



# Sardar Patel Institute of Technology

Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai-400058-India  
(Autonomous Institute Affiliated to University of Mumbai)

Course Code	Course Name	Teaching Scheme (Hrs/week)			Credits Assigned			
		L	T	P	L	T	P	Total
HSS11	Basic Communication Skills	1	2	-	1	1	-	2
		<b>Examination Scheme</b>						
		<b>ISE**</b>			<b>MSE*</b>		<b>ESE</b>	
		30			20		50	

\* MSE will be evaluated on the basis of speech, to be delivered by students on a given topic.

\*\* ISE will be evaluated on the basis of marks scored in tutorials, out of 30.

Pre-requisite Course Codes		HSC level
After successful completion of the course, student will be able to		
<b>Course Outcomes</b>	<b>CO1</b>	Apply the principles of communication for professional communication
	<b>CO2</b>	Demonstrate the use of advanced vocabulary and grammar in spoken and written communication
	<b>CO3</b>	Assimilate and respond to received information using active listening and reading skills
	<b>CO4</b>	Prepare and confidently deliver a formal speech using right voice modulation
	<b>CO5</b>	Produce precise and concise business documents in the required format

Module No.	Module Name	Unit No.	Topics	Ref.	Hrs.
1	<b>Communication Theory</b>	1.1	Introduction, concept and meaning	3	1
		1.2	Barriers in communication	3	1½
		1.3	Methods – verbal, non-verbal, formal, informal	4	1 ½
		1.4	Organizational communication	4	1
2	<b>Grammar &amp; Vocabulary</b>	2.1	Common grammatical concepts and structures	8	1
		2.2	Advanced grammar & enriching vocabulary	1	1
3	<b>Listening &amp; Reading</b>	3.1	Listening Skills: Listening with a purpose	5	1
		3.2	Reading Skills: Skimming and scanning, comprehending the general idea and sub topics	5	1
		3.3	Note making	5	1
4	<b>Speaking &amp; Writing</b>	4.1	Speaking Skills: Intonation & modulation	6	½
		4.2	Basics of public speech and gaining confidence	6	½
		4.3	Writing Skills: Summarizing	6	1
		4.4	Business Correspondence: Letter / Email writing basic structure & types	6	1
<b>TOTAL</b>					<b>13 hrs.</b>



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Tutorial No.	Tutorial Details	Ref.	Marks
1	Making a presentation on George Bernard Shaw's <i>Pygmalion</i> to assert the importance of theory in enhancing communication skills	8	-
2	Performing a group activity in class to demonstrate the ability to identify and overcome barriers in communication	3	-
3	Performing listening sessions in the language lab	-	-
4	Completing exercises on grammar and vocabulary: one word substitutions, phrases, idioms, etc.	8	10
5	Undertaking reading sessions in the language lab	-	-
6	Completing exercises on reading comprehension and summarization	3	10
7	Writing formal letters and emails to exhibit business correspondence skills	6	10
8	Creating and putting up a blog	-	-
<b>TOTAL MARKS</b>			<b>30</b>

## References:

1. Michael McCarthy and Felicity O'Dell. *English Vocabulary in Use*. India: Cambridge University Press, 1999.
2. John Eastwood. *Oxford Practice Grammar*. India: Oxford, 1999.
3. Meenakshi Raman and Sangeeta Sharma. *Communication Skills*. India: Oxford India, 2011.
4. Shirley Mathew, *Communication Skills*. Pune, India: Technical Publications, 2013.
5. Rhoda A Doctor and Aspi H Doctor. *Communication Skills*. Mumbai, India: Sheth Publishers, 2009.
6. MeeraBharwani. *Communication Skills*. Mumbai, India: Synergy Knowledgeware, 2010.
7. Geoffrey Leech, Et al. *English Grammar for Today*. UK: Palgrave, 2005.
8. George Bernard Shaw. *Pygmalion*. London, UK: Penguin, 1914.