Course Title: Basics ofProfessional Communication

Course Code:BENG1C01
Semester: I
Credits: 3 (3 Lecture + 1 Language Lab)

Course Objectives

1. To develop effective communication skills in English for academic and professional contexts.
2. To train students in listening, speaking, reading, and writing (LSRW) with workplace applications.
3. To enhance vocabulary, pronunciation, and fluency for global employability.
4. To introduce professional etiquette, group communication, and digital communication skills.
5. To build confidence for interviews, presentations, and team-based projects.

Course Outcomes

By the end of the course, students will be able to:

- CO1: Demonstrate proficiency in oral and written communication.
- CO2: Apply grammar and vocabulary effectively in technical/professional contexts.
- CO3: Draft professional documents such as emails, reports, and résumés.
- CO4: Deliver effective oral presentations using appropriate techniques.
- CO5: Participate confidently in group discussions, interviews, and workplace communication.

Course Content (Theory + Lab)

Unit 1: Fundamentals of Communication

- Definition, process, types, and barriers of communication.
- Importance of professional communication for engineers.
- Verbal vs. Non-verbal communication.
- Listening as a key skill: note-taking, comprehension exercises.

Lab Tasks: Listening to TED talks, short lectures, and podcasts; summarizing orally.

Unit 2: Vocabulary and Grammar for Professional Use

- Word formation, collocations, idiomatic expressions.
- Synonyms, antonyms, one-word substitutions.

- Functional grammar: tense, concord, prepositions, articles, modals.
- Common errors in technical writing.

Lab Tasks: Vocabulary games, grammar quizzes, sentence correction, pronunciation drills (IPA basics).

Unit 3: Written Communication in Professional Contexts

- Email etiquette and drafting emails.
- Business letters and cover letters.
- Report writing: structure, coherence, conciseness.
- Résumé and CV preparation.

Lab Tasks: Writing practice—emails, short reports, résumés; peer review of documents.

Unit 4: Oral Communication and Presentation Skills

- Public speaking: voice modulation, clarity, confidence.
- Presentation techniques: planning, designing slides, delivering effectively.
- Group discussions: structure, strategies, and etiquette.
- Interview skills: do's and don'ts.

Lab Tasks:

- Mock presentations with PowerPoint.
- GD simulations on technical/social topics.
- Mock interviews (HR + Technical introduction).

Unit 5: Professional and Cross-Cultural Communication

- Communication across cultures: sensitivity and adaptability.
- Workplace etiquette and teamwork communication.
- Technical communication: instructions, proposals, and project discussions.
- Communication in digital environments (online meetings, LinkedIn, professional networking).

Lab Tasks: Role plays (meetings, negotiations), simulated online discussions, LinkedIn profile creation.

Teaching Methodology

- **Lectures** (concepts, models, and examples).
- **Language Lab Practice** (interactive, task-based).
- **Case Studies** (workplace scenarios).
- **Role Plays & Simulations** (real-life tasks).
- **Presentations & Projects** (individual + team-based).

Suggested Textbooks

1. Raman, Meenakshi, and Sangeeta Sharma. *Technical Communication: Principles and Practice*. Oxford University Press.
2. Rizvi, M. Ashraf. *Effective Technical Communication*. McGraw Hill.
3. Board of Editors. *Communication Skills for Engineers*. Pearson.

Reference Books

- Lesikar, Raymond V., et al. *Business Communication: Making Connections in a Digital World*. McGraw Hill.
- Anderson, Kenneth, and Tony Lynch. *Study Speaking: A Course in Spoken English for Academic Purposes*. Cambridge University Press.
- Goleman, Daniel. *Emotional Intelligence* (for workplace communication insights).

Digital Resources

- NPTEL: *Developing Soft Skills and Personality* by IIT Kanpur.
- MOOC: *English for Career Development* (Coursera).
- TED Talks, Toastmasters International Resources.