

**B.E. II SEM.
TECHNICAL ENGLISH - II**

Subject Code	Subject	Stream	L - T - P	Credits
21HU23	TECHNICAL ENGLISH - II	Humanities	2 - 0 - 0	02

CIE : 50

SEE : 50

SEE : 1hr 30 Minutes

Total : 28 Hours

Course Objectives :

To enable the students to obtain the basic knowledge about oral Communication Skills - II in the following topics:-

- . Meaning, Principles, Barriers and modes of Oral communication.
- . Developing Presentation skills
- . Learn Group Communication.
- . Learn Employment communication..
- . Developing interpersonal communication skills

Module - I

ORAL COMMUNICATION:

Meaning, principles of successful oral communication, barriers to communication. modes of oral communication – listening as a communication skill, Non- verbal communication. Grapevine Communication – Meaning and Types of Grapevine.

5 HOURS

Module – II

PRESENTATION SKILLS :

What is a presentation – Element of Presentation – Designing and delivering Presentation. Public Speaking, Effective power point presentation, body language , Non- verbal facial expressions, Eye Contact, audience research, questions from the audience, communication of emotional intelligence , creativity in oral communication. Communication through telephonic , videoconference & skype.

6 HOURS

Module -III

GROUP COMMUNICATION :

Group Discussion – Do and Don't in Group discussion, Group Presentation. Debate – Do and Don't in Debate. Group Communication- Meetings, Notice, Planning Meetings, objectives, timing, venue of meetings, leading meetings, Minutes of meeting, press conference.

6 HOURS

Module -IV

EMPLOYMENT COMMUNICATION :

Writing Curriculum Vitae(CV), Interview – Types of interview, candidates preparation, Interviewers Preparation, time management, grooming and Just A Minute (JAM). Speaking for better communication – Speaking about yourself

6 HOURS

Module - V

INTERPERSONAL COMMUNICATION SKILLS :

Advantage and Disadvantages of utilizing the team work, Characteristic of Successful teams, Stages of the development of a team, team roles, challenges in team working, forms of Non-Team behavior. Types and source of conflicts, the influence of various cultures on the solving of conflicts.

5 HOURS

Pre requisites: None

Course Outcomes: At the end of the course the students will be able to

CO 1	Explain about basic of oral Communication
CO 2	Develop presentation skills.
CO 3	Learn group communication
CO 4	Learn Employment communication
CO 5	Develop interpersonal communication skills

CO/PO, PSOMAPPING WITH WEIGHTS

	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6	PO-7	PO-8	PO-9	PO-10	PO-11	PO-12
CO1						2.00		2.00	2.00	3.00		3.00
CO2						2.00		2.00	2.00	3.00		3.00
CO3						2.00		2.00	2.00	3.00		3.00
CO4						2.00		2.00	2.00	3.00		3.00
CO5						2.00		2.00	2.00	3.00		2.00
AVG PO						2.00		2.00	2.00	3.00		2.80

Teaching methodology

Teacher/ student -Centered Approach to Learning, ICT Tools, Group Assignment, Case Study

Pattern of question paper

Solve all five full questions selecting atleast one question from each module

Text Books:

1. Murphy – Effective Business Communication – Mc Graw Hill. Publisher : McGraw Hill Education; 7th edition (1 July 2017)
2. Nageshwar Rao and Rajendra Das – Business Skills – January 2010 ,HPH.
3. Advance Business Communication – Penrose, Rasberry, Myers, 5/e, cengage learning 2004.
4. Prasad P. Communication Skills, S.K. Kataria & Sons. 4 th edition 2016 , published 2009

Reference Books :

1. Mc Grath – Basic Managerial Skills – New Delhi – Prentice Hall India learning pvt ltd.
2. Business Communication – K.K. Sinha – Galgotia Publishing Company, New Delhi.
3. Sen, Iena Communication Skills, Prentice Hall of India, New Delhi.

E – BOOKS & ONLINE RESOURCES

<https://www.skillsyouneed.com/ips/communication-skills.html>

<http://103.5.132.213:8080/jspui/bitstream/123456789/1122/1/Communication%20Skills.pdf>

<https://www.skillsyouneed.com/docs/communication-skills-PV.pdf>

NPTEL/ SWAMYAM/MOOCs: TECHNICAL ENGLISH FOR ENGINEERS (8 Weeks)

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