|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Code | | | 101 | | | | Title | | Professional Communication | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Teaching Scheme | L | | P | T | | C | | Exam.  Scheme | | | Theory Paper | | | | | | Term Work | | | | Total |
|  | | 2 |  | | 1 | |  | | | | | |  | | | |  |
|  | |  |  | |  | | CAT1 | CAT2 | | ESE |  | | Int. Ass. | Ext. Ass. | | |  |
|  | |  |  | |  | | 10%  25 Marks | 10%  25 Marks | | 20%  50 Marks |  | | 10%  TW | 50%  POE | | | 100%  100 Marks |
| Prerequisite | | 101 | | | | | | | | | | | | | | | | | | | |
| Course Outcomes | | At the end of this course students will be able to:  CO1 : Identify different parts of speech  CO2: Analyze English Sentences & explain in details errors in given sentence  CO3: Use appropriate tenses in communication  CO4: Illustrate the process, types, levels and barriers of communication  CO5: Apply techniques of reading and listening | | | | | | | | | | | | | | | | | | Levels  1  4  3  2  3 | |
| Levels | | L1 | | | L2 | | | | | L3 | | | L4 | | | L5 | | | L6 | | |
| Remember | | | Understand | | | | | Apply | | | Analyze | | | Evaluate | | | Create | | |
| Unit 1: | | English in India, English as an International Language, Language and Technology  Grammar Concepts: Parts of speech, Nouns, Pronouns, Adjective, Adverbs, Prepositions, Conjunctions, Articles, Verbs, Modals, Determiners, | | | | | | | | | | | | | | | | | | Hrs  04 | |
| Unit 2: | | Vocabulary; Antonyms, Synonyms, One word Substitution, Homonyms, Homophones | | | | | | | | | | | | | | | | | | 04 | |
| Unit 3: | | Sentence Structure and Analysis, Tense and its usage, Change the voice, Narration, Common errors in sentence construction, Common errors in choice of vocabulary | | | | | | | | | | | | | | | | | | 04 | |
| Unit 4: | | Introduction to Communication, Need for Effective Communication,  The Process of Communication:  Levels of communication; Flow of communication; Use of language in communication; Communication networks; Significance of technical communication.  Barriers to Communication, Types of Communication-Listening and Speaking Skills  **Reference Books & List of Assignments** | | | | | | | | | | | | | | | | | | 06 | |
| Reference Books: | | 1. Raymond Murphy, Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English with Answers, Cambridge University Press 2. Green, David. Contemporary English Grammar –Structures and Composition. MacMillan India. 2014 (Print) 3. Ajmani, J. C. *Good English: Getting it Right*. New Delhi: Rupa Pubications, 2012. 4. Fitikides, T. J. *Common Mistakes in English*. London: Orient Longman, 1984. 5. Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice, Oxford University Press. 6. M Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill Education 7. Andrea J. Rutherford, Basic Communication Skills for Technology, Person Education Asia 8. Pease, Allan. *Body Language.* Delhi: Sudha Publications, 1998. 9. Adair, John. *Effective Communication*. London: Pan Macmillan Ltd., 2003. 10. Moore, Ninja-Jo, et al. *Nonverbal Communication: Studies and Applications*. New York: Oxford University Press, 2010. 11. Rutherford, Andrea J. Basic Communication Skills for Technology: Second Edition. Delhi: Pearson Education, 2007. | | | | | | | | | | | | | | | | | | | |
| Mode of Evaluation | | Tutorials / Class Tests / Lab Exam/Quiz/Assignment/ Seminar/Written Examination /Oral/ Practical Examination | | | | | | | | | | | | | | | | | | | |
| Note: | |  | | | | | | | | | | | | | | | | | | | |
| Term Work | | 1. Identify different parts of speech from the following words and use them in your own sentences. | | | | | | | | | | | | | | | | | | | |
|  | | 2. Write synonyms and Antonyms of the given words, Use given Homophones and Homonyms in your own sentences. | | | | | | | | | | | | | | | | | | | |
|  | | 3. Transform given sentences as per given instructions | | | | | | | | | | | | | | | | | | | |
|  | | 4. Use given verbs to form sentences, Use appropriate form of verb in given sentences. | | | | | | | | | | | | | | | | | | | |
|  | | 4. Use given words to form grammatically correct and meaningful sentences. | | | | | | | | | | | | | | | | | | | |
|  | | 5. Enact a skit and explain the process of communication. | | | | | | | | | | | | | | | | | | | |
|  | | 6. Listen to the given audio and answer the questions based on it. | | | | | | | | | | | | | | | | | | | |
|  | | 7. Comprehension of a given passage. | | | | | | | | | | | | | | | | | | | |

Mapping of COs to POs and PSOs

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COs | a | b | c | d | e | f | g | h | i | j | k | l | m |
| 101.1 |  |  |  |  |  |  | 3 |  |  |  |  |  |  |
| 101.2 |  |  |  |  |  |  | 3 |  |  |  |  |  |  |
| 101.3 |  |  |  |  |  |  | 3 |  |  |  |  |  |  |
| 101.4 |  |  |  |  |  |  | 3 |  |  |  |  |  |  |
| 101.5 |  |  |  |  |  |  | 3 |  |  |  |  |  |  |
| 101.6 |  |  |  |  |  |  |  |  |  |  |  |  |  |

Correlation levels:

1. Slight (Low) Moderate (Medium) Substantial (High) No relation