

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme		Bachelor of Technology				Branch/Spec		Agricultural Engineering	
Semester		I				Version		2.0.0.0	
Effective from Academic Year			2024-25			Effective for the Batch admitted in			July 2024
Course Code		2HS1101		Course Name		Communication Skills			
Teaching Scheme						Examination Scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	02	00	01	00	03	Theory	40	60	100
Hours	02	00	02	00	04	Practical	30	20	050
Course Outcomes									
On successful completion of the course, the students will be able to:									
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 presentation, 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								04
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								04
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								06
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								08
5	Productive Language Skill - II: Writing 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:								08

	(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 Assignments are based on above syllabus.	
Text Books	
1	Meenaksi Raman & Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford University Press, 3 rd Edition.
Reference Books	
1	M Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill Education, 2 nd 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, 4 th Edition
4	Andrea J. Rutherford, Basic Communication Skills for Technology, Pearson Education Asia, 2 nd Edition
5	Cambridge 1 to 16, Cambridge University Press, Latest Editions

Mapping of CO with PO and PSO															
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	2	3	0	1	2	1	1	2	3	3	3	3	1	2	3
CO2	3	2	0	1	1	3	2	2	3	3	2	3	2	3	2
CO3	3	2	0	1	1	1	1	1	3	3	1	3	2	1	3
CO4	3	2	0	1	1	3	2	2	3	3	2	3	3	2	3