

## COMMUNICATION SKILLS

**Paper Code: ETHS – 112**

**L T C**

**Paper: Communication Skills**

**2 1 3**

INSTRUCTIONS	TO	PAPER	SETTERS:
<b>MAXIMUM MARKS: 75</b>			
1. Question No. 1 should be compulsory and cover the entire syllabus. This question should have objective or short answer type questions. It should be of 25 marks.			
2. Apart from Question No. 1, rest of the paper shall consist of four units as per the syllabus. Every unit should have two questions. However, student may be asked to attempt only 1 question from each unit. Each question should be of 12.5 marks			

*Objective: To enhance the language and communication competence of professional students with emphasis on English for Specific Purposes (ESP) through communication skills related activities.*

### **UNIT-I**

I. **Basic Remedial Grammar** (Errors in Parts of Speech, Tenses, Verbs and Modal; Reported Speech; Active and Passive Voice; Conditional clauses; Question Tags and Short Responses)

[T1],[R2],[R3][No. of hrs 06]

### **UNIT-II**

II. **Vocabulary and usage** (Synonyms and Antonyms; Suffixes and Prefixes; Homophones and Homonyms; One-word substitution; Prepositions; Phrasal verbs and Idioms, Indianism)

[T1],[R2],[R3][No. of hrs 06]

### **UNIT-III**

#### **(A)**

- I. Types of writing (Expository, Descriptive, Narrative, Analytical and Argumentative)
- II. Definition, description and explanation of scientific objects, instruments and processes etc.
- III. Interpretation and use of charts, graphs and tables in technical writing.[T1],[R1]

#### **(B)**

- I. Paragraph writing
- II. Precis writing
- III. Comprehension [T1],[R2],[R3]

[No. of hrs 10]

### **UNIT-IV**

- I. Reading different types of texts (speed and purpose)[T1]
- II. Reading five essays [T2]
- III. E.M. FORSTER, *What I Believe* (Pg-123)
- IV. JAMES BRYCE, *Some Hints on Public Speaking* (Pg-135)
- V. L.A. HILL, *Principles of Good Writing* (Pg-150)
- VI. A.P.J. ABDUL KALAM, *Work Brings Solace* (Pg-207)
- VII. SALIM ALI, *Man and Nature in India: The Ecological Balance* (Pg-213)

[No. of hrs 10]

### **TEXT BOOKS**

- [T1] Technical Communication: Principles and practice (OUP), (Meenakshi Raman and Sangeeta Sharma) OXFORD UNIVERSITY PRESS
- [T2] Communication Skills for Engineers, Murli Krishna, Pearson.
- [T3] Wren and Martin: High School English Grammar and Composition; S. Chand
- [T4] Exploration of Ideas; An Anthology of Prose: Orient Blackswan.

### **REFERENCE BOOKS:**

- [R1] Professional Communication: Aruna Koneru, MCGRAW HILLS EDUCATION PVT. LTD
- [R2] Wren and Martin: High School English Grammar and Composition; S. Chand
- [R3] Advanced English Grammar and Composition: Gurudas Mukherjee & Inidbar Mukherjee; (ANE BOOKS PVT. LTD.)