

Title of Subject: **Communication Skills (Th)**
Code : ENG-201,
Discipline : 3rd Semester, 4th Semester
Effective : 21 Batch and onwards
Pre-requisite : Functional English **Co-requisite: Nil**
Assessment : 10% Sessional, 40% Written Semester Examination (10% Mid, 30% Final) **Marks: 50 + 00**
Credit Hours : 02 + 00
Minimum Contact Hours: 30 + 00

Course Learning Outcomes:

After completing the “Communication Skills” course, each student will be able to:

| CLO No. | Description | Taxonomy | Linking to PLOs |
|---------|--|----------|-----------------|
| CLO-1 | Write various formal and informal writing genres. | C-6 | PLO-10 |
| CLO-2 | Use integrated skills to communicate effectively in professional | C-3 | PLO-9 |

Contents:

Introduction to communication: Explanation, concept, kinds, process and seven C’s of communications. Effective communication, SEF model and characteristics of communications, barriers to communications.

Principles of Communication: Introduction to seven C’s, role of seven C’s, use of seven C’s in daily and business communication.

Writing Skills: Introduction to effective writing, the purpose of writing, stages of writing, reader’s analysis, organization/gathering of writing material, writing techniques, approaches to written communication, writing formats (paragraphs, headings, subheadings, numbering etc).

Report Writing: Introduction and significance of report writing, internal office communication, effective business letter writing, organizing business messages, managing, and organizing long business reports, feasibility report and incident report, writing a business proposal, business requests, writing a job application, resume/CV writing.

Handling Business Meetings: Agenda writing, minutes of the meeting, recording and presenting minutes of the meeting, successful written and oral presentation: presentation techniques including collecting and managing material, making and using audio-visual aids, handling questions and audiences, attention-getting

Recommended Books

Cosmo F. Ferrara, “Writing on the Job”, latest edition.

Murphy, “Effective Communication”, latest edition.

Approval:

Board of Studies, ELDC

Res. No.1

Dated: 21.11.2019

Board of Faculty (FoST&H)

Dated: 19.07.2021

Academic Council

Dated: 24.08.2021