



COEP TECHNOLOGICAL UNIVERSITY, PUNE
A Unitary Public University of Government of Maharashtra
(formerly College of Engineering Pune)
School of Transdisciplinary Sciences & Management
Wellesley Road, Chhatrapati Shivajinagar, Pune - 411005.



F.Y. B.Tech. (Semester I/II): Communication Skills/Communication & presentation skills

Course Code	HS23001 HS23003(Civil) PL23007(Planning)	Scheme of Evaluation	Continuous Assessment
Teaching Plan (L-T-P-S)=TC	1-0-0-0= 1	CE	100
Credits	1		

Syllabus:

Unit	Contents	L
01.	Introduction to English for Engineers Varieties and Registers of English English for Specific Purposes (ESP): Business English	2
02.	Foundation of Communicative and Linguistic Ability Development Types of Communication, Process of Communication, Barriers and ways to overcome them, Common Challenges: Phonological, Syntactic, Semantic and Pragmatic Errors	4
03.	Advanced Speaking Skills Nuances of Speaking Skills/ Public Speaking, Group Communication, Presentation Skills: The 4 P's of Presentation, Do's and Don'ts, Techniques for Effective Delivery	4
04.	Business Writing Development Techniques of Writing: Note-making, Drafting, Editing, Paraphrasing and Proof-reading, Business Letters, Emails and Brief Reports	4

Course Title: Practical: Activity and Exposure Oriented T & L Methodology

Course Code		Scheme of Evaluation	CE & ESE
Teaching Plan (L-T-P-S)=TC	0-0-2-0 = 2	CE	50
Credits	1	ESE	50

Syllabus:

Unit	Contents	L
01.	Foundation of Language Learning Skills Receptive Skills: Listening and Reading; Productive Skills: Speaking and	2

	Writing; Grammaticality and Appropriateness; Vocabulary Development	
02.	Listening Skills Stages of Listening (pre, while and post), Strategies to Develop Active Listening Skills, Problematic Sounds for Indian Users	4
03.	Speaking Skills Oral Communication, Sounds in English, Pronunciation, Stress, Intonation and Pauses, Formal and Informal Expressions, Situational Conversations, Group Discussion	4
04.	Reading and Writing Skills Reading Techniques: Scanning and Skimming, Active Reading; Common Problems in Reading; Stages of Writing (pre, while and post), 7 Cs of Effective Communication; Letter/ Email writing- drafting, editing, summarizing	4

Course outcomes:

Students will be able to

- CO1:** Recall and use basic language skills-listening, speaking, reading and writing and attempt tasks using grammar and vocabulary efficiently`
- CO2:** Understand the concepts/ principles of communication skills and structure conversations effectively
- CO3:** Develop the knack to make their point of view clear to the audience and portray their communicative competence efficiently in front of a large audience on a variety of relevant situations
- CO4:** Analyze, apply and present themselves competently in all formal spheres

Suggested learning resources:

1. Communication Skills for Engineers by S. Mishra & C. Muralikrishna (Pearson)
2. Communicative English for Engineers by N. Bhatnagar & M. Bhatnagar (Pearson)
3. Effective Communication and Soft Skills by N. Bhatnagar & M. Bhatnagar (Pearson)
4. English for Engineers by Sudarshana, N.P. and Savitha, C. (CUP)
5. Cambridge English for Engineering by M. Ibbotson (CUP)
6. Essential English Grammar (Elementary & Intermediate) Raymond Murphy (CUP)
7. Communication for Business: A Practical Approach by Shirley Tailor (Longman)
8. Business Correspondence and Report Writing, R. C. Sharma & Krishna Mohan (Tata McGraw Hill).