

COURSE TITLE	COMMUNICATION SKILL FOR ENGINEERS
COURSE CODE	01SL1401
COURSE CREDITS	2

Objective:

- 1 To enhance their conversation skills
- 2 To share information and collect information and ideas
- 3 To express one's views and agree or disagree with others
- 4 To draft formal documents.
- 5 The course aims at enhancing students' ability to communicate in English in academic and professional context. The course will introduce the students to various formal/professional situations through videos, audios, texts and simulations and enhance their language skills.
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Course Outcomes: After completion of this course, student will be able to:

- 1 Understand communication procedure and communicate in English
- 2 Deliver effective presentation to the suitable audience
- 3 Develop writing skills for presentation/report on the technical subject
- 4 Express their views in the formal and effective manner

Pre-requisite of course: General English Knowledge

Teaching and Examination Scheme

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

Contents : Unit	Topics	Contact Hours
1	Conversation Skills Interacting in hierarchy, Sharing information and ideas, Discussions, Participating in meetings, Giving and receiving feedback, Telephonic communication, Expressing Agreement and Disagreement	13
2	Writing Skill Letters, Emails, Technical Reports, Notices, Minutes of meeting, Technical Proposal	13
Total Hours		26

Textbook :

- 1 English at The Workplace, Maheshwari, Laxmi Publications, 2006
- 2 Communication Skills for Engineers, Sunita Mishra, C. Muralikrishna, Pearson Education, 2011

References:

- 1 English at Work(with audio CD and practical language activities in the UK), English at Work(with audio CD and practical language activities in the UK), Cosgrove Anthony, Cambridge University, 2011

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					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00

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, MOOCs etc
- 2 The internal evaluation will be done on the basis of continuous evaluation of students in the laboratory and classroom
- 3 Practical examination will be conducted at the end of semester for evaluation of performance of students in laboratory
- 4 Students will use supplementary resources such as online videos, NPTEL videos, ecourses, Virtual Laboratory.

Supplementary Resources:

- 1 Online article: Letterbarn: Sample Employment and Workplace Letters: <http://letterbarn.blogspot.in/2008/12/sample-recruitment-letters-training-and.html>
- 2 Online article: Business letter examples: <https://www.thebalance.com/business-letterexamples-samples-and-writing-tips-2059673>
- 3 BBC Learning English video: Writing an Email- 18 - English at work: <https://youtu.be/aO3Det4ir8U>
- 4 BBC Article: English for Email: <https://learnenglish.britishcouncil.org/en/english-emails>
- 5 Blog: My School: How to write notice and circular: <http://englishcbse.blogspot.in/2011/09/how-to-write-notice-and-circulars.html>
- 6 Online article: Drafting of Notices, Circulars, Minutes and Resolutions: <http://www.yourarticlelibrary.com/business/reports/drafting-of-notices-circulars-minutesand-resolutions/75904/>