

**RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)**

B.TECH. DEGREE PROGRAMME

**SECOND SEMESTER
(2020 ADMISSIONS)**

100908/EN200E	PROFESSIONAL COMMUNICATION
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SYLLABUS

Rajagiri Valley, Kakkanad,
Kochi 682 039, Kerala, INDIA
www.rajagiritech.ac.in

COURSE CODE	COURSE NAME	L	T	P	CREDIT	YEAR OF INTRODUCTION
100908/EN200E	PROFESSIONAL COMMUNICATION	2	0	2	---	2020

1. Preamble: Clear, precise, and effective communication has become a *sine qua non* in today's information-driven world given its interdependencies and seamless connectivity. Any aspiring professional cannot but master the key elements of such communication. The objective of this course is to equip students with the necessary skills to listen, read, write, and speak so as to comprehend and successfully convey any idea, technical or otherwise, as well as give them the necessary polish to become persuasive communicators.

2. Prerequisite: None.

3. Syllabus

Module 1

Use of language in communication: Significance of technical communication
Vocabulary Development: technical vocabulary, vocabulary used in formal letters/emails and reports, sequence words, misspelled words, compound words, finding suitable synonyms, paraphrasing, verbal analogies. Language Development: subject-verb agreement, personal passive voice, numerical adjectives, embedded sentences, clauses, conditionals, reported speech, active/passive voice. Technology-based communication: Effective email messages, slide presentations, editing skills using software. Modern day research and study skills: search engines, repositories, forums such as Git Hub, Stack Exchange, OSS communities (MOOC, SWAYAM, NPTEL), and Quora; Plagiarism

Module 2

Reading, Comprehension, and Summarizing: Reading styles, speed, valuation, critical reading, reading and comprehending shorter and longer technical articles from journals, newspapers, identifying the various transitions in a text, SQ3R method, PQRST method, speed reading. Comprehension: techniques, understanding textbooks, marking and underlining, Note-taking: recognizing non-verbal cues.

Module 3

Oral Presentation: Voice modulation, tone, describing a process, Presentation Skills: Oral presentation and public speaking skills, business presentations, Preparation: organizing the material, self-Introduction, introducing the topic, answering questions,

individual presentation practice, presenting visuals effectively. Debate and Group Discussions: introduction to Group Discussion (GD), differences between GD and debate; participating GD, understanding GD, brainstorming the topic, questioning and clarifying, GD strategies, activities to improve GD skills

Module 4

Listening and Interview Skills Listening: Active and Passive listening, listening: for general content, to fill up information, intensive listening, for specific information, to answer, and to understand. Developing effective listening skills, barriers to effective listening, listening to longer technical talks, listening to classroom lectures, talks on engineering /technology, listening to documentaries and making notes, TED talks. Interview Skills: types of interviews, successful interviews, interview etiquette, dress code, body language, telephone/online (skype) interviews, one-to-one interview & panel interview, FAQs related to job interviews

Module 5

Formal writing: Technical Writing: differences between technical and literary style. Letter Writing (formal, informal and semi formal), Job applications, Minute preparation, CV preparation (differences between Bio-Data, CV and Resume), and Reports, Elements of style, Common Errors in Writing: describing a process, use of sequence words, Statements of Purpose, Instructions, and Checklists. Analytical and issue-based Essays and Report Writing: basics of report writing; Referencing Style (IEEE Format), structure of a report; types of reports, references, bibliography.

Lab Activities

Written: Letter writing, CV writing, Attending a meeting and Minute Preparation, Vocabulary Building

Spoken: Phonetics, MMFS (Multimedia Feedback System), Mirroring, Elevator Pitch, telephone etiquette, qualities of a good presentation with emphasis on body language and use of visual aids.

Listening: Exercises based on audio materials like radio and podcasts. Listening to Song, practice and exercises.

Reading: Speed Reading, Reading with the help of Audio Visual Aids, Reading Comprehension Skills Mock interview and Debate/Group Discussion: concepts, types, Do's and don'ts- intensive practice

4. Text Books

Nil

5. Reference Books

1. English for Engineers and Technologists (Combined edition, Vol. 1 and 2), Orient Blackswan, 2010
2. Meenakshi Raman and Sangeetha Sharma, Technical Communication: Principles and Practice, 2nd Edition, Oxford University Press, 2011
3. Stephen E. Lucas, The Art of Public Speaking, 10th Edition; McGraw Hill Education, 2012
4. Ashraf Rizvi, Effective Technical Communication, 2nd Edition, McGraw Hill Education, 2017
5. William Strunk Jr. & E.B. White, The Elements of Style, 4th Edition, Pearson, 1999
6. David F. Beer & David McMurrey, Guide to Writing as an Engineer, John Wiley, New York, 2004
7. Goodheart-Willcox, Professional Communication, First Edition, 2017
8. Training in Interpersonal Skills: Tips for Managing People at Work, Pearson Education, India, 6th Edition, 2015
9. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson Education; 1st edition, 2013
10. Anand Ganguly, Success in Interview, RPH, 5th Edition, 2016
11. Raman Sharma, Technical Communications, Oxford Publication, London, 2004

6. Course Outcomes:

After the completion of the course the student will be able to

CO1: Develop vocabulary and language skills relevant to engineering as a profession

CO2: Analyze, interpret and effectively summarize a variety of textual content

CO3: Create effective technical presentations

CO4: Discuss a given technical/non-technical topic in a group setting and arrive at generalizations/consensus

CO5: Identify drawbacks in listening patterns and apply listening techniques for specific needs

CO6: Create professional and technical documents that are clear and adhering to all the necessary conventions

7. Mapping of course outcomes with program outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1										3		2

CO2										1		3
CO3						1			1	3		
CO4										3		1
CO5		1							2	3		
CO6	1					1			1	3		

8. Assessment Pattern:

Learning Objectives	Continuous Internal Evaluation (CIE)		End Semester Examination (ESE out of 50)
	Internal Examination 1 (25)	Internal Examination 2 (25)	
Remember	7	7	15
Understand			
Apply	18	18	35
Analyse	0	0	0
Evaluate	0	0	0

9. Mark Distribution

Total	CIE				ESE
	Attendance	Internal Examination	Assignment/Quiz/Course Project	Total	
100	10	15	25	50	50

10. End Semester Examination Pattern

There will be two parts: Part A and Part B. Part A contains 7 questions from grammar, vocabulary development, reading and writing, each having 5 marks. Students should answer all questions. Part B contains 5 questions with 1 question from each module, each having 3 marks. Students should answer all questions.