



# SILVER OAK UNIVERSITY

## Engineering and Technology (Diploma)

All Departments

**Subject Name:** Communication Skills and Personality Development

**Semester:** 2

**Prerequisite:** Zeal to learn the subject

**Objective:** The **Objective** of Technical Communication Skills in English is to help students understand the process of communication in link with Non – verbal Communication. The curriculum also targets the understanding of different barriers that creep into communication process. Moreover Units covered on LSRW skills development will help students acquire competence over linguistic skills. This would be developed through balanced and integrated tasks.

### Teaching and Examination Scheme:

Teaching Scheme			Credits C	Evaluation Scheme				Total Marks
L	T	P		Internal		External		
				Th	Pr	Th	Pr	
1	0	2	2	40	50	60	--	150

### Content:

Unit No.	Course Contents	Teaching Hours	Weightage %
1	<b>Basics of Communication</b> <ul style="list-style-type: none"> <li>• Definition and Process of Communication</li> <li>• Kinesics</li> <li>• Paralinguistics</li> <li>• Proxemics</li> <li>• Chronemics</li> </ul>	4	15
2	<b>Presentation Strategies</b> Defining the Purpose of Presentation <ul style="list-style-type: none"> <li>• How to Make an Effective Presentation:</li> <li>• i) Analyzing audience and locale ii) Organizing content and preparing an outline</li> </ul>	2	10

<b>3</b>	<b>Listening Ability</b> <ul style="list-style-type: none"> <li>• Hearing and Listening</li> <li>• Types of Listening</li> <li>• Barriers to Effective Listening</li> <li>• Traits of a Good Listener</li> </ul>	2	10
<b>4</b>	<b>Reading Fluency</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Reading Strategies</li> <li>• Techniques of reading</li> <li>• Developing Reading Comprehension</li> </ul>	4	15
<b>5</b>	<b>Developing Writing</b> <ul style="list-style-type: none"> <li>• Paragraph writing (Application Que)</li> <li>• Business Letters (Application Que)</li> <li>• Report Writing (Application Que)</li> <li>• Completion of a Given Story (Application Que)</li> <li>• E-mail etiquettes</li> </ul>	6	25

**Course Outcome:**

<b>Sr. No.</b>	<b>CO statement</b>	<b>Unit No</b>
<b>CO-1</b>	To know the process of communication and its components.	<b>1</b>
<b>CO-2</b>	To improve the language skills i.e. Listening Skills, Speaking Skills, Reading Skills and Writing Skills (LSRW).	<b>2</b>
<b>CO-3</b>	Construct basic and intermediate skills in English language.	<b>3</b>
<b>CO-4</b>	To enhance phonetic competence, comprehension skills, presentation skills, group discussion skills etc	<b>4</b>
<b>CO-5</b>	To create literature sensibility and learn life skills through it	<b>5</b>

### **Teaching & Learning Methodology:-**

Preparation of power-point slides, which include videos, animations, pictures, graphics for better understanding theory and practical work – The faculty will allocate chapters/ parts of chapters to groups of students so that the entire syllabus of Communication Skills is covered

### **List of Experiments/Tutorials:**

<b>Sr.No</b>	<b>Activity</b>	<b>Hour</b>
1	Comprehension Practical	2
2	Picture Description and completion of a story	2
3	Presentations	3
4	Group Discussion	2
5	Telephonic Conversation	2
6	Role Play	2
7	Listening practice and negotiation skills	2

### **Major Equipment: LANGUAGE LAB & INTERNET CONNECTIVITY**

### **Books Recommended:-**

1. Vibrant English. Hyderabad: Orient BlackSwan, 2013
2. Lesikar R V, Flatley M E ,Rentz K and Pandey Business Communication: Making Connections in a Digital World 2009: New Delhi, Tata Mcgrow Hill
3. Kumar S and Lata P Communication Skills 2011: New Delhi Oxford University Press
4. Leech, Geoffrey and Jan Svartvik. A Communicative Grammar of English. New Delhi: Pearson, 2009.