



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		

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		

- *“A report is a statement of the result of an investigation or of any matter on which definite information is required.”*

(Oxford English Dictionary)

Objectives

- Understand the purposes of a report.
- Plan a report.
- Understand the structure of a report.
- Collect information for your report.
- Organize your information.
- Use an appropriate style of writing.
- Present data effectively.
- Understand how to lay out your information in an appropriate way.

An effective report can be written going through the following steps-

- Determine the objective of the report, i.e., identify the problem
- Collect the required material (facts) for the report
- Study and examine the facts gathered
- Plan the facts for the report

- Prepare an outline for the report, i.e., draft the report
- Edit the drafted report
- Distribute the draft report to the advisory team and ask for feedback and recommendations

TYPES OF REPORT:

1. Informative and Analytic report
2. Periodic Report
3. Oral and Written Report (On the basis of communication media)
4. Formal and Informal Report (On the basis of format and procedures)


Planning of Report

As in all writing assignments, it's crucial to analyse the task carefully

Who is the report for?

Why do they want it?

What do they need to know?




Then start planning:

Think about structure and format

Check your guidelines!

Have you been given a suggested structure or format?

Think how to present your information most clearly.




Plan the writing process:

Think about what you already know

Brainstorm. Jot down notes or make a mind map

How will you find the information you need?

Make a time plan allowing for each preparation and writing stage. Reports usually have important deadlines!



Organise your information:

Consider the sources you will need

Decide which key information should go in which section

Organise your information as you go along

Note your references as you go along

Sample Official Report from Communication Skills by RK Lidiya

SAMPLE: OFFICIAL REPORT

From:
Dr. Sanjay Chawla
Chief Medical and Health Officer
Medical and Health Services
District: Jhalawar (Raj.)

Date: 20 September 2016

To:
Dr. Rashmi Agrwal
Director
Medical and Health Services
Jaipur (Rajasthan)

Title: Deaths due to malaria fever.

Terms of reference: As instructed by the Minister of State (Medical and Health Services, Jaipur) a survey was conducted to look into the matter of about ten deaths due to malaria fever in three villages in Jhalwa district.

Findings: The writer visited the three villages of Jhalra Patan, Asnawar and Eklera to confirm the above reports and study the present situation. The findings of the study are as follow:

- a. According to the records of the Government Primary Health Centres and private nursing homes, the number of patients diagnosed with malaria fever was 3 in Jhalra Patan, 4 in Asnawar and 2 in Eklera.
- b. While 3 patients suffered from mild shivering and fever, 6 patients showed acute symptoms and needed hospitalization.
- c. The line of treatment given to the patients was in conformation to the recommended prescription for the management of malaria fever.
- d. A total of 9 deaths were confirmed by the hospitals. All the patients died within 3 to 4 days.
- e. For more than a week, no new case of malaria has been reported.

Conclusions and recommendations: It appears that the outbreak of malaria has been contained in time before it could take the shape of an epidemic. It is recommended that the Primary Health Centres in the district keep a close watch on the condition of the patients suffering from any kind of fever and report immediately if any death occurs. Further, the centres should be instructed to immediately report the matter to the District Health Centre if any new cases of malaria fever come to their notice.

The general public should be requested to maintain cleanliness in their surroundings and not to give any breeding ground to mosquitoes. Local administration should also be sent a letter of this intent.

(Dr. Sanjay Chawla)

Sample Format of a Newspaper Report

- (i) **Heading of the Report:** at the top of the page and in the centre of the line.
- (ii) **Place and Date:** an extra spacing below the heading and even with the left margin.
- (iii) **Body of Report:** an extra spacing below the place and date and its first word beginning five spaces from the left margin.
- (iv) **Signature of the Reporter:** One extra spacing below the last line of the body of report and flush with the left margin.
- (v) **Name and Status of the Reporter:** one extra spacing below the signature and flush with the left margin.

NPTEL LECTURES

- <https://www.youtube.com/watch?v=Xp2PVO3do34>
- <https://www.youtube.com/watch?v=G7sxgZ83WBM>



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*Thank
you!*