

DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES

Programme: B. Tech

Course Title: Communication Skills in English

Course Category: IC

Internal: 50 Marks

Course Code: HSIC 101

Theory: 50 Marks

Credits: 3 (L-2, P-2)

Total: 100 Marks

Semester: 1st/2nd

Time: 3 hrs

Course Objectives

- To develop communication skills among engineering students.
- To build confidence in speaking English with correct pronunciation.
- To develop basic writing skills and vocabulary.
- To develop the ability to comprehend text in various contexts.

Part- I Theory Teaching

Unit I: Introduction to Communication Skills

Introduction to Communication Skills: meaning and definition of communication, forms of communication, barriers to effective communication, ways to overcome barriers in communication; Communication Skills: Listening Skills, Speaking Skills, Reading Skills, Writing Skills; Technical Communication; Digital Communication.

Unit II: Soft Skills for Professional Excellence

Introduction to soft skills: meaning, nature, scope and importance of soft skills in the present organizational set up; managing interpersonal relationships: leadership skills, team work, attitude, creativity, resilience etc.; nonverbal communication: body language and gestures, significance and role of body language in effective communication across cultures.

Unit III: Written Communication

Formal letters, curriculum vitae and resume writing, writing e-mails, technical reports with an emphasis on different styles and structures/formats.

Unit IV: Grammar and Punctuation

Parts of speech, tenses, subject verb, active passive, interjections, capitalization etc. Use of comma, period, exclamation marks, ellipsis, question mark, colon, semi-colon, quotation marks, apostrophe etc. Common errors and acceptable forms of English language.

Part- II Language Laboratory

Unit I: Listening Skills

Listening Process and practice- introduction to recorded lectures, poems, interviews and speeches, listening tests, problems in comprehension and retention, importance of listening in organizational set up.

Unit II: Reading and Pronunciation Skills

Phonetics and Phonology: Introduction to sounds, vowel and consonant sounds, diphthongs etc. IPA transcription of words, word stress, weak forms, voice, intonation, tone etc.

Unit III: Soft Skills

Proper use of Body Language: facial expressions, eye contact, gestures, postures and dressing; emotions displayed by body language; different types of handshakes; desirable and undesirable body language under different professional situations.

Unit IV: Speaking Skills

Standard and formal speech: Activities like Group discussion, oral presentations, public speaking, business presentations etc. Conversation practice and role playing, mock interviews etc.

Course Outcome

At the end of this course the students will be able to communicate effectively with an increase in their confidence to read, write and speak English fluently. They will also demonstrate a significant increase in word power. The variety of exercises and activities that will be conducted in the Language Lab will develop the skills needed to participate in a conversation like listening carefully and respectfully to others' viewpoints; articulating their own ideas and questions clearly and overall students will be able to prepare, organize, and deliver an engaging oral presentation.

Suggested Readings

1. Daniel Jones. *The Pronunciation of English*. Cambridge: Cambridge University Press, 1956.
2. James Hartman & et al. Ed. *English Pronouncing Dictionary*. Cambridge: Cambridge University Press, 2006.
3. J.D.O' Connor. *Better English Pronunciation*. Cambridge: Cambridge University Press, 1980.
4. Lindley Murray. *An English Grammar: Comprehending Principles and Rules*. London: Wilson and Sons, 1908.
5. Margaret M. Maison. *Examine your English*. Orient Longman: New Delhi, 1964.
6. M. Ashraf Rizvi. *Effective Technical Communication*. Mc-Graw Hill: Delhi, 2002.
7. William Sanborn and T.V.S Padmaja. *Technical Communication: A Practical Approach*. 6th ed. Delhi: Pearson, 2007.