

3013-COMMUNICATION SKILLS-II									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory		Practical Ex.	Total		
-	2	2	25	-	-	25	50		
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
1001		SMH		-	-	-	50	50	100

RATIONALE: -The curriculum will help the technician to develop ability in report writing and business correspondence. More over the language workshop part will equip them to express their ideas clearly and fluently, develop the power of comprehension, enable to lead a discussion, present a point of view objectively take notes during a lecture, summarise a speech answer interviews etc.

COURSE CONTENTS		Hrs	Mks
1. BUSINESS CORRESPONDENCE		10	-
Purpose of business correspondence. Qualities of a good letter. Format & style of a good letter. Different kinds of business letter. Letter of purchase (order). Letter of enquiry & reply. Letter of complaint. Letter to higher authority regarding like in pay scale/promotion/ transfer/ leave. Letter for job application.			
2. REPORT WRITING		10	-
Functions of reports. Techniques: -Uses of a report, format of a report, part of a report. Types of report: -Progress report, industrial visit report, inspection report, accident report, survey report, report on seminars, workshops and other social gathering.			
3. LANGUAGE WORKSHOP		12	-
This topic will be divided into 3 levels: -Reading and listening skills, speaking or oral-skill, writing skill. At the first level the emphasis will be on the ability to read clearly, audibly and distinctly; Simultaneously the students who are listening will be questioned on the same. They will be able to comprehend textual and non-textual material. Students should listen to recorded or live speeches of eminent people. At the second level extempore rendition on any topic of 3-5 min duration and judged by the concerned teacher; This will involve group discussions in the classroom. This could include debates, discussion on current issues, role-playing etc. At the third level student should simultaneously cultivate clarity of thought and expression on paper.			
Total		32	

NOTE -Progressive Assessment marks (25 marks) will be allotted based on the student's performance in business correspondence and report-writing. Language workshop will be assessed in the oral examination.

REFERENCE BOOKS

1. Modern Business letter by L. Gartside published by ELB & MacDonald Evans Ltd.,
2. A Handbook of commercial correspondence by a - Ashley, ELBS/Oxford University prod.
3. Lifeskills z Leadership for Engineers - 1997 - Goldbeng Tats McCraw Hill.

