Name of Faculty	:	Faculty of Computer Science & Applications
Name of Program	:	Bachelor of Computer Applications in Cyber Security
Course Code	:	2BAC01
Course Title	:	Advance Communication Skills
Type of Course	:	Ability Enhancement (AE)
Year of Introduction	:	2023-24

Prerequisite	:	-
Course Objective	:	Understand of the fundamental elements of communication in English language. Know and understand different practices of verbal and non-verbal communication with inputs to improve basic language skills. To strengthen the communication skills of professionals to make them ready for the modern workplace. To fine tune their professional skills and expertise using communication skills. To participate in the life-long learning process with confidence and certainty. To understand communication and its process and effect on giving and receiving information. To learn and apply communication skills in different public and interpersonal contexts. To develop analytical, research, and organizational skills through communication skills for a fulfilling career.
Course Outcomes	:	At the end of this course, students will be able to:
	CO1	Students will improve their writing skills by identifying and correcting common errors in sentence structure, punctuation, subject-verb agreement, and noun-pronoun agreement.
	CO2	Students will develop effective communication skills, including understanding the process, types, and levels of communication, as well as verbal and non-verbal communication, leading to better interactions and overcoming communication barriers.
	CO3	Students will develop strong reading and listening skills, allowing them to comprehend and engage with various texts and audio materials effectively, demonstrating improved comprehension, critical thinking, and communication abilities.
	CO4	Students will refine their technical writing skills through sessions on note writing, memo writing, report writing, email and letter writing etiquette, enabling them to communicate effectively in various professional contexts using appropriate grammar.
	CO5	Students will develop essential skills in goal setting, habit formation, teamwork, presentations, and critical analysis of films, improving their communication, critical thinking, collaboration

	and self-improvement abilities for success in academic and professional contexts.

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	
2	0	0	2	50	25	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 COs
1	Structure of English Language Academic, Research and Technical Vocabulary Phonetics and Accent Communication Skills: Process, Types and Levels of communication. Technical communication and general communication. Factors to be considered in technical communication. Verbal and Non-Verbal communication (Kinesics): Components of non-verbal communication. Barriers to effective communication. Communication across culture.	07	25%	CO1
2	Listening Skills, Note Taking and Note Making Collective note-taking and note-making on digital platforms, Types of Listening. Barriers in Effective Listening. Tips for effective listening. Barriers to effective communication	6	15%	CO2
3	Reading Comprehension, Speed Reading, Emails, creating e-content, Editing and proofreading online, using grammar and spell check software,	5	10%	CO3
4	The art of introducing oneself public speaking and articulation, Interview Skills: Introduction. General preparation for an interview. Types of questions generally asked in interview. Types of interviews. Importance of non-verbal aspects in an interview, Group Discussion (Abstract, Dialogues, Role play, Script, Minutes of meeting Report Writing, Creating Lab Journals and Manuals, Technical Proposals Regret and Adjustment Definition of technical proposal, Portfolio of Critical Writing and Creative Writing,	7	25%	CO4

	Essay, Story-writing, etc. Summarizing,Writing Reviews, (Books/ Articles/ Movies/websites), Reading Skills (Advanced)			
5	Letter Writing, and Job Applications: Business Letters, Structures and Types of Business Letters: Letters of Enquiry, Complaint, Claim, Adjustment, Sales, Cover letters, Placing Orders, Purpose, Types, Characteristics, Structure, Style and Appearance. Essential Parts of Application. Cover Letter and the Resume. Types of Resumes. Chronological Resume, Functional Resume Writing,	7	25%	CO5

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

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	Mapping with CO
1	**Worksheets on Identifying Common Errors in Writing:** • Sentence structure • Punctuations • Subject-Verb Agreement Noun-Pronoun Agreement	02	CO1
2	**Communication Skills:** Process, Types and Levels of communication. Technical communication and general communication. Factors to be considered in technical communication. Verbal and Non-Verbal communication (Kinesics): Components of non-verbal communication. Barriers to effective communication.	01	CO2
3	**Reading Comprehension:** To enable the students, develop the knowledge, skills, and strategies they must possess to become proficient and independent readers. **Listening Skills worksheet:** Students are supposed to solve worksheets provided to them in the classroom with the help of audio clips they listen.	02	CO3
4	**Reporter:** An activity class where the scene of a press conference is created in the class.	02	CO5

