

GANPAT UNIVERSITY												
FACULTY OF ENGINEERING & TECHNOLOGY												
Programme		Bachelor of Technology			Branch / Spec.	ALL						
Semester		I/II			Version			1.0.0.0				
Course Code		2HSM1101			Course Name			Communication Skills				
Effective from Academic Year		2026-27			Effective for the batch Admitted in			July 2026				
Course Category		HSMC										
Teaching, Learning and Examination Scheme												
Teaching & Learning Scheme							Examination scheme (Marks)					
Hours (per week)				Cr	SL	TSL	Theory			Practical		
L	TU	P	TTH				CE	SEE	Total	CE	SEE	Total
3	0	0	3	3	45	90	50	50	100	0	0	0
L: Lecture, TU: Tutorial, P: Practical, TTH: Total Teaching Hours/Week, Cr: Credit, SL: Min. Self Learning/Term Work Hours/Sem, TSL: Min. Total Teaching & Learning Hours/Sem, CE: Continuous Evaluation, SEE: Semester End Examination,												
Pre-requisites												
Basic acquaintance with English Language and English Grammar												
Course Outcomes												
COs	Description											
CO1	Understand the basics of communication and its significance to the career as an engineer.											
CO2	Comprehend and express any idea/thought in an effective manner using the four basic communication skills: Listening, Reading, Speaking, Writing (LSRW).											
CO3	Make effective presentations, face job interview and participate in group communication fruitfully.											
CO4	Handle various professional communication situations more impressively and effectively.											
Theory Syllabus												
Unit	Content											Hrs
1	Basics of Communication Definition, Principles, Process, Functions, Methods and Barriers to communication with remedies											5
2	Vocabulary and Verbal Ability Parts of Speech, Verb Forms, Collocations, Words often Confused, One Word Substitutes, Word Analogies, Para jumbles, Verbal Ability for competitive exams, Practice Exercises for Vocabulary and Verbal Ability											6
3	Receptive Language Skills: Listening & Reading Listening Skill: Significance of listening comprehension for engineers, definition, process and pre-requisites of effective listening, hearing vs listening, modes of listening, traits of a sharp listener, Practice of Listening Comprehension Reading Skill: Significance of reading comprehension for engineers, definition, types and purposes of reading, useful strategies for effective reading comprehension, Practice of Reading Comprehension											10
4	Productive Language Skill - I: Speaking Presentation Skills: Significance of presentation skills for engineers, definition and components, brainstorming and steps to prepare effective presentation, Boredom factors and its avoidance, Practice of Oral Presentation Group Discussion and Debate: Definition and significance of group discussion, pre-requisites, objectives and characteristics of group discussion, group discussion in organization and group discussion as a part of selection process, Practice of Group Discussion Job Interviews: Definition, significance, purpose and types of interviews, types of job interview, stages of job interview, process of job interview, success and failure factors in job interview, Practice through Mock Interview											12
5	Productive Language Skill - II: Writing											12

	Informal vs. formal writing, significance of written communication ability for success in professional career, features of effective written communication (7 Cs), features that make writing effective (appearance and language) Formal Writing: (A) Official and Business Letters: significance, characteristics, layout, letter to various authorities, making inquiry, inviting quotation, lodging complaint, offering adjustment, sales promotion, Practice of preparing drafts of different types of letters (B) Advertisement and Press Release: significance, types, lay-out, Practice of preparing various drafts of advertisements and press-release (C) Resume: description, layout, dos and don'ts, Practice of Resume writing (D) Notice and e-mail: Significance, Layout, Practice of drafting Notice and e-mails														
Practical Content															
Practical and Term work shall be based on the laboratory experiments as well as the field survey.															
Text Books															
1	Meenaksi Raman & Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford University Press, 3rd Edition.														
Reference Books															
1	M Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill Education, 2nd Edition														
2	V. K. Jain & Omprakash Biyani, Business Communication, S. Chand & Company, 2007														
3	Raymond Murphy, Essential English Grammar: A Self-study Reference and Practice Book for Elementary Learners of English with Answer, Cambridge University Press, 4th Edition														
4	Andrea J. Rutherford, Basic Communication Skills for Technology, Pearson Education Asia, 2nd Edition														
5	Cambridge 1 to 16, Cambridge University Press, Latest Editions														
ICT/MOOCs Reference															
1	http://nptel.ac.in/courses/109104031/														
2	https://www.youtube.com/watch?v=m-5wVL6VWwI														
3	https://www.youtube.com/watch?v=Tr-hZv1p-OM&pbjreload=10														
4	https://www.youtube.com/watch?v=kP_VkuB08qY&list=PLmwr9polMHwsQmAjoAxtFvwk_PaqQeS68&pbjreload=10														
5	https://www.youtube.com/watch?v=51MJEDGOQVQ&t=169s&pbjreload=10														
Mapping of Cos, POs, and PSOs															
COs	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PSO 1	PSO 2	PSO 3	
CO1	1	2	1	2	1	1	2	0	0	3	1	1	0	2	
CO2	0	0	2	1	2	1	0	1	0	2	2	2	0	2	
CO3	0	2	0	0	2	0	1	0	2	1	1	0	2	2	
CO4	0	1	1	2	0	2	0	2	1	3	2	0	2	3	
Unit	Unit Title								Aligned COs		Learning Hours		BTL Level		
1	Basics of Communication								1		5		U,R,A		
2	Vocabulary and Verbal Ability								1		6		U,R,A		
3	Receptive Language Skills: Listening & Reading								2		10		U,A,E		
4	Productive Language Skill - I: Speaking								3		12		U,A,E,C		
5	Productive Language Skill - II: Writing								4		12		U,A,E,C		