



JECRC Foundation



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

Year & Sem. – 1st Year, I Sem.

Subject – Communication Skills

Unit – 5

Presented by – Dr. Neelu Jain

Designation – Asst. Prof.

Department – English & Humanities

VISION OF INSTITUTE

- To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

MISSION OF INSTITUTE

- Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.
- Identify, based on informed perception of Indian, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.
- Offer opportunities for interaction between academia and industry.
- Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge.

Communication SKILLS: Course Outcomes

Upon the successful completion of the course, the students will be able to-

CO-1.Able to express themselves better and use English for communicating in an effective manner both professionally and in real life situations.

CO-2-Able to write formal letters ,reports and proposals ,as well as speak fluently through correct usage of the various parts of speech.

CO-3.Able to get an exposure to the culture ,values, ethics and social norms reflected in the prose and poetry of authors from around the world and respond accordingly coupled with their imagination.

Introduction to Communication Skills Syllabus

Course Name: Communication Skills

Maximum Marks: 100

Communication: Meaning, Importance and Cycle of Communication, Media and Types of Communication, Formal and Informal Channels of Communication, Barriers to Communication, Division of Human Communication and Methods to Improve Interpersonal Communication, Qualities of Good Communication.

Grammar: Passive Voice, Indirect Speech, Conditional Sentences, Modal Verbs, Linking Words.

Composition: Curriculum Vitae Writing, Business Letter Writing, Job Application Writing, Paragraph Writing, Report Writing.

Short Stories: ‘The Luncheon’ by Somerset Maugham, ‘How much Land does a Man Need?’ by Leo Tolstoy, ‘The Night Train at Deoli’ by Ruskin Bond.

Poems: ‘No Men are Foreign’ by James Kirkup, ‘If’ by Rudyard Kipling, ‘Where the Mind is without Fear’ by Rabindranath Tagore.

Lecture Plan of Communication Skills Syllabus

Lecture Plan (12 Week)

L:T:P: = 3:0:0

S. No	Unit Name	Topic	Lecture Required	Total Lectures	Proposed Date	Actual Date/Taken
1.	Communication	Meaning, Importance and Cycle	1	1		
		Media and Types of Communication	1	2		
		Formal Channels	1	3		
		Informal Channels	1	4		
		Barriers to Communication	1	5		
		Overcoming Barriers	1	6		
		Division of Human Communication and Methods to Improve Interpersonal Communication	1	7		
		Qualities of Good Communication	1	8		
		Revision	1	9		
2.	Grammar	Passive Voice	2	11		
		Indirect Speech	2	13		
		Conditional Sentences	1	14		
		Modal Verbs	2	16		
		Linking Words (Conjunctions)	2	18		
		Revision	1	19		
3.	Composition	Curriculum Vitae Writing	2	21		
		Business Letter Writing	2	23		
		Paragraph Writing	2	25		
		Report Writing	2	27		
		Revision	1	28		

Lecture Plan of Communication Skills Syllabus

4.	Short Stories	The Luncheon	2	30		
		How Much Land Does A Man Need?	3	33		
		The Night Train at Deoli	2	35		
		Revision	1	36		
5.	Poems	No Men Are Foreign	1	37		
		If	1	38		
		Where the mind is without Fear	1	39		
		Revision	1	40		

'If'.

**By: Rudyard
Kipling**

'If'.

By Rudyard Kipling

If you can keep your head when all about you

Are losing theirs and blaming it on you,

If you can trust yourself when all men doubt you,

But make allowance for their doubting too;

If you can wait and not be tired by waiting,

Or being lied about, don't deal in lies,

Or being hated, don't give way to hating,

And yet don't look too good, nor talk too wise:

If you can dream—and not make dreams your master;

If you can think—and not make thoughts your aim;

If you can meet with Triumph and Disaster

And treat those two impostors just the same;

If you can bear to hear the truth you've spoken

Twisted by knaves to make a trap for fools,

Or watch the things you gave your life to, broken,

And stoop and build 'em up with worn-out tools:

If you can make one heap of all your winnings

And risk it on one turn of pitch-and-toss,

And lose, and start again at your beginnings

And never breathe a word about your loss;

If you can force your heart and nerve and sinew

To serve your turn long after they are gone,

And so hold on when there is nothing in you

Except the Will which says to them: 'Hold on!'

If you can talk with crowds and keep your virtue,
Or walk with Kings—nor lose the common touch,
If neither foes nor loving friends can hurt you,
If all men count with you, but none too much;
If you can fill the unforgiving minute
With sixty seconds' worth of distance run,
Yours is the Earth and everything that's in it,
And—which is more—you'll be a Man, my son!

'If'.

By Rudyard Kipling

The poem depicts a father defining for his son the qualities of a good man.. He is setting the parameters or boundaries for his son and giving him a goal to achieve. The poem deals with life's challenges and how to deal with them. The poem is written in four stanzas and each stanza brings out different qualities defined by a father to his son to be a complete man.

Stanza one deals with being confident about the decisions you make and taking responsibility for those decisions. If others, who cannot take that responsibility for themselves react negatively, you will be patient with them and not reduce yourself to their level by telling lies or dealing in hate. However, don't ever think you are above anyone else.

Stanza Two states that it is good to dream, but don't let your dreams control your life. It is good to think, but don't just think and not put those thoughts into action. You will experience triumph and disasters in your life, but don't take them seriously because they are not the substance of life, they are the extremes. If you hear things you said misused or things you have done destroyed, you need to be able to pick yourself up and rebuild them with everything that you have left in you.

Stanza Three counsels don't be afraid to take risks and possibly lose everything. If you do lose everything, don't talk about it, just start all over again at the beginning. When you are tired and exhausted and your body just feels like it can't continue on, use your mind and your will to tell yourself to "Hold on" and persevere. Push through it.

Stanza four deals with a person's reaction to others. You need to be able to talk to large groups of people and yet not let them influence your belief in what is right, wrong, moral, or immoral. You need to be able to walk with men of power and influence and yet not forget the common man and his needs. You need to know yourself and your beliefs so well that neither your friends nor your enemies can hurt you because you know who you are and what you stand for. People can depend on you, but don't let others become too dependent on you. You need to live every single minute of your life to the fullest. If you do these things, then the world is yours, and you will be a good man.



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*Thank
you!*