



JECRC Foundation



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

Year & Sem. – 1st Year, I Sem.

Subject – Communication Skills

Unit – III

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		

PARAGRAPH WRITING

A **paragraph** is a series of sentences that are organized and coherent, and are all related to a single topic. Almost every piece of **writing** you do that is longer than a few sentences should be organized into **paragraphs**. ... Regardless of the kind of information they contain, all **paragraphs** share certain characteristics.

To **write a great paragraph**, start with a topic sentence that states the subject and main idea. In the next 3-5 sentences, present evidence, like facts, examples, or even short anecdotes, to back up your main idea. Use transition phrases, like “in addition to,” or “however,” to help your **paragraph** flow well.

TIPS FOR PARAGRAPH WRITING:

- presents a single idea
- begins with a topic sentence that makes this single idea evident
- contains support in form of sentences that convey this single idea
- is strategically organized to maintain flow
- maintains your essay's objective
- informs and entertains your reader about your paper's overall idea.

ELEMENTS OF PARAGRAPH WRITING:

There are four essential elements that an effective paragraph should consistently contain:

- Unity
- Coherence
- Atopic sentence
- Sufficient development.

NPTEL LECTURES ON PARAGRAPH WRITING

https://youtu.be/5Q14vPRu9_E
<https://youtu.be/ThOGkWDZ2fU>



JECRC Foundation



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

*Thank
you!*