

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

B. E. COMPUTER ENGINEERING

B. E. FIRST YEAR (EC, IT, CE)

(Effective From June 2006)

CE 108: COMMUNICATION SKILLS

| Teaching Scheme | | Examination Scheme | | | | |
|-----------------|----------------|--------------------|--------------|--------------------|-----------------|-------------|
| Theory Hrs. | Practical Hrs. | Theory Hrs. | Theory Marks | Pract./ Viva Marks | Term Work Marks | Total Marks |
| 2 | --- | 2 | 50 | --- | --- | 50 |

1. **Basics of Technical Communication:** Process of communication, Language as tool, Levels of communication, Flow of communication.
2. **Barriers to Communication & Technology in Communication:** Noise, Classification of Barriers, Impact of Technology, Software's.
3. **Active Listening:** Types of Listening, Active v/s passive listening, Implications of effective listening.
4. **Effective Presentation Strategies:** Purpose, Analyzing audience, preparing outline, Visual aids, Understanding nuances of delivery.
5. **Interviews:** Objectives, Types of Interview, Job Interview.
6. **Group Communication:** Group Discussion, Organizational Group discussion, Meetings, Conferences.
7. **Words & Phrases.**
8. **Sentence Construction**
9. **Paragraph Development.**
10. **Effective Precise Writing.**
11. **Reading Comprehension:** Purpose of Reading, Reading Rates, Reasons for poor comprehension, Improving comprehension skills, Techniques for good comprehension.
12. **Letters, Memos & Emails.**
13. **Reports:** Objectives, Characteristics, Types, Importance of reports, Prewriting, Structure, Writing of reports.
14. **Technical Proposals:** Purpose, Types, Characteristics, Elements of structure, style & appearance, Evaluation.
15. **Note taking note making:** Linkage, development of paragraphs cohesion coherence and style.

REFERENCE BOOKS:

1. Technical Communication, Principles & Practice by Meenakshi Raman & Sangeeta Sharma (Oxford Press)
2. English Conversation Practice By Grant Taylor
3. Good English By G.H.Valliance