**FIRST YEAR COURSE SYLLABUS OFFERED BY HSS DEPARTMENT UNDER CBCS SCHEME**

**Course:** **Communication Skills Theory**

**B.Tech 1st & 2nd Sem** (**CBCS Scheme**): All Engineering Branches

Number of periods: 3 periods per week

Course code: HS10I009HS

Credit: 03

Offered by the **Department of Humanities and Social Sciences**

**Course Objectives (CO)**

1. To develop listening and writing skills
2. To formulate English sentences and avoid common errors
3. To enhance descriptive and explanatory skills
4. To use English in professional communication

Course Content

**Unit 1.Syntax and Morphology**

1.1 The concept of word formation, parts of speech; 1.2 Foreign words and phrases used in correspondence in English; 1.3 Common prefixes and suffixes in English, synonyms, antonyms and standard abbreviations; 1.4 Subject-verb agreement, punctuation.

**Unit2. Reading and Comprehension**

2.1 Comprehension passage; 2.2 Précis writing; 2.3 Short stories (Home Coming: Rabindranath Tagore; The Lost Child: Mulk Raj Anand; Araby: James Joyce); 2.4 Writing business letter, short report.

**Unit-3. Concept of Communication Model**

3.1 Process need and principles of business communication; 3.2 Media and types of communication;

3.3 Barriers to communication; 3.4 Non-verbal communication.

**Unit-4 Interpersonal Communication and Listening**

4.1 Listening: types and levels, developing listening skills; 4.2 Interview: types, preparation, code of conduct for attending interview; 4.3 Meeting: Meaning, minutes, purpose, procedures of convening meeting, the role of chairperson and convener.

**Required Text: Textbooks**

1. Remedial English Grammar. F.T. Wood. Macmillan.2007
2. Communication Skills. Sanjay Kumar and Pushp-Lata. Oxford University Press. 2011.
3. Oxford Guide to Effective Writing and Speaking. John Seely. Oxford University Press, 2013.
4. English for Engineers. NP Sudharshana, C. Savitha.CUP.2018
5. Dubliners (Modern Classics), James Joyce, Penguin, 2000.
6. The Home-Coming, Rabindranath Tagore, CI Publisher, 2014.
7. The Lost Child and Other Stories, Mulk Raj Anand, Orient, 2004.

**Optional Materials: Reference Books**

1. English Vocabulary in Use (Intermediate) Michael McCarthy & Felicity O'Dell, 2002.
2. A Comprehensive Grammar of the English Language.R.Quirk, Pearson Education India, 2010.
3. The Handbook of Communication Skills. Owen Hargie, Routledge, 2003.
4. The Art and Science of Business Communication-P.D.Chaturvedi and Chaturvedi Mukesh, OUP.