



SILVER OAK UNIVERSITY

College of Technology (01)

Bachelor of Technology in CE/IT/ME/CL/AE/MLAI/CC/CS/CH/EE

Subject Name: COMMUNICATION SKILLS

Subject Code: 1010153182

Semester: 2

Prerequisite:

1. Zeal to learn the subject

Objective:

1. The Objective of the curriculum is to help students refresh their knowledge of English language. It also targets the understanding of grammar, focusing on comprehension, and reading, speaking and writing skills. This would be developed through balanced and integrated tasks.

Teaching and Examination Scheme:

Teaching Scheme					Evaluation Scheme				Total Marks
L	T	P	Contact Hours	C	Theory		Practical		
					CIE (TH)	ESE (TH)	CIE (PR)	ESE (PR)	
1	0	2	3	2	40	60	20	30	150

Content:

Unit No.	Contents	Teaching Hours	Weightage %
1	Unit-1 Communication: An Introduction <ul style="list-style-type: none"> • Definition and Process of Communication • Kinesics • Paralinguistic • Proxemics • Chronemics • Importance and Purpose of Communication • Types of Communication 	3	20
2	Unit-2 Effective Communication <ul style="list-style-type: none"> • Public speaking • Group discussion • Presentation strategies • Interview skills • Negotiation skills 	5	40

3	Unit-3 Effective Writing Skills	7	40
	<ul style="list-style-type: none"> • Business Letters • Report Writing • E-mail etiquettes • Agenda of meeting, Minutes of meeting • Resume writing • Technical proposal 		

Course Outcome:

Sr. No.	CO statement	Unit No
CO-1	Define and discuss dynamics of Verbal and Non Verbal aspects of Communication	1
CO-2	Communicate in diverse formal situations taking place in organizations	2
CO-3	Write various formal documents of technical and professional communication	3

Teaching & Learning Methodology:

The various methods or tools follows by the faculties to teach the above subject are:

1. The course includes a variety of topics where students have an opportunity to build presentation strategies, technical Writing skills, technical Speaking skills, and technical Reading skills essential technical elements of Technical Communication Skills.
2. The students can develop Communication Skills by using Software which is available in the Language lab.
3. Lectures with a live practical example using Projector and Computer Experiments shall be performed in the laboratory related to course contents

List of Tutorials:

The students will have to solve at least five examples and related theory from each topic as an assignment/tutorial.

Sr. No.	Practical/ Exercise	Approx. Hours required
1	Role Play	2
2	Letter writing: Formal	2
3	Presentations	4
4	Report writing	2
5	Group Discussion	4
6	Mock Interview	4

7	Conducting meeting and minutes of meeting	2
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Books Recommended: - (minimum 3 books)

1. Raman and Sharma, *Technical Communications*, OUP, New Delhi, 2017
2. Lata and Kumar, *Communication Skills*, OUP, New Delhi, 2018
3. Mike Martin and Roland Schinzinger, *Ethics in Engineering*, McGraw Hill, New York, 2014
4. Sherfield, Montgomery and Moody, *Cornerstone: Developing Soft Skills*, UP, 2009

List of Open Source Software/learning website:

- <https://nptel.ac.in/>
- <http://www.coursera.org/>