



**JECRC Foundation**



**JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE**

## JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

Year & Sem. – Ist Year, I Sem.

Subject – Communication Skills

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.	<b>Communication</b>	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.	<b>Grammar</b>	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.	<b>Composition</b>	Curriculum Vitae Writing	2	21		
		Business Letter Writing	2	23		
		Paragraph Writing	2	25		
		Report Writing	2	27		
		Revision	1	28		



## Resume:

A *resume* (or *résumé*, from French “to sum up”) is a short, concise document used for job applications in the US and Canada. The purpose of a resume is to provide recruiters with a brief overview of the candidate’s work history. A good resume should be targeted at a specific job and one to two pages long.

**CV** (full form *Curriculum Vitae* which is Latin for “course of life”) is an in-depth document which describes the whole course of your career in full detail. It’s usually two- or three-page long but can just as well be laid out over 10+ pages, if necessary. A Curriculum Vitae contains details about your education, professional career, publications, awards, honors, and other achievements. In the USA and Canada, a CV is used only for academic applications: academic jobs, grants, research fellowships, etc.

# CV vs Resume

- A resume is one to two pages long, a CV has no length limit.
- A resume should only include those details about your work experience and skills that are relevant to the job opening, a CV should detail the whole course of your career.
- CVs are used for academic purposes, resumes—to apply for jobs.



## **DOs of Resume Writing:**

- Customize your resume every time.
- Show off your tech skills.
- Highlight your achievements.
- Note your accomplishments.
- Proofread and proofread again.
- Give a heads up to your references.
- Keep it updated.

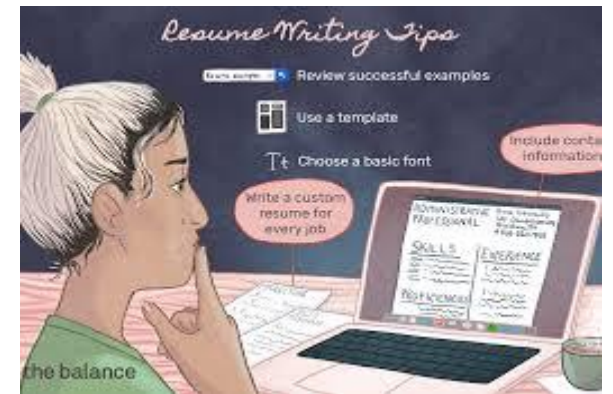
## **Dont's of Resume Writing:**

- Misrepresent your education or job experience.
- Give reasons for leaving each job.
- Get too personal.
- State "References available upon request."
- Worry about using exact dates.
- Experiment with a crazy format.
- Use your company phone number or email address.
- Include your high school education if you're a college graduate.
- Include your college GPA.



# Points to be kept in mind while writing your Resume:

1. Keep it brief - usually two pages maximum.
2. Avoid unnecessary personal detail such as age, religion, and gender.
3. Don't write in the first person – start sentences with verbs.
4. List your career history in reverse chronological order. Don't forget to include a short note to explain any gaps.
5. Use bullet points for achievements and responsibilities – include more detail on recent roles and less on older ones, unless they are particularly relevant to the job you are applying for.
6. List educational institutions and qualifications in reverse chronological order.
7. Include computer skills, language skills, and any relevant training.
8. Keep your hobbies and interest section short.
9. References can be provided on request – you don't need to include their contact details on your resume.
10. Check for typos. Even if you think your resume is error-free, it's worth asking a friend to read it through.



# Vocabulary for resume

- Achieved
- Improved
- Trained
- Mentored
- Managed
- Created
- Resolved
- Volunteered
- Influenced
- Won

**Power Words for Your Resume**

<b>Action Verbs:</b> <ul style="list-style-type: none"><li>- Accomplished</li><li>- Designed</li><li>- Initiated</li></ul>	<b>Company Values:</b> <ul style="list-style-type: none"><li>- Use words that reflect the company's "About Me" page on their website</li></ul>
<b>Popular Skills:</b> <ul style="list-style-type: none"><li>- Passion</li><li>- Responsibility</li><li>- Leadership</li></ul>	<b>Industry Key Words:</b> <ul style="list-style-type: none"><li>- Achieved</li><li>- Improved</li><li>- Supervised</li></ul>

the balance

# Top Resume mistakes:

1. Typos and Grammatical **Errors**. Your **resume** needs to be grammatically perfect. ...
2. Lack of Specifics. ...
3. Attempting One Size Fits All. ...
4. Highlighting Duties Instead of Accomplishments. ...
5. Going on Too Long or Cutting Things Too Short. ...
6. A Bad Objective. ...
7. No Action Verbs. ...
8. Leaving Off Important Information.
9. Incorrect Contact Information

SHUBHANK SHARMA

[shubhanksharma24.india@gmail.com](mailto:shubhanksharma24.india@gmail.com)8875151251

25 Jawahar Nagar, Delhi road, Alwar

C38 Prem colony, Surya nagar, Taro kikoot, Jaipur

Career objective: Seeking for a job in an esteemed organization so that I can contribute to the success of the company and can also enhance my own working skills.

