



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 – 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		

Where the Mind is Without Fear

By: Rabindranath Tagore

Where the Mind is Without Fear

By Rabindranath Tagore

Where the mind is without fear and the head is held high;

Where knowledge is free;

Where the world has not been broken up into fragments by narrow domestic walls;

Where words come out from the depth of truth;

Where tireless striving stretches its arms towards perfection;

Where the clear stream of reason has not lost its way into the dreary desert sand of dead habit;

Where the mind is led forward by thee into ever-widening thought and action

Into that heaven of freedom, my Father, let my country awake.

About the Poem:

“Where the mind is Without Fear” by Rabindranath Tagore is one of his vastly read and discussed poems. It was originally composed in Bengali possibly in 1900 under the title “Prarthana”, meaning prayer. It appeared in the volume called ‘Naibedya’ in 1901. Later in 1911 Tagore himself translated the Bengali poem into English and that translation appeared as poem 35 in his Nobel winning anthology “Gitanjali” (Song Offerings) published by the Indian Society, London in 1912.

So when the poem was written, India was under the British Rule and people were eagerly waiting to get their freedom from the British Rule. The poem is written in the form of a prayer to the God, the Almighty for a true freedom for his country. And thus Tagore reveals his own concept of freedom throughout the poem, Where the Mind is Without Fear.

Line by Line explanation of the poem:

In the very first line, the poet prays to the Almighty that his countrymen should be free from any fear of oppression or forced compulsion. He wishes that everyone in his country has his head held high in dignity. In other words, according to him, in a truly free country every person should be fearless and should have a sense of self dignity.

In the second line of *Where the Mind is Without Fear* the poet dreams of a nation where knowledge would be free. Education should not be restricted to the upper class only but everybody should be allowed to acquire knowledge. Not only that, the children should learn freely from the nature and the world around them. They should not be forced memorize some predetermined lessons. And this is Tagore's typical concept of education.

In the next two lines, the poet emphasizes the unity of not only of his countrymen but also of the entire world. He thinks there should be no division among people based on their caste, creed, color, religion or other baseless superstitions. In other words, prejudices and superstitions should not divide the people in groups and break their unity.

In line 5 of *Where the Mind is Without Fear*, Tagore wants a nation where people are truthful. They should not be superficial and words should come out from the depth of their hearts.

In the sixth line of the poem, the poet wants everyone to work hard to reach their goal, and in the long run to reach perfection. . He thinks they should not be tired by working. People should not be lazy and ignoring their work.

In line 7, the poet compares 'reason' or logical thinking to a "clear stream' and in the next line compares 'dead habits' or superstitious beliefs to a 'dreary desert'. He wants the stream of reason not to lose its way into the desert of prejudices. In short, people's thought should be monitored by rational thinking, not by superstition; logic should rule over old baseless beliefs.

In line 9 and 10 the poet wishes his countrymen to be progressive and broad-minded. He wants that their minds are "led forward" to "ever-widening thought and action" by the Almighty. In short, we should be open-minded and do something unusual or extraordinary, overcoming the narrowness of mind.

In the final line of the poem, the poet addresses the God as 'Father'. He asks him to awaken his country into such a 'heaven of freedom' where the above conditions meet.



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*Thank
you!*