

**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN**

**B.E. FIRST YEAR (EC / CE / IT)**

**ELECTRONICS & COMMUNICATION**

(In Force June 2006)

**EC 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