SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S

R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RNGPIT

An Autonomous Institute u/s UGC Act 1956
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Program Name: Post graduation
Branch: iMSC.IT
Course / Subject Code:1BS201
Course / Subject Name: Communication Skills 2

w. e. f. Academic Year:	2024-2025
Semester:	II
Category of the Course:	AEC

Prerequisite:	Basic knowledge of communication through English and yearning to enhance the communication skills further.
Rationale:	To help the students communicate better and hence prepare them for professional communication.

Course Outcome:

After Completion of the course, students will able to:

No	Course Outcomes
01	Enhance their listening skills.
02	Improve their Reading Skills.
03	Acquire group discussion skills.
04	Apply written communication skills in the corporate as well as real world.
05	Understand key leadership qualities, styles, decision-making, and intrapersonal skills for effective self-leadership
06	Develop interpersonal, problem-solving, critical thinking, and negotiation skills for effective team collaboration

Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	**T**	**PR**	**C**	**Theory**		**Tutorial / Practical**		
				SEE (TH)	IAT	CCE	SEE (P)	
2	1	0	3	70	30	20	00	120

Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	**Unit 1- Listening Skills (Theory)** 1.1 Distinguishing between Hearing and Listening 1.2 Effective Listening 1.3 Process of Listening 1.4 Types of Listening 1.5 Advantages of Listening	6	20
2.	**Unit 2- Reading Skills (Theory)** 2.1 Need for Developing Efficient Reading 2.2 Developing Efficient Reading skills 2.3.Benefits of Effective Reading 2.4 Basic steps To Effective Reading 2.5Types of Reading 2.6 Reading Comprehension 2.7Interpreting Job Advertisements	6	20
3.	**Unit 3- Group Discussion** 3.1 Elements of Group Discussion 3.2 Types of group discussion 3.3 Process of GD 3.4 Body Language and Expressions used during a GD 3.5 Group Discussions on Different topics (Practical)	6	15
4.	**UNIT 4- Business Communication** 4.1 Preparing Agenda and Minutes for Meetings 4.2 Writing Notices and Memos	6	20

	4.3 Drafting an E-mail, Press Release 4.4 Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies) 4.5 CV Writing		
5.	**UNIT 5- Leadership Essentials and Intrapersonal Skills** 5.1 Qualities of a Good Leader 5.2 Leadership Styles 5.3 Decision Making 5.4 Intrapersonal skills	6	25
6.	**UNIT 6 - Interpersonal and Strategic Skills for Team Management** 6.1 Interpersonal skills 6.2 Problem solving 6.3 Critical thinking 6.4 Negotiation skills		
	Total	**30**	**100**

Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks					
R Level	**U Level**	**A Level**	**N Level**	**E Level**	**C Level**
35	35	30	00	00	**00**

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

References/Suggested Learning Resources:
(a) Books:
1. Communication Skills, Sanjaykumar and Pushplata, Oxford University Press, 2011.
2. Technical English, Dr. M. H. Hemamalini, Wiley, 2014.
3. Practical English Usage, Michael Swan, OUP, 1995.
4. Spoken English, R. K. Bansal and J. B. Harrison, Orient Longman, 2013.
5. Communication Conversation Practice, Grant Taylor, Tata McGrow Hill, 2001.
6. Let's talk English, M. I. Joshi,
7. Communication skill in English,Orient Blackswan Publication.
8. English and soft skill volume 1 & 2, S.P Dhanavel, Orient Blackswan Publication.
9. Building soft skill for employability, Tran Le Huu Nghia, Routledge Publication
10. Soft skill, M.S Rao, Motivation Press Publication
11. Soft skill for success,G.R.K. Murthy, Viva Press Publication

(b) Open source software and website:

1. Search Tutorials: spoken-tutorial.org
2. LearnEnglish (britishcouncil.org)
3. Useful apps on Google Play Store

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