

COURSE TITLE	PROFESSIONAL COMMUNICATION
COURSE CODE	01SL1104
COURSE CREDITS	2

Objective:

- 1 To develop students' ability to communicate clearly in academic and professional contexts.
- 2 To build confidence in participating in discussions, meetings, and interviews.
- 3 To enhance writing skills for workplace correspondence and documentation.
- 4 To train students in effective presentation techniques using digital tools.

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

- 1 Communicate appropriately in academic and workplace situations.
- 2 Participate effectively in group discussions and meetings.
- 3 Draft professional emails, letters, and applications.
- 4 Design and deliver structured presentations using ICT tools.

Pre-requisite of course:NA

Teaching and Examination Scheme

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

Contents : Unit	Topics	Contact Hours
1	Academic and Workplace Communication Greetings and self-introduction, Asking and sharing information, Expressing opinions and agreeing/disagreeing, Making and responding to requests, suggestions, and invitations, Interacting in hierarchy, Telephonic and virtual conversations, Participating in meetings, Writing formal letters, applications and emails	18
2	Presentation Skills Fundamentals of an effective presentation, Using ICT tools for visual support (PPT, Canva, Prezi etc.), Effective pronunciation, Effective body language, Handling Q&A and audience interaction	12
Total Hours		30

Textbook :

- 1 The Complete Presentation Skills Handbook, Kogan Page, Siddons Suzy.q., 2008
- 2 English at Work, Cosgrove Anthony, Cambridge University, 2011

Textbook :

- 3 English at the workplace, Maheshwari, Laxmi Publication,, 2006

References:

- 1 English Conversation Practice, English Conversation Practice, Taylor, Grant, McGraw Hall Publication, 2001
- 2 Improve Your English: English in the Workplace, Improve Your English: English in the Workplace, Stephen E. Brown, Ceil Lucas, McGraw Hill, 2008

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					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
0.00	15.00	40.00	20.00	15.00	10.00

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://www.youtube.com/playlist?list=PLcetZ6gSk969oGvAI0e4_PgVnlGbm64bp