

Course Name Professional Communication
Course Code HU(EE)101
Course Credit 3
Contact Hour 3L-1T

Prerequisite

Course Objective

The objectives of this course are

Course Outcome

On completion of the course students will be able to

CO Mapping with departmental POs

H: High, M: Medium, L: Low

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

Course Content

Unit I: Communication: Interface in a Globalized World

5L

1. Definition of Communication & Scope of Communication
2. Process of Communication—Models and Types
3. Verbal—Non-Verbal Communication, Channels of Communication
4. Barriers to Communication & surmounting them

[to be delivered through case studies involving intercultural communication]

Unit II: Vocabulary and Reading

5L

1. Word origin—Roots, Prefixes and Suffixes, Word Families, Homonyms and Homophones
2. Antonyms and Synonyms, One word substitution
3. Reading—Purposes and Skills
4. Reading Sub-Skills—Skimming, Scanning, Intensive Reading
5. Comprehension Practice (Fiction and Non fictional Prose/Poetry)

Texts:

- i. Isaac Asimov, I Robot
 - ii. George Orwell, Shooting an Elephant
 - iii. Ruskin Bond, The Cherry Tree OR The Night Train at Deoli
 - iv. Robert Frost, “Stopping by the Woods on a Snowy Evening.”
6. Precise Writing

Unit III: Functional Grammar and Usage**6L**

1. Articles, Prepositions, Verbs
2. Verb-Subject Agreement
3. Comparison of Adjectives
4. Tenses and their Use
5. Transformation of Sentences
6. Error Correction

Unit IV: Business writing**10L**

1. Business Communication in the Present-day scenario
2. Business Letters (Letters of Inquiry, Sales Letters, Complaint and Adjustment Letters, Job Application Letters)
3. Drafting of a CV and Résumé
4. Memo, Notice, Advertisement, Agenda, Minutes of Meetings
5. E-mails (format, types, jargons, conventions)

References:

1. Raymond Murphy. English Grammar in Use. 3rd Edn. CUP, 2001.
2. Seidl & McMordie. English Idioms & How to Use Them. Oxford:OUP, 1978.
3. Michael Swan. Practical English Usage. Oxford:OUP, 1980.
4. Simeon Potter. Our Language. Oxford:OUP, 1950.
5. Pickett, Laster and Staples. Technical English: Writing, Reading & Speaking. 8th ed. London: Longman, 2001.
6. IIT Kanpur, English Language & Communication Skills (ENG 112 C) syllabus.