

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme	Bachelor of Technology				Branch/Spec.	All			
Semester	I/II				Version	1.0.0.0			
Effective from Academic Year	2026-27				Effective from the batch admitted in	July 2026			
Course Code	2HSM1101				Course Name	Communication Skills			
Course Category	Humanities and Social Sciences including Management Courses (HSM)								
Teaching Scheme					Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	3	0	0	0	3	Theory	50	50	100
Hours	3	0	0	0	3	Practical	0	0	0
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 interviews and participate in group communication fruitfully.								
CO4	Handle various professional communication situations more impressively and effectively.								
Theory Syllabus									
Unit	Content								Hours
1	<b>Basics of Communication</b> Definition, Significance, Principles, Process, Functions, Methods and Barriers to communication with remedies								6
2	<b>Vocabulary and Verbal Ability</b> Parts of Speech, Verb Forms, Words often Confused, One Word Substitutes, Verbal Ability for Competitive Exams								7
3	<b>Listening Skill:</b> Significance of Listening Comprehension for Engineers, Pre-requisites of Effective Listening, Hearing vs Listening, Traits of a Sharp Listener, Listening to Speeches of Leaders, TED Talks, Talk Shows, Interviews, Panel Discussions etc.  <b>Reading Skill:</b> Significance of Reading Comprehension for Engineers, Useful Strategies for Effective Reading Comprehension, Practice of Reading Comprehension using Digital Content in various Forms (Website, Blogs, Online Articles etc.)								10
4	<b>Presentation Skill:</b> Significance of Presentation Skills for Engineers, Components of Presentation, Steps to Prepare Effective Presentation (Academic and Business), Failure Factors of Presentation  <b>Group Discussion:</b>								10

	Definition and Significance of Group Discussion, Essential Elements of Group Discussion, Group Discussion in Various Situations	
5	<p><b>Writing Skill:</b> Significance of Writing Ability for Success in Professional Career, Characteristics of Effective Writing (7 Cs), Features of Impactful Writing (Appearance and Language)</p> <p><b>Email Writing:</b> Importance of Emailing Skill, Email Etiquettes, Features of Effective Emailing, Effective Use of Emailing Tools</p> <p><b>Official Correspondence:</b> Notice Writing, Memo Writing, Official Correspondence Writing (Leave Application, Consent Letter etc.)</p> <p><b>Content Writing for Social Media:</b> Blog Writing, Web site Content Writing, Developing Social Media Responses (Responding to LinkedIn Posts, X -Posts, Thread Posts etc.)</p> <p><b>Social Media Profiling:</b> Creating Effective LinkedIn and other professional Social Media Profiles.</p>	12
Practical and Self Learning Content		
Practical assignments, quiz, industrial visit, field survey and tutorials are based on the above syllabus.		
Text Books		
1	Meenaksi Raman & Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford University Press, 3rd Edition.	
2	M Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill Education, 2nd Edition	
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	
Reference Books		
1	V. K. Jain & Omprakash Biyani, Business Communication, S. Chand & Company, 2007	
2	Andrea J. Rutherford, Basic Communication Skills for Technology, Pearson Education Asia, 2nd Edition	
3	Cambridge 1 to 19, Cambridge University Press, Latest Editions	
ICT/MOOCs Reference		
1	<a href="http://nptel.ac.in/courses/109104031/">http://nptel.ac.in/courses/109104031/</a>	
2	<a href="https://www.youtube.com/watch?v=m-5wVL6VWwI">https://www.youtube.com/watch?v=m-5wVL6VWwI</a>	
3	<a href="https://www.youtube.com/watch?v=Tr-hZv1p-OM&amp;pbjreload=10">https://www.youtube.com/watch?v=Tr-hZv1p-OM&amp;pbjreload=10</a>	
4	<a href="https://www.youtube.com/watch?v=kP_VkuB08qY&amp;list=PLmwr9polMHwsQmAjoAxtFv-wk-PaqQeS68&amp;pbjreload=10">https://www.youtube.com/watch?v=kP_VkuB08qY&amp;list=PLmwr9polMHwsQmAjoAxtFv-wk-PaqQeS68&amp;pbjreload=10</a>	
5	<a href="https://www.youtube.com/watch?v=51MJEDGOQVQ&amp;t=169s&amp;pbjreload=10">https://www.youtube.com/watch?v=51MJEDGOQVQ&amp;t=169s&amp;pbjreload=10</a>	
6	<a href="https://www.youtube.com/watch?v=5BTkpnLXhIQ&amp;t=300s&amp;pbjreload=10">https://www.youtube.com/watch?v=5BTkpnLXhIQ&amp;t=300s&amp;pbjreload=10</a>	
7	<a href="https://www.youtube.com/watch?v=fXVoT7VMCpM">https://www.youtube.com/watch?v=fXVoT7VMCpM</a>	
8	<a href="https://www.youtube.com/watch?v=OgzIoTLFqOY&amp;pbjreload=10">https://www.youtube.com/watch?v=OgzIoTLFqOY&amp;pbjreload=10</a>	
9	<a href="https://www.youtube.com/watch?v=1mHjMNZZvFo&amp;t=29s&amp;pbjreload=10">https://www.youtube.com/watch?v=1mHjMNZZvFo&amp;t=29s&amp;pbjreload=10</a>	
10	<a href="https://www.youtube.com/watch?v=I2txr6OY5dY">https://www.youtube.com/watch?v=I2txr6OY5dY</a>	

Mapping of COs, POs, and PSOs														
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
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

Bloom's Taxonomy Level				
Unit	Unit Title	Aligned COs	Learning Hours	BTL Level
1	Basics of Communication	1	6	U,R,A
2	Vocabulary and Verbal Ability	1	7	U,R,A
3	Listening & Reading	2	10	U,A,E
4	Presentation and Group Discussion	3	10	U,A,E,C
5	Writing Skill	4	12	U,A,E,C

**Note:**

- Version 1.0.0.0 (First Digit= New syllabus/Revision in Full Syllabus, Second Digit=Revision in Teaching Scheme, Third Digit=Revision in Exam Scheme, Forth Digit= Content Revision)
- 1 Hour Lecture = 1 Credit, 1 Hour Tutorial = 1 Credit, 2 Hours Practical = 1 Credit, 2 Hours Internship/Project/Seminar = 1 Credit
- Bloom's Taxonomy Level (BTL): R: Remember, U: Understand, A: Apply, N: Analyze, E: Evaluate, and C: Create