

Course Title	COMMUNICATION SKILLS						
Course Code	1BENG106/1BENG206						
Course Category	AEC						
Teaching - Learning Scheme & Credit	L	T	P	S	Total	Total Teaching Hours	Credit
	1	0	1	0	2	28+0+0+32=60	1
CIE Marks: 50	SEE Marks: 50		Total Max. Marks: 100			Duration of SEE: 02 Hrs.	

Course Learning Objectives: Students will be able to:	
CLO1	Understand communication fundamentals, pronunciation, and phonetics.
CLO2	Develop grammar, vocabulary, and language proficiency.
CLO3	Enhance speaking, writing, reading, and listening skills.
CLO4	Apply digital communication and academic integrity practices.
CLO5	Build employability skills through professional communication.

[illegible]

Communication Skills: The process of communication - sender, message, channel, receiver, and feedback.

Barriers to communication: Physical, psychological, linguistic, cultural, and organizational barriers.

Non-verbal communication: Body language, gestures, and expressions. Paralanguage, proxemics, and chronemics.

Grammar: Parts of speech - noun, pronoun, verb, adjective, adverb, preposition, conjunction, and interjection.

Phonetics: Pronunciation, phonemes - vowels and consonants, word stress, sentence stress, and intonation patterns.

SELF-STUDY COMPONENTS: • Read “<i>The Chimney Sweeper</i>” by William Blake and “<i>I Have a Dream</i>” by Martin Luther King Jr. • Identify the central themes and key messages presented in both works. • Describe the main ideas and compare their social and moral significance.	6 hours
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UNIT 2	6	L1
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INTERPERSONAL SKILLS:

Speaking Skills: Introducing oneself (formal and informal contexts), extempore speaking, formal presentations - techniques and structure, group discussion - purpose, techniques, evaluation parameters, debates - format, rules, key features, giving technical presentations - use of visuals, clarity, confidence, and audience engagement.

Writing Skills: Biography writing (of self/others), short story writing (creative expression), paragraph writing - descriptive, argumentative, expository, Review writing and blog writing.

Grammar: Common errors in English usage (subject–verb agreement, articles, prepositions), Wh-questions (who, what, when, where, why, how), Yes/No questions (non–Wh questions), and question tags.

SELF-STUDY COMPONENTS: • Watch interviews of five achievers from different fields. • Identify their key ideas, achievements, and communication techniques. • Explain how effective speaking and communication skills contributed to their success.	6 hours
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UNIT 3	6	L1
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ENGLISH FOR EMPLOYABILITY
Writing: Formal letter writing (enquiry, order, and complaint).
Grammar: Misplaced modifiers.
Email Etiquettes: Structure, writing, and responding to emails.

SELF-STUDY COMPONENTS:**6 hours**

- **Read** examples of informal letters.
- **Identify** the format, tone, and language used.
- **Practice** writing informal letters using appropriate expressions.

UNIT 4**6****L1****ENGLISH IN DIGITAL WORLD**

Writing: Framing of search terms/keywords in search engines, commands for search on open AIs, tools to support synchronous communication such as webinar platforms, and asynchronous communication such as forums and social media. Online communication – types, pros and cons of online communication. Acceptable online roles and behaviors – netiquettes, etiquettes of social media. Problems and opportunities in handling digital resources – tools to check grammar.

Writing: Citing information accurately from source material, plagiarism – infringement, importance of academic integrity.

SELF-STUDY COMPONENTS:**8 hours**

- **Read** a blog or social media post and identify effective netiquette practices.
- **Describe** appropriate practices for online communication and social media use.
- **Explain** the basic purpose of grammar-checking and plagiarism-checking tools in academic writing.

UNIT 5**5****L1****APPLYING FOR JOBS**

Speaking Interview skills, mock interview, and telephone interviews.

Writing: Job applications and resumes.