#### Education Qualification

B.Tech (Mechanical Engineering)

JECRC, Jaipur      RTU, Kota      2018  
72.96\*

XII

St. Anselms, Alwar      CBSE, Ajmer      2014      69.2

X

St. Anselms, Alwar      CBSE, Ajmer      2012      7.8

CGPA

\*Up to VI<sup>th</sup> Semester

Skills: Basic knowledge of Auto CAD, Catia, C and C++.

Training: Successfully completed a 40 days training at Larsen &Toubro Hydrocarbon engineering at Jamnagar, Gujarat in the reliance J3 project. Worked in the gasification plant where useful gases were extracted from waste product in order to use those gases as a power source and also reducing the damage to

**Project:** Currently doing project on Fabrication of polymer matrix composites using treated natural fibers.

**Rewards & Achievements:**

Won first prize in Hindi and English debate at inter college fest in 2016 at GIT, Jaipur.

Secured rank in top 200 in the techno quiz organized by CAD desk, Jaipur.

Bagged first position in Apt Jam 2015 at JECRC.

Secured second rank at intra school English Declamation in 2013 at St. Anselms, Alwar.

Won first prize at district level Hindi debate competition in 2010 at Chinar School, Alwar.

**Extra-Curricular Activities**

Core team member, Renaissance 2017

Anchor & actively participated at the events of Zarurat and Renaissance 2017. Coordinator of street football, Renaissance 2016.

Editor of departmental newsletter.

Core team member of J-SID, a personality development group of JECRC. Worked for the alumni cell of JECRC in 2016.

Participated in Various Literary events at IIT Jodhpur 2015 Played open district tournament in table tennis.

**Hobbies & Interests:** Reading Novels, Playing cricket, Debating and Hosting events.

# COVER LETTER

A cover letter is a single-page letter that you include with your job application.

You should always include a cover letter, unless the job advertisement clearly says not to.

## The purpose of a cover letter

When writing a cover letter, you should:

- introduce yourself
- mention the job (or kind of job) you're applying for (or looking for)
- show that your skills and experience match the skills and experience needed to do the job
- encourage the reader to read your resume
- finish with a call to action (for example, asking for an interview or a meeting).

## How long should a cover letter be?

Keep it short. A cover letter is meant to be a summary of your resume, so don't write more than one page.

## Matching your cover letter to the job

Use a different cover letter for each job you apply for. Your cover letter needs to show that you know what the job involves, and what the employer is looking for.

To do this, be specific about your skills and qualities. You also need to show how they match the needs of the job or the organisation.



## TIPS FOR WRITING A COVER LETTER:

1. **Write** a Fresh **Cover Letter** for Each Job. ...
2. But Go Ahead, Use a Template. ...
3. Include the Hiring Manager's Name. ...
4. Craft a Killer Opening Line. ...
5. Go Beyond Your Resume. ...
6. Think Not What the Company Can Do for You. ...
7. Highlight the Right Experiences. ...
8. Showcase Your Skills.
9. **Don't Apologize for Your Missing Experience**



## SAMPLE COVER LETTER

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue.  
Auckland, New Zealand  
*05 January, 2019*

john.doe

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

I am currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

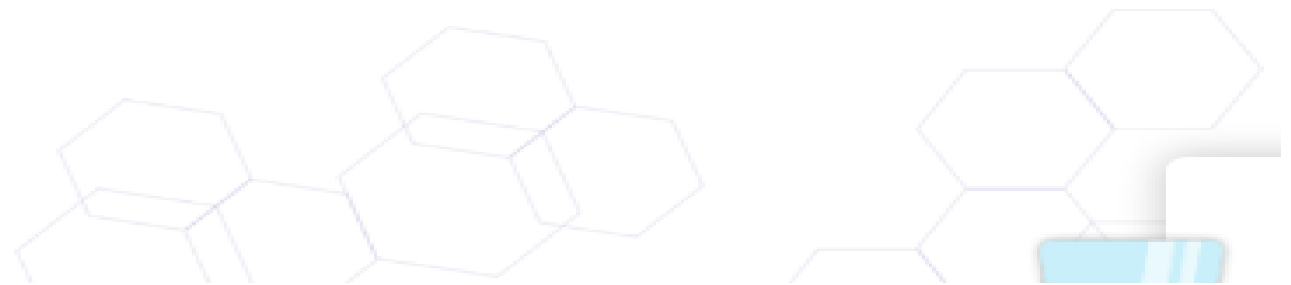
After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

I previously held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you to discuss internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9879 or by email at [john.doe@gmail.com](mailto:john.doe@gmail.com).

Thank you for your consideration.

Sincerely,  
John Doe



## NPTEL LECTURES AND PDF ON RESUME WRITING

<https://youtu.be/SLp-x2rpCI8> by Prof. Aysha Iqbal IIT Madras

[https://youtu.be/azrqIQ\\_SLW8](https://youtu.be/azrqIQ_SLW8) by Prof. Aysha Iqbal IIT Madras

<https://nptel.ac.in/content/storage2/courses/109104030/Module5/Lecture15.pdf>



**JECRC Foundation**



**JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE**

*Thank  
you!*