

B.TECH 1st YEAR

COMMUNICATION SKILLS (BA-1106)

Credits: 3

Course Objective: To help the students to hone their oral as well as written communication skills so as to make them job and industry ready.

Introduction to Communication Skills: Understanding Communication Skills, 7 C's of Communication, Process of Communication, Barriers to Communication, Importance of Listening, Verbal Communication- 3 V's of Communication, Non Verbal Communication. **Essay Writing:** Essays related to Economics, Sociology, Technology, Psychology, Politics and Current Affairs etc. **Expansion of idea, Comprehension, Vocabulary:** One Word substitution, Foreign Words Commonly used in English, Synonyms, Antonyms, Spellings. **Report Writing:** Performance Appraisal Report, Disciplinary Report, Inspection Report, Site Survey Report, Market Survey report, Event Management Report, Project Completion Report. **Business Correspondence:** Kinds of Business Letters, Enquiries and Replies, Letters to Newspapers, Circulars and Memos, Floating Tenders, Inviting Quotations, Submission of Quotation, Placing an Order, Notice, Agenda and Minutes of a Business Meeting, Job application (including Resume / Bio data), E-mail Writing. **Grammar:** Tenses, Correct Usage, Sequence of Tenses, Articles, Prepositions, Punctuation, Voice, Narration. **Class Room Practice / Language Lab (Not to be included in Question Paper),** Oral Communication, Extempore, Group Discussion, Power Point Presentation, Role Play

Text Books	Sen, Leena. <i>Communication Skills</i> . (Prentice Hall)
	Raman, Menashi & Sharma, Sangeeta. <i>Technical Communication - Principles And Practice</i> . (Oxford)
	Wren, R.C. & Martin, H. <i>English Grammar and Composition</i> (S Chand & Co Ltd)
Reference Books	Mehra, Payal. <i>Business Communication for Managers</i> . (Pearson)
	Miglani, Seema & Goyal, Shikha. <i>English for Professional</i> . (VEI)