

Programme			Bachelor of Science Information Technology (Infrastructure Management Services)			Branch/S pec.		Computer Applications				
Semester			I			Version		1.0.0.0				
Effective from the Academic Year					2024-25		Effective for the batch Admitted in			June 2024		
Subject code			U41D5CS 1		Subject Name		Communication Skills - I					
Teaching scheme						Examination scheme (Marks)						
(Per week)		Lecture (DT)		Practical (Lab.)		Tot al		CE	SE E	Total		
		L	T U	P	T W							
Credit		2	-	0	-	2	Theory	2 5	2 5	50		
Hours		2	-	-	-	2						
Objective:												
Understand the role of communication in personal and professional success. Develop awareness of appropriate communication strategies. Prepare and present messages with a specific intent. Analyze a variety of communication acts. Ethically use, document and integrate sources.												
Pre-requisites:												
Familiarity with the basics of English language, strong determination and willpower for skill-set enhancement.												
Learning Outcome:												
Name of CO		Description										
CO1		Understand the process of communication and its effects on giving and receiving information										
CO2		Understand the basic vocabulary and Grammatical concepts										
CO3		Understand, Evaluate and apply basic listening skills										
CO4		Be able to read and comprehend various reading materials										
CO5		Express their ideas and speak confidently in the English language										
Mapping of CO and PO:												
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	0	1	1	1	0	2	3	2	3	0	3	2
CO2	0	1	0	1	0	2	2	1	3	0	1	0
CO3	0	0	1	0	0	2	2	3	3	1	3	2
CO4	1	2	1	1	0	2	3	2	3	1	2	2
CO5	0	0	0	0	0	0	2	3	3	0	3	2
Content:												
Unit		Content										Hr s.
1		Basics of Communication:										10

	Definition and Principles Process of communication Functions Forms of communication (Formal – Informal, Verbal – Non-verbal, Electronic and Visual) Flow of Communication Language as a Tool of Communication Barriers to communication with remedies	
2	<b>Functional Grammar and Vocabulary</b> Articles Parts of Speeches Tenses Synonyms-Antonyms One Word Substitution Eponyms	05
3	<b>Listening Skills</b> Definition and process of listening, Rudiments of effective listening, Modes of listening, Barriers to listening, Tips for effective listening, Traits of good listening. Listening comprehension practice using audio-visuals (IELTS Listening) Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.) Listening to Speeches of Leaders, TED Talks, TED-Ed, Educational Videos	05
4	<b>Reading Skills</b> Definition, Purposes & types of reading, KWL method of reading, Techniques for effective reading comprehension, Reading Blogs, Website content	05
5	<b>Oral Communication in Context:</b> Greetings and Introduction Know your Buddy (Knowing about a partner, asking for information, likes and dislikes, etc.) Just a Minute (JAM) Asking for and giving information, offering and responding to offers, requesting and responding to requests, congratulating people on their success, expressing sympathy, expressing condolences, apologizing and forgiving, giving instructions, seeking and giving permission, expressing opinions (likes and dislikes), agreeing and disagreeing.	05
<b>Practical Content:</b>		
Practical will be based on some of the topics listed above.		
<b>Reference Books:</b>		
1	Technical Communication - Principles and Practice by Meenakshi Raman & Sangeeta Sharma (Oxford University Press)	
2	Effective Technical Communication by M Ashraf Rizvi (TMH Publication)	
3	Leadership Lessons from the Bhagavad Gita by Mohan Murti	
4	Intermediate English Grammar with Answers, 2nd Edition by Raymond Murphy (Cambridge University Press)	
<b>Web Reference:</b>		
1	Online resources: YouTube - Daily Video Vocabulary, Vocab 24, TED Lectures, Inspirational speeches/addresses of successful people, parliamentary speeches, interviews, various internet channels devoted to learning and improving communication in English	
<b>MOOC/Certificate Course:</b>		
1	<a href="#">Finding Your Professional Voice: Confidence &amp; Impact   Coursera</a>	
2	<a href="#">Top Communication Skills Courses - Learn Communication Skills Online (coursera.org)</a>	
3	<a href="#">Free Online Bhagavad Gita Course - Gita Quest</a>	
<b>Question Paper Scheme:</b>		
	<b>University Examination Duration: 1 Hours</b> <b>Note for Examiner: -</b>	

	<p>Q-1 must be common to any topics from the syllabus.</p> <p>Q-2 and onwards must be from specific topics and internal choice or option can be given.</p> <p>Q-1 (Attempt any Three Out of Five: each question must be of 04 marks) --- <b>12 Marks</b> Questions must be covered all possible section.</p> <p>(CO1, CO2, CO3, CO4, C05)</p> <p>Questions must be covered in all possible sections.</p> <p>Q-2 (Must be from topics Unit 1:&amp; Unit -2) – 5 <b>Marks</b> (CO1, CO2)</p> <p>Q-3 ((Must be from topics Unit 3:&amp; Unit -4) – 5 <b>Marks</b> (CO3, CO4)</p> <p>Q-4 (((Must be from topics Unit 5) – 3 <b>Marks</b> (CO5)</p>
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