

**Semester – I**  
**Core Courses**

<b>1. Name of the Department: Languages</b>						
<b>2. Course Name</b>	<b>Essential Professional Communication</b>			<b>L</b>	<b>T</b>	<b>P</b>
<b>3. Course Code</b>	LN104			3	1	0
<b>4. Type of Course (use tick mark)</b>	<b>Core</b> (☐)	<b>DSE</b> ()	<b>AEC</b> ()	<b>SEC</b> ()	<b>OE</b> ()	
<b>5. Pre-requisite (if any)</b>	10+2	<b>6. Frequency (use tick marks)</b>	Even ()	Odd (☐)	Either Sem ()	Every Sem ()
<b>7. Total Number of Lectures, Tutorials, Practicals</b>						
Lectures = 30		Tutorials = 10		Practical = Nil		
<b>8. COURSE OBJECTIVES:</b>						
<ul style="list-style-type: none"> <li>• Developing the art of communication and learning language through literature</li> <li>• Knowledge of Professional, cultural and cross-cultural communication</li> <li>• Basic concept of structural and functional grammar; meaning and process of communication, verbal and nonverbal communication</li> <li>• Knowledge of reading and comprehension of general and technical articles, precise writing, summarizing, abstracting</li> <li>• Basic concepts of group discussion, organizing seminars and conferences</li> <li>• Development of Reading and Writing skills</li> </ul>						
<b>9. COURSE OUTCOMES (CO):</b>						
<i>After the successful course completion, learners will develop following attributes:</i>						
<b>COURSE OUTCOME</b>	<b>ATTRIBUTES</b>					
CO1	Basic Understanding of Communication and Professional Communication					
CO2	Basic knowledge of structural and functional grammar. Learning Language through literature					
CO3	Basic tools of communication and improvement in communicative competence					
CO4	Understanding the basic grammar and basic structure of language					
CO5	Enhancement of writing skills in English i.e. writing application, report and various types of letters					
<b>10. Unit wise detailed content</b>						
<b>Unit-1</b>	<b>Number of lectures = 08</b>	<b>Title of the unit: Professional Communication</b>				
Professional Communication: Its Meaning and Importance, Essentials of Effective Communication, Barriers to Effective Communication. The Cross Cultural Dimensions of Professional Communication.						

<b>Unit-2</b>	<b>Number of lectures =08</b>	<b>Title of the unit: Language through Literature</b>
<p>A. <b>Essays:</b> 1. The Effect of Scientific Temper on Man by Bertrand Russell, 2. The Aim of Science and Humanities by Moody E Prior.</p> <p>B. <b>Short Stories:</b> 1. The Meeting Pool by Ruskin Bond, 2. The Portrait of a Lady by Khushwant Singh.</p>		
<b>Unit-3</b>	<b>Number of lectures = 08</b>	<b>Title of the unit: Basic Vocabulary</b>
Euphemism, One-word Substitution, Synonyms, Antonyms, Homophones, Idioms and Phrases, Common Mistakes, Confusable Words and Expressions, Portmanteau Words, Foreign Words and Expressions.		
<b>Unit-4</b>	<b>Number of lectures = 08</b>	<b>Title of the unit: Basic Grammar</b>
Articles, Prepositions, Tenses, Concord, (Subject-Verb agreement), Modal Auxiliaries, Verbs: its Kinds and uses, Degrees of Comparison, Punctuation		
<b>Unit-5</b>	<b>Number of lectures = 08</b>	<b>Title of the unit: Basic Composition</b>
Report Writing: What is report? Kinds and Objectives of reports, writing reports, Business Letter writing; Introduction to Business Letters, Layout of Business letters, Letters of Enquiry/Complaint Proposal writing		

### 11. CO-PO mapping

COs	Attributes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	Basic Understanding of communication and Professional Communication	3	1	1		2	1	
CO2	Basic knowledge of structural and functional grammar. Learning Language through literature	3	1	2		3	1	
CO3	Basic tools of communication and improvement in communicative competence	3	1	2		3	1	
CO4	Understanding the basic grammar and basic structure of language	3	1	1		2	1	
CO5	Enhancement of writing skills in English i.e. writing application, report and various types of letters	3	1	1		2	1	

3 Strong contribution, 2 Average contribution , 1 Low contribution

### 12. Brief description of self-learning / E-learning component

- <http://www.uptunotes.com/notes-professional-communication-unit-i-nas-104...>
- <https://www.docsity.com/en/subjects/professional-communication/>
- <https://lecturenotes.in/download/note/22690-note-for-communication-skills-for-profession...>

### 13. Books recommended:

- Kumar, Sanjay and Pushp Lata., *Communication Skills*. Oxford University Press, Oxford 2011.
- Raman, Meenakshi, and Sangeeta Sharma *Technical Communication: Principals and Practice*. Second Edition, Oxford University Press, 2012.
- Raina , Roshan Lal, Iftikhar Alam, and Faizia Siddiqui, *Professional Communication*. Himalaya Publication House 2012.
- Agarwal, Malti. *Professional Communication*. Krishna's Educational Publishers. 2016.

