will be done on the basis of continuous evaluation of students in the class-room in the form of attendance, assignments, verbal interactions etc.

3 Students will use supplementary resources such as online videos, NPTEL videos, e-courses, Virtual Laboratory.

Supplementary Resources:

1 WWW.ENGLISHFORALL.ID/BLOGS INSTAGRAM - ENGLISHFORALL.ID

2 https://procomm.ieee.org/effective-communication-for-engineers/

3 https://medium.com/doctolib/a-guide-to-effective-communication-for-engineers-e62010747d1a

4 https://degree.astate.edu/online-programs/technology/engineering-management/masters/importance-of-communication-for-engineers/