



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)

DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES

1.	Department proposing the course	Humanities and Social Sciences
2.	Course Title	Oral & Written Communication Skills (includes a Minor Project)
3.	L-T-P Structure	3-0-0
4.	Credits / # of period	3/30
5.	Course number(Code)	
6.	Status (Core/Elective)	Elective
7.	Pre-requisites (course no./title)	Oral & Written Communication Skills (includes a Minor Project)-HSS
8.	Frequency of offer	5 th semester – one semester a year
9.	Course Objectives(CO) : To enable the students to Learn effective use of oral and written communication in real life situations <ul style="list-style-type: none">▪ Become familiar with formal and informal communication contexts▪ Acquire effective technical communication▪ Make use of appropriate and idiomatic expressions	
10.	Course Syllabus: Unit-1: Effective oral communication: Importance of oral communication skills-Speech styles-articulation- Pronunciation- phonetic symbols and representing sounds- transcripts. Unit-2: Remedial English: Common errors, Tense and aspects, Connectives and correlative conjuncts, Degrees of Comparison, Voice, concord, Transformation of sentences- Question tags, Punctuation. Unit-3: Written Communication: Letter Writing- Paragraph writing, various styles of Writing , Essay writing, Report Writing Unit-4: Vocabulary: Technical vocabulary, Synonyms, Antonyms, Homonyms, Homophones Words often confused, One-word substitutes, Idioms and Phrases Select any one of the following for minor project prescribed: 1. Report writing –Survey / annual 2. Technical report	
11.	Text Books:- <ol style="list-style-type: none">1. Practical English Usage, Michael Swan,OUP,19952. Communication Skills, Sanjay Kumar and Pushpa Lata, Oxford University Pres,20113. Oxford Guide to Effective Writing and Speaking, John Seely, Oxford University Press, 20134. Remedial English Grammar, F.T. Wood, McMillian 20075. Rajendra Pal and J.S. Korlahalli, <i>Essentials of Business Communication</i>-Sultan Chand and Sons.1997	
12.	Reference Books :-	

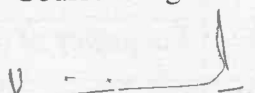


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1. E. Suresh Kumar et al., *Communication Skills and Soft Skills*, Pearson, 2011.
2. Sanjay Kumar and Pushp Lata, *Communication Skills*, OUP, 2011.
3. Kavita Tyagi and Padma Misra, *Professional Communication*, PHI, 2011.
Meenakshi Raman and Sangeeta Sharma, *Technical Communication: Principles and Practices*, OUP, 2011


Course designer


Dr. Yeddu Vijaya Babu

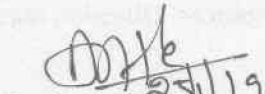
Departmental Academic Committee

External Experts

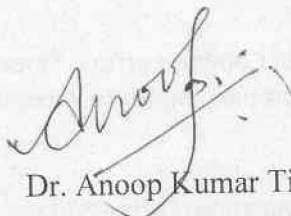

Dr. G. Neelakantan 23/1/19


Dr. Jyotirmaya Tripathy

Internal Members


Dr. S.D. Patle 23/1/19


Dr. Jaya Dwivedi


Dr. Anoop Kumar Tiwari


Dr. S. K. Tarai