	Students are encouraged to ask sharp questions and in turn are invited to assume roles of famous personalities, thus answering the questions posed.		
5	**Note Writing:** This session will enhance the technical writing skills in students. **Memo Writing:** This session will enhance the technical writing skills in students.	01	CO4
6	**Writing Reports** • Process of writing • Order of writing Final draft & checklist for reports	02	CO4
7	**Technical Writing:** Email etiquette & Email writing Letter Writing: • Trains students on detailed email and letter writing etiquette. • Students will be able to write formal letters following certain stipulated formats. • They will learn different types of letters for different official purposes. **Appreciation, Apology and Acknowledgement letters:** • To enable the students to maintain productive business relationship through different types of letters. To enable the students to express their feelings without speaking out loud.	02	CO1 CO4
8	**Paragraph Development** • Structure of Paragraph • Construction of Paragraph • Using transitions and connecting Devices Para jumble worksheets	02	CO4
9	**Adjectives and Adverbs:** Learn the types of Adjectives and Adverbs, importance of using these words in day-to-day life and learn to use them in writing E-mails **Conjunctions and Interjections**	02	CO1 CO4
10	**Classification of sentences and Punctuations:** • To provide knowledge of different types of sentences and their usages in day-to-day communication. To get knowledge of transforming sentences.	02	CO4
11	**Goal setting & Tracking:** To enable the students to define strategies or implementation steps to attain the identified goals and make progress every day.	02	CO5
12	**Habit formation:** The students will be given a detailed study about the formation of habits and its effects. They will also be taught different techniques to cultivate good habits that will help them to refine themselves. **Team building:** This session is dedicated to make the students understand the	02	CO5

	importance of Teamwork and how to work as a team. It involves activities that will help the students break the ice amongst them and to work productively as a team.		
13	**Professional Presentations** • Combating stage fright • Preparing power point presentation • Delivering PPT	04	CO5
14	**Movie Review:** • Analyzing and evaluating the elements of a film, such as plot, character, dialogue, cinematography, and sound • Learning how to write a well-structured and engaging movie review. • Understanding the importance of context and perspective in film criticism Practicing communication skills by presenting and discussing movie reviews in class.	02	CO5

Major Equipment/ Instruments and Software Required

Sr. No.	Name of Major Equipment/ Instruments and Software
1	Language lab (with computers)
2	Software Wordworth

Suggested Learning Websites

Sr. No.	Name of Website
1	http://www.readanybook.com/general/literature-15
2	http://www.readcentral.com/general/communication
3	http://www.pagebypagebools.com/title.html
4	http://www.read.gov/books
5	http://www.readbookline.net/prize/nobel-3/puliyzer-2
6	http://www.grammerbank.com
7	http://www.readtheory.org/
8	http://www.ielts-useful-tips.com/reading-exercise.html
9	http://www.learnenglishlisteeens,britishcouncil,org/skills/reading-skills-practice
10	http://www.learninglishteenstore.net/
11	http://www.bbc.co.uk/woldservice/learningenglish/general/

Reference Books

Sr. No.	Name of Reference Books
1	Maley, A. 'Literature in the Language Classroom', The Cambridge Guide to Teaching ESOL, Cambridge University Press, 2001.
2	Richards, Jack C., and Willy A. Renandya, eds. Methodology in Language Teaching: An Anthology of Current Practice. Cambridge University Press, 2002.
3	Kaul, Asha. Business Communication. Delhi: Prentice-Hall of India, 2006.
4	Harmer, Jeremy. The Practice of English Language Teaching. Harlow: Pearson Longman, 2007.

5	Meenakshi Raman & Sharma, Technical Communication Principles and Practice by Oxford University Press, New Delhi.
6	Basic Communication Skills for Technology, Andrea J. Rutherford (Pearson Education)
7	Communication Skills for Engineers, Sunita Mishra, C. Murali Krishna (Pearson Education)
8	Business Communication Strategies. Matthukutty M. Monipally (Tata-McGraw-Hills)