Vocabulary: Idioms and Cliches

SELF-STUDY COMPONENTS:**6 hours**

- **Watch** selected TED Talks and identify key ideas.
- **Identify** effective listening and presentation techniques.
- **Describe** how these techniques improve communication and presentation skills.

TEXT BOOKS:

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|---|---|
| 1 | Meenakshi Raman & Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford University Press. |
| 2 | Krishna Mohan & Meera Banerji, <i>Developing Communication Skills</i> , Macmillan. |

REFERENCE BOOKS:

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|---|--|
| 1 | Nira Konar – <i>Communication Skills for Professionals</i> , PHI Learning. |
| 2 | John Seely – <i>The Oxford Guide to Writing and Speaking</i> , Oxford University Press. |
| 3 | Lesikar, Flatley & Rentz – <i>Business Communication: Making Connections in a Digital World</i> , McGraw-Hill. |

E-LEARNING RESOURCES:

- | | |
|---|--|
| 1 | Grammar, vocabulary, listening, speaking, pronunciation, reading, and writing resources: https://learnenglish.britishcouncil.org/ |
| 2 | Online dictionary with pronunciation, word meanings, and example usage: https://www.oxfordlearnersdictionaries.com/ |

Assessment Details both (CIE and SEE)

The weightage of Continuous Internal Evaluation (CIE) and Semester End Exam (SEE) is 50% each. The students have to obtain a minimum of 40% marks individually both in CIE and SEE to pass.

CIE: The CIE has three components – CIE - theory component (MCQs), assignment and group activity. Students have to score a minimum of 40% Marks in the total of CIE - theory, assignment and group activity components put together to take SEE.

SEE: Theory Semester End Exam (MCQs) is conducted for 50 marks (2 Hours duration). Self-Study Component should be not included for SEE & CIE.

CONTINUOUS INTERNAL EVALUATION (CIE)		Max. Marks	Minimum Marks to be scored in CIE, to qualify to take SEE (40% individually)
Theory	Weightage of CIE1 and CIE2 Tests or CIE3	40	-
	Assignment	05	-
	Group Activity	05	-
TOTAL		50	20

QUESTION PAPER PATTERN (SEE)

Q. No.	Q1-Q10	Q11-Q20	Q21-Q30	Q31-Q40	Q41-Q50
UNIT	1	2	3	4	5
1. There are 50 Multiple- Choice questions.					
2. Students are required to answer all the questions by selecting the correct option.					

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

CO1	Describe the process and principles of communication, including the basics of grammar, phonetics, and intonation.
CO2	Identify the importance of interpersonal skills in speaking, writing, and group activities for effective collaboration.
CO3	Recognize the appropriate formats and etiquette of formal letters, emails, and documents.
CO4	Recognize the importance of responsible digital communication, netiquettes, and academic integrity.
CO5	Identify the components of job applications, resumes, and interview skills required for professional communication.

Mapping of CO's, PO's with PSO's

Strength of correlation: Strongly related-3, Moderately related-2, Weakly related-1, Not related-0

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1					3			2						1
CO2			1		3			3						2
CO3			1		3			3						2
CO4			1		3			3						3
CO5			1		3			3						3

Mapping of CO's with Knowledge and Attitude Profile (WK)

Strength of correlation: Strongly related-3, Moderately related-2, Weakly related-1, Not related-0

CO	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9
CO1	1			1	1	1		1	3
CO2	1			1	2	2		1	3
CO3	1			1	2	1		3	3
CO4	1			2	1	2	1	2	3
CO5	1			1	3	1		2	3

Mapping of CO's with Sustainable Development Goals (SDG)																	
Strength of correlation: Strongly related-3, Moderately related-2, Weakly related-1, Not related-0																	
CO/SDG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
CO1				3				1		1						2	1
CO2				3	2			2		2						2	2
CO3				3	1			2		2						2	1
CO4				3	1			1	1	2	1	1				1	2
CO5				3	2			3		2						1	1

Course Coordinators:	
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