

Language and communication Skills 2023-24

<u>Sr.No.</u>	<u>Activity Name</u>	<u>No. of Participants</u>	<u>Name of the agency involved</u>
1.	Audit Course AC -3201 Employability Skill Development and Communication Skills	689	CCOEW
2.	AEC 101- Professional Communications	632	CCOEW

Cummins College of Engineering for Women

AC3201: Employability Skill Development – I

Teaching scheme

Practical: 2 hrs/week

Course Objectives:

1. To encourage the all-round development of students by focusing on soft skills.
2. To develop and nurture the soft skills of the students through individual and group activities.
3. To expose students to right attitudinal and behavioural aspects and to build the same through activities

Course Outcomes:

On completion of the course, student will be able to–

1. Evaluate their own strengths & weaknesses
2. Effectively communicate through verbal/oral communication and improve the listening skills
3. Actively participate in group discussion / meetings / interviews and prepare & deliver presentations and be a good team player.
4. Manage stress & time effectively and improve on their leadership skills

Section B - Communication Skill

[Speaking Skills – Public Speaking, Presentation skills, Group discussion]

1. Self-introduction- Elevator pitch, TOAST Masters. (4 hrs)
2. Mock interviews (individual) (4 hrs)
3. Group Discussion on current issues. (4 hrs)
4. Presentation skills on Seminar /Mini Project, Mad ads (4 hrs)
5. Public Speaking : Book/ Movie review, Extempore, Debates (4 hrs)
6. Written Communication - SOP (4 hrs)

Books for references:

1. Basic Managerial Skills for all E. H. McGrath, Eastern Economy Edition, Prentice hall India.
2. Personality Development and Group Discussions, Barun K. Mitra, Oxford University Press
3. Group Discussions and Interview Skills : Priyadarshi Patnaik : Foundation Books : Cambridge University Press
4. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success: Gopaldaswamy Ramesh, Mahadevan Ramesh
5. Abhijeet Guha, “Quantitative Aptitude for competitive exams”, McGraw-Hill Education

Reference Website: 1. <https://www.indiabix.com/> 2. <https://www.apititude-test.com/>
3. <https://www.careerride.com/> 4. <https://www.freshersworld.com/>

AEC 101 Professional Communications

Teaching Scheme

Lecture: 1 Hr/week
Practical: 2Hrs/week
Credits: 2

Examination Scheme

In semester: 50 marks

Course Objectives:

1. Enable engineering students to communicate effectively and work smoothly with classmates, clients and people involved in projects.
2. Nurture students' professional skills encompassing written, verbal and electronic communication realms, with a primary focus on refining their soft skills.

Course Outcome:

After completion of this course a student should be able to

CO1. **Illustrate** their Communication Skills through impactful presentations.

CO2. **Develop** proficient written communication skills for tasks such as drafting resumes, cover letters, and summary of articles on recent trends in technology

CO3. **Compose** well organised professional emails and create social media profiles.

Module I: Verbal Communication

(6)

Key concepts and barriers in effective communication, Elevator pitch for self: Delivery and practice, Presenting a news item: Analysis and delivery, Presentation on a topic related to technology / science / social science, Group Discussion.

Module II: Written Communication

(6)

Resume Writing and Cover letter, Writing summary of an article on recent trends in technology, Book/ Movie review.

Module III: Email Communication

(2)

Professional e-mails and Creating an effective social media presence (e.g. LinkedIn Profile)

Text Books:

- 1) M. Ashraf Rizvi, "Effective Technical Communication", Tata McGraw-Hill Publishing Company Limited, New Delhi (2008)
- 2) Jeff Butterfield, "Soft Skills for Everyone" Cengage Learning India Private Limited, New Delhi (2019)

Reference Books:

1. William Strunk and E. B. White, "Elements of style", CreateSpace Independent Publishing Platform, (2018).
2. William K Zinsser, "On Writing well", HarperCollins, (2012).
3. Stephen King, "On Writing: A Memoir of the Craft", Pocket Books, (2002)

Website URL:

TED talks - <https://www.ted.com/talks>

Lab Sessions: (2hrs each)

1. Exercise on Listening Skills to understand barriers in Communication.
2. Elevator Pitch.
3. Presenting a News item
4. Group Discussion on topics related to technology/ science / social science.
5. Preparing a Cover Letter and Resume.
6. Writing a summary of an article on recent trends in Technology.
7. Creating a LinkedIn Profile.
8. Writing a Book/Movie review.
9. Drafting a professional email.

Maharshi Karve Dree Dakshin Samstha's
Cummins College of Engineering for Women
 Karvenagar, Pune - 411052
BASIC SCIENCES & HUMANITIES
A.Y. 2023-24 SEM - I

Time → Day ↓	8.00am to 9.00am	9.00am to 10.00am	10.00am to 10.15am	10.15am to 11.15am	11.15am to 12.15pm	12.15pm to 1.15pm	1.15pm to 2.15pm	2.15pm to 3.15pm	3.15pm to 4.15pm	4.15pm to 5.15pm
Monday		E (CP-26)	B			L				
Tuesday	G2 (DSP Lab) Insha		R	G (CP-23)		U	F3 (SL-4) 5th Floor, Comp	E3 (CL-16) 3rd Floor Main Bldg		
Wednesday	G3 (DSP Lab) Insha		E	C2 (CL-6) 1st Flr Main Bldg.		N		H2 (CL-23) 2nd flr Mech Bldg.		
Thursday	Insha G1	(DSP Lab)	A		D (CP-24)	C				
Friday			K			H	I A2 (CL-17) 2nd Floor, IT Bldg.	I B2 (CL-19) lab 9 ground flr IT Bldg		
Saturday										

1-9-23

Faculty Seema Shah
 Subject Professional Communication
 Division

M.P.
 HoD,
 BSH