

**GANPAT UNIVERSITY**

## FACULTY OF ENGINEERING &amp; TECHNOLOGY

Programme	Bachelor of Technology					Branch/Spec.	Computer Engineering		
Semester	II					Version	1.0.1.0		
Effective from Academic Year				2025-26		Effective for the Batch admitted in			July 2022
Course Code	3OS201		Course Name			English Language & Communication Skills			
Teaching Scheme						Examination Scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	3	-	-	-	3	Theory	50	50	100
Hours	3	-	-	-	3	Practical	-	-	-

Pre-requisites
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Basic knowledge of English language, Grammar, speaking skills, able to communicate in English language.
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On successful completion of the course, the students will be able to:

CO1	To impart basic skills of communication in English through intensive practice
CO2	To improve the students' fluency in English and to enable them to listen to English spoken at normal conversational speed, to read and comprehend the English texts of varied nature, to write (draft) various technical documents and to speak (converse) in their professional career.
CO3	To enhance the confidence level of students so as to make them able to communicate in various professional situations effectively
CO4	Handle various professional communication situations more impressively and effectively

Theory Syllabus									
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Unit	Content	Hrs.
1	<b>Professionals &amp; Communication Skills:</b> Nature of professional communication - an insight, Principles, Stages and modes of communication, Methods of communication, Flow and levels of communication in an organization, 7 C's of effective communication, Essentials of communication for professionals, Barriers to communication with remedies to overcome	8
2	<b>Basic Language Components:</b> Parts of Speech Verb Forms (Active & Passive), Types of sentences (function and Structure based), Auxiliary verbs – primary and modal causal constructions concord	8
3	<b>Basic Skills of Communication:</b> Listening skills, Introduction to listening skill, Types and modes of Listening, Active versus passive listening, Implications of effective listening and reflective response, Reading skill, Introduction to reading Skill, Purposes of reading, Techniques for effective reading Comprehension, Active versus passive, Reading, Speaking skill, Introduction to speaking skill, Components of effective speaking, Paralanguage – tone, Stress, Pause, Pitch and intonation, Techniques for improving speaking skill	11
4	<b>Constituents of Effective Writing:</b> Introduction to Writing Skill, Significance of Written Communication for Professionals, how to improve 1) Writing skill, 2) Word selection, 3) Sentence construction , 4) Paragraph development, Characteristics of effective written communication	8
5	<b>Business Letter Writing:</b> Introduction to business correspondence, Essentials of effective business correspondence, Form and structure of business letters, drafting of business letters – inquiry, Inviting quotation, Reply, Purchase order, Complaint and adjustment	10

	1	2	3	4	5	
Practical Content						

NA
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Text Books
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1	Effective Technical Communication by Ashraf Rizvi M., Tata McGraw – Hill Publishing Company Limited, New Delhi.
2	Technical Communication Principles and Practice by Raman, Meenakshi & Sharma Sangeeta, OUP, New Delhi.

Reference Books	
1	Business Communication by Ramchandran K.K. at al., McMillan India Pvt. Ltd, New Delhi.
2	Effective English Communication by Mohan Krishna & Raman, Meenakshi, Tata McGraw – Hill Publishing Company Limited, New Delhi.
3	Principles and Practice of Business Communication by Doctor Aspi& Doctor Rhoda, Sheth Publishers Pvt Ltd.
ICT/MOOCs Reference	
1	<a href="https://nptel.ac.in/courses/109104031">https://nptel.ac.in/courses/109104031</a>
2	<a href="https://onlinecourses.nptel.ac.in/noc20_hs14/preview">https://onlinecourses.nptel.ac.in/noc20_hs14/preview</a>

Mapping of CO with PO and PSO:															
	P O 1	P O 2	P O 3	P O 4	P O 5	P O 6	P O 7	P O 8	P O 9	P O 10	P O 11	P O 12	P S O 1	P S O 2	P S O 3
CO1	1	2	1	2	1	1	2	0	0	3	1	2	0	1	3
CO2	0	0	2	1	2	1	0	1	0	2	2	0	1	1	2
CO3	0	1	1	2	0	2	0	2	1	3	2	2	0	2	3
CO4	2	1	1	2	2	1	2	1	2	2	2	1	1	2	3