Name of Faculty	:	Faculty of Engineering & Technology
Name of Program	:	Master of Technology (M. Tech)
Course Code	:	1MCE01
Course Title	:	Communication Skill for Engineers
Type of Course	:	VA
Year of Introduction	:	2023-24

Prerequisite	:	
Course Objective	:	Communication focuses on how people use messages to generate meanings within and across various contexts, and is the discipline that studies all forms, modes, media, and consequences of communication through humanistic, social scientific, and aesthetic inquiry.
Course Outcomes	:	At the end of this course, students will be able to:
	CO1	**To Understand** dynamics of communication skills.
	CO2	**To Evaluate** and practice professional writing and speaking skills.
	CO3	**To Remember** & Develop correct pronunciation and speaking fluency in English.
	CO4	**To Create** verbal and non-verbal communication skills.
	CO5	**To Apply** speaking skills for Group Discussion, Personal Interview and Seminar Presentation.
	CO6	**To Create** and effectively write abstract, structure the research paper and dissertation, summarize technical material.

Teaching and Examination Scheme

Teaching Scheme (Contact Hours)			Credits	Examination Marks				
				Theory Marks		Practical Marks		Total Marks
L	T	P	C	SEE	CIA	SEE	CIA	
1	0	0	1	70	30	0	0	100

*Legends: **L**-Lecture; **T**–Tutorial/Teacher Guided Theory Practice; **P** – Practical, **C** – Credit, **SEE** – Semester End Examination, **CIA** - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.))*

Course Content

Unit No.	Topics	Teaching Hours	Weightage	Mapping with CO
1	**Communication Skills** Communication Cycle, Types and Flows of Communication, Barriers to Communication. Non-verbal Communication and Cross-cultural Communication	2	13%	CO1
2	**Listening Skills** Types of listening, Barriers to effective listening, tips to improve listening skills.	2	13%	CO1
3	**Professional writing** paragraph, letters, emails, reports	3	20%	CO2
4	**Reading Skills** Intensive and Extensive reading.	1	8%	CO3
5	**Speaking Skills** Group Discussion, Personal Interview, Seminar Presentation.	3	20%	CO4, CO5
6	**Academic Writing** Importance of Academic Writing; Basic Rules of Academic Writing, English in Academic Writing; Styles of Research Writing, Literature Review: Introduction, Source of Literature; Process of Literature Review; Summarizing Technical Material, Referencing and Citation; Submission and Post-submission, Plagiarism: Introduction; Tools for the Detection of Plagiarism; Avoiding Plagiarism; Journal and Author Metrics	4	26%	CO6

Suggested Distribution of Theory Marks Using Bloom's Taxonomy						
Level	Remembrance	Understanding	Application	Analyse	Evaluate	Create
Weightage	**20**	**30**	**25**	**15**	**5**	**5**

NOTE: This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Suggested List of Experiments/Tutorials

Sr. No.	Name of Experiment/Tutorial	Teaching Hours
1	**Agenda & Minutes of Meeting** Prepares students for effective project management and collaborative decision-making by teaching them how to create agendas and document	01

	minutes to ensure organized and productive meetings within the technology field.	
2	**Report and Proposal writing** Equips students with skills to communicate complex technical concepts through well-structured reports and persuasive proposals, preparing them for professional research, project management, and innovation in the technology sector.	02
3	**SWOT Analysis and Goal Setting** Exercises, motivational examples and case studies to do SWOT analysis, to set goals and to achieve goals, self-awareness and positive thinking.	01
4	**Professional Skills, Team Building and Time Management** Interactive activities, exercises and case studies for Team skills and Time Management	01
5	**Professional Presentation, Presentation Skills and Body Language** Preparation, planning and execution of presentation. Importance of body language during presentation, selection process and professional environment	02
6	**Academic Writing** Styles of Research Writing **Literature Review** Process of Literature Review, Summarizing Technical Material, Referencing and Citation	02
7	**Plagiarism** Introduction, Tools for the Detection of Plagiarism, Avoiding Plagiarism, Journal and Author Metrics	01
8	**Group Discussion** Communication core, Definition, types, process, guidelines, Mock round – 1, Mock round – 2	02
9	**Resume Building** Cover Letter, Resume	01
10	**Interview** Preparing For the Interview, Review Question, Employer's Expectation, Case Interview, Mock Interview	02

Suggested Learning Websites

Sr. No.	Name of Website
1	www.coursera.org › articles › communication-skills
2	www.vedantu.com › commerce › communication
3	www.toppr.com › guides › business-correspondence
4	www.coursera.org › articles › active-listening
5	www.skillpacks.com › barriers-to-listening
6	www.wisestamp.com › blog › formal-email-writing-formats
7	www.indeed.com › how-to-write-email-reports
8	ecampusontario.pressbooks.pub › profcommsontario
9	www.wisestamp.com › blog › formal-email-writing-formats
10	www.teachingenglish.org.uk › d-h › extensive-reading

11	www.teachingenglish.org.uk › d-h › extensive-reading
12	www.cambridge.org › elt › blog
13	www.coursera.org › articles › presentation-skills
14	in.indeed.com › interviewing › group-discussion
15	www.tcd.ie › academicpractice › Assets
16	www.routledge.com › blog › article
17	www.scribbr.com › academic-writing › writing-process
18	**https://www.natcom.org/about-nca/what-communication**).

Reference Books

Sr. No.	Name of Reference Books
1	Leech Geoffery and Svartik Jan, A Communicative Grammar of English, Pearson
2	Meenakshi Raman, Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford Higher Education.
3	Lesiker and Petit, Basic Business Communication, McGraw Hill
4	Andrea J Rutherford, Basic Communication Skills for Technology, Pearson Business Communication,
5	Murphy Raymond, Grammar in Use Intermediate with Answers, Cambridge University
6	Gupta Manish, English Bites: My Full proof English Learning Formula, Penguin.
7	Michael Swan, Practical English Usage, OUP.
8	On Writing Well, William Zinsser, Harper Resource Book.
9	Liz Hamp-Lyons and Ben Heasly, Study Writing, Cambridge University Press.
10	Sanjay Kumar and Pushpalata, Communication Skills, Oxford University Press.
11	Raymond Murphy, Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English with Answers, Cambridge University Press.
12	Pete Sharma and Barney Barrett, Collins Academic Skills Vocabulary Organizer.
13	Els Van Geyte, Writing Skills B2+. Collins. Sheila Thorn, Real Life Real Listening-Collins.
14	Andrea J Rutherford, Basic Communication Skills for Technology, Pearson Education
15	Sharon J. Gerson and Steven M. Gerson, Technical Writing Process and Product, Pearson Education.
16	Barry J. Rosenberg, Spring into Technical Writing, Pearson Education.
17	Charles W. Knisely & Karin I. Knisely, Engineering Communication, Cengage.
18	Meenakshi Raman & Sangeeta Sharma, Technical Communication, Oxford Publication.