

Semester – I
Core Courses

1. Name of the Department: Languages						
2. Course Name	Communication Skills and Personality Development			L	T	P
3. Course Code	LN111			1	1	0
4. Type of Course (use tick mark)	Core (☐)	DSE ()	AEC ()	SEC ()	OE ()	
5. Pre-requisite (if any)	10+2	6. Frequency (use tick marks)	Even ()	Odd (☐)	Either Sem ()	Every Sem ()
7. Total Number of Lectures, Tutorials, Practicals						
Lectures = 10		Tutorials = Nil		Practical = 10		
8. COURSE OBJECTIVES:						
The students will be able to:						
<ul style="list-style-type: none"> • Developing the art of communication and learning basic skills of grammar. • Knowledge of Professional, cultural and cross-cultural communication. • Basic concept of structural and functional grammar; meaning and process of communication, verbal and nonverbal communication. • Students will learn listening and note taking skills, acquire the skills of oral presentation and documentation. • Knowledge of reading and comprehension of general and technical articles, precise writing, summarizing, abstracting • Basic concepts of group discussion, organizing seminars and conference • Development of Reading and Writing skills, time management, understanding of cosmopolitan culture, stress management. 						
9. COURSE OUTCOMES (CO):						
<i>After the successful course completion, learners will develop following attributes:</i>						
COURSE OUTCOME (CO)	ATTRIBUTES					
CO1	Basic Understanding of communication and Professional Communication. Basic knowledge of structural and functional grammar. Differentiate between verbal and nonverbal communication.					
CO2	Develop the understanding of listening and note taking. Develop various writing skills, oral presentation skills, and documentation skills.					
CO3	Acquire skills to write précis, abstract, summary, paraphrasing and synopsis. Differentiate between individual, group, impromptu and public presentation.					
CO4	Know about group discussion, seminar and conference, paralinguistic vocal cues, science of body language and role of team of work					

CO5	Grasp the ethics of professional communication lab, Enhancement of writing skills and documentations styles, comprehension and understanding of general and technical article skills to write précis, abstract, summary, paraphrasing and synopsis, individual and group presentation
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10. Unit wise detailed content

Unit-1	Number of lectures = 04	Title of the unit: Communication Skills
Communication skills: Structural and functional grammar; meaning and process of communication, verbal and nonverbal communication		
Unit-2	Number of lectures =04	Title of the unit: Listening and note taking
Listening and note taking, writing skills, oral presentation skills, field diary and lab record; indexing, footnote and bibliographic procedures.		
Unit-3	Number of lectures = 04	Title of the unit: Reading and Comprehension
Reading and Comprehension of general and technical articles, précis writing, summarising, abstracting, individual and group presentations, impromptu presentation, public speaking.		
Unit-4	Number of lectures = 04	Title of the unit: Group Discussion
Group discussion. Organising seminars and conferences. Voice modulation basics and their usage for meaningful impact on people; attributes of an effective leader; stress and conflict management; time management, personal organization, prioritizing and balancing; cosmopolitan culture; impact of nonverbal communication, science of body language, role of team work.		
Unit-5	Number of lectures = 04	Title of the unit: Professional Communication Lab
Listening and note taking, writing skills, oral presentation skills, field diary and lab record, indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles, précis writing, summarising, abstracting: individual and group presentation.		

11. CO-PO mapping

COs	Attributes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	Basic Understanding of communication and Professional Communication. Basic knowledge of structural and functional grammar. Differentiate between verbal and nonverbal communication.	3	1	1		2	1	
CO2	Develop the understanding of listening and note taking. Develop various writing skills, oral presentation skills, and documentation skills.	3	1	2		3	1	
CO3	Acquire skills to write précis, abstract, summary, paraphrasing and synopsis. Differentiate between individual, group, impromptu and public presentation.	3	1	2		3	1	
CO4	Know about group discussion, seminar and conference, paralinguistic vocal cues, science of body language and role of team of work	3	1	1		2	1	

CO5	Grasp the ethics of professional communication lab, Enhancement of writing skills and documentations styles, comprehension and understanding of general and technical article skills to write précis, abstract, summary, paraphrasing and synopsis, individual and group presentation	3	1	1		2	1	
3 Strong contribution, 2 Average contribution , 1 Low contribution								
12. Brief description of self-learning / E-learning component								
<ol style="list-style-type: none"> 1. http://www.uptunotes.com/notes-professional-communication-unit-i-nas-104... 2. https://www.docsity.com/en/subjects/professional-communication/ 3. https://lecturenotes.in/download/note/22690-note-for-communication-skills-for-profession... 								
13. Books recommended: <ol style="list-style-type: none"> 1. Kumar, Sanjay and Pushp Lata. <i>Communication Skills</i>. Oxford University Press, Oxford 2011. 2. Raman, Meenakshi, and Sangeeta Sharma. <i>Technical Communication: Principals and Practice</i>. Second Edition, Oxford University Press, 2012. 3. Raina, Roshan Lal, Iftikhar Alam, and Faizia Siddiqui. <i>Professional Communication</i>. Himalaya Publication House 2012. 4. Agarwal, Malti. <i>Professional Communication</i>. Krishna's Educational Publishers. 2016. 5. Carnegie, Dale. <i>How to Win Friends and Influence People in the Digital Age</i>. Simon and Schuster. 2012. 6. Covey, Stephen R. <i>The Seven Habits of Highly Successful People</i>. Free Press. 1989. 7. Verma, KC. <i>The Art of Communication</i>. Kalpaz. 2013. 								