

University of Mumbai			
CLASS: F.E (All Branches of Engineering)		Semester - II	
SUBJECT: Communication Skills			
Periods per week 01 Period of 60 min	Lecture	2	
	Practical	--	
	Tutorial	2	
		Hours	Marks
Evaluation System	Theory Examination	2	75
	Practical	--	--
	Oral Examination	--	25
	Term Work	-	25
	Total		125

Details of the Syllabus:-

Sr.No	Details	Hrs
Module-01	Communication Theory. <ul style="list-style-type: none"> • Concept and meaning of communication, Objectives of communication, Methods of communications, communications in a business organization (Internal, upward, downward, horizontal, grapevine), Problems and solutions. 	08
Module-02	Techniques to improve communication. <ul style="list-style-type: none"> • Speaking (Phonetics), Writing, Reading and Listening, Introduction to Modern communications Media, Netiquette, Conferencing- Introduction, Importance, Techniques 	05
Module-03	Summarization and Comprehension. <ul style="list-style-type: none"> • Techniques to comprehend and summarize a given technical, scientific or industry oriented text, questions to test analytical skills and expressions. (To test the ability to present the written matter in a brief and concise manner) 	03
Module-04	Vocabulary, Grammar and Aptitude test.	03
Module -05	Basic Official Correspondence. <ul style="list-style-type: none"> • Principles of Correspondence, Language and style in official letter, Formats of letters (Complete block, Modified Block, Semi- Block form), types of letters (Enquiry, Reply to enquiry, Placing an order, Claim and Adjustments). 	08
Module-06	Basic Technical Writing. <ul style="list-style-type: none"> • Framing definitions, Writing instructions, Types of expositions (description and explanation) 	03

Theory Examination:

1. Question paper will comprise of total 7 questions, each of 20 marks.
2. Only five questions need to be solved.
3. Question 1 will be compulsory and based on entire syllabus.
4. Remaining question will be mixed in nature (for example suppose Q.2 has part (a) from module 3 then part (b) will be from any module other than module 3).
5. In question paper weightage of each module will be proportional to number of respective lecture hours as mentioned in the syllabus.

Tutorials:

- Topics to be assigned for speech practice to test diction, modulation, fluency and non verbal communication.
- Practice for group discussion.
- Writing Assignments.

Term Work

25 Marks

Each student to appear for at least one test during the term.

Term work shall consist of graded answer paper of the test and at least 06 hand written assignments

(1 assignment per module).

The distribution of marks for term work shall be as follows,

1. Written test :	10
2. Assignments	10
3. Attendance	05
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	25

Oral Communication

(Only Internal Assessment for oral examination): 25 marks

10 marks for public speaking.

15 marks for Group Discussion.

Recommended Books:

1. Business communications, Lesiker and Petit: Mc Graw- Hill Publi.1995
2. Communications Skills Handbook, Summers, Wiley India
3. Business communications (Revised Edition), Rai & Rai, Himalay Publication house.
4. Business correspondence and report wrting, R.C. Sharma and Krishna Mohan, Tata Mcgraws-Hill,2002. 3rd edition.
5. English for Engineers and Technologists : A skills approach (Books 1and 2). Course authors (Humanities and Social Sciences Divisions, Anna university, Nadras). Orient Longman.(Mainly for comprehension)
6. Modern Busines Correspondence, Mc Commas and Satterwhile, Sixth Edition, Mc Graw-Hill publications.
7. Technical Writing and Professional communications, Huckins, Thomas, Mc Graw- Hill.
8. Contemporary Business communication, Scotter ober, Wiley India.
9. Written communication, Sarah, Orient Longman.