

FR. Conceicao Rodrigues College Of Engineering

Father Agnel Ashram, Bandstand, Bandra-west, Mumbai-50

Department of Humanities & Sciences

F.E. (Production Engineering) (semester II) (2018-2019)

Lesson Plan

Subject: Communication Skills- II (FEC206)

Credits-5

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned			
		Theory	Pract.	Tut.	Theory	TW/Pract	Tut.	Total
FEC206	Communication Skills	02	02	--	02	01	--	03

Course Code	Course Name	Examination Scheme								
		Theory				End Sem Exam	Term Work	Pract	Oral	Total
		Internal Assessment			Av of Test 1 & 2					
		Test1	Test2							
FEC206	Communication Skills	10	10	10	40	25	--	--	75	

Objectives

1. To acquaint the students with appropriate language skills with the purpose of improving the existing ones – LSRW
2. To make the learners understand the importance and effective use of non-verbal communication
3. To make the learner proficient in public speaking and presentation skills
4. To guide and teach the students to utilize the principles of professional business and technical writing for effective communication in the global world
5. To make the learner capable of creating official content digitally for further communication in the corporate environment

Outcomes: Learner will be able to...

1. Understand and evaluate information they listen to and express their ideas with greater clarity
2. Speak and respond effectively along the various channels of communication in a business organization
3. Speak convincingly before an audience with the help of an expanded vocabulary and enhanced digital content
4. Read and summarize effectively
5. Communicate through result oriented writing both within and outside the organization.
6. Write a set of effective and easy to understand technical description, instructions and convey the same using global information technology

Module	Detailed Contents	Hrs.
01	Communication Theory: Concept and Meaning, Communication cycle, Objectives, Barriers to communication (linguistic and semantic, psychological, physical, mechanical, cultural), Methods of communication (verbal and non-verbal), Networks of communication (formal and informal), Language skills (listening, speaking, reading, writing), Corporate communication: Digital Content Creation.	13
02	Business Correspondence: Principles of Business Correspondence, Parts of a business letter, Formats (Complete block and Modified block), Types of letters: Enquiry, Reply to enquiry, Claim, Adjustment and Sales letter.	05
03	Grammar and Vocabulary: Common errors, Concord (subject- verb agreement), Pairs of confused words, Lexicon (Enriching vocabulary through one-word substitutes, synonyms, antonyms, etc.)	02

04	Summarization and Comprehension: Passages to test the analytical skills and expression	02
05	Technical writing : Techniques to define an object, writing instructions, language exercises based on types of expositions (description of an object, explanation of a process)	02
06	Information Communication Technology (ICT) enabled communication media: E-mail, Blog and Website.	02

The distribution of Term Work marks will be as follows -

- Attendance : 05 marks
Assignments : 20 marks

List of assignments:

1. Communication theory: 02
2. Business Correspondence: 02
3. Grammar and vocabulary: 01
4. Summarization & Comprehension: 01
5. Technical writing: 01
6. ICT enabled communication media: 01

Assessment:

Internal Assessment Test:

Assessment consists of two class tests of 10 marks each. The first test should be conducted in the form of a three-minute public speech. The second test should be based on theory and application exercises as mentioned in the syllabus.

End Semester Theory Examination:

1. Question paper will comprise of total 06 questions, each carrying 10 marks.
2. Total 04 questions need to be solved.
3. Question No: 01 will be compulsory and based on entire syllabus wherein sub-questions of 3 to 5 marks will be asked.
4. Remaining questions will be mixed in nature.(e.g. Suppose Q.2 has part (a) from module 3 then part (b) will be from any module other than module 3)
5. In question paper weightage of each module will be proportional to number of respective lecture hrs as mentioned in the syllabus.
6. The first module (Communication Theory) will carry 40 % weightage.

References:

1. Communication in Organizations by Dalmar Fisher, Jaico Publishing House
2. Communication Skills by Meenakshi Raman & Sangeeta Sharma,
3. Oxford University Press.
4. Business Correspondence & Report-writing by R.C. Sharma & Krishna Mohan, Tata McGraw-Hill Education.
5. Effective Technical Communication by Ashraf Rizvi, Tata McGraw-Hill.
6. Technical Writing & Professional Communication for non-native speakers of English by Thomas N. Huckin & Leslie A. Olsen, McGraw –Hill.
7. Mastering Communication by Nicky Stanton, Palgrave Master Series
8. www.buisnesscommunicationskills.com
9. www.kcitraing.com
10. www.mindtools.com
11. Journal of Business Communication

Mapping of CO and PO/PSO

Relationship of course outcomes with program outcomes: Indicate 1 (low importance), 2 (Moderate Importance) or 3 (High Importance) in respective mapping cell.

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
FE 206.1										3		
FE 206.2										3		
FE 206.3										3		
FE 206.4										3		
FE 206.5										3		
TOTAL												
CO-PO MATRIX												

Justification

PO10: COs are mapped to this PO10 because the students gain basic knowledge on Communication Theory.

Course Objectives:

Course Outcomes: At the end of the course the students will be -

CO1: Able to effectively use their LSRW skills in the communication process

Assessment Tools:	Weightage:
1. Assignment I	20%
2. Assignment II	20%
3. Unit test I	20%
4. Unit test II	20%
5. End Exam	20%
6. Course exit survey	100 %

CO2: Able to structure Business correspondences

Assessment Tools:	Weightage:
1. Assignment III	30%
2. Assignment IV	30%
3. Unit test II	20%
4. End Exam	20%
5. Course exit survey	100 %

CO3: Able to expand their vocabulary in correct grammatical form

Assessment Tools:	Weightage:
1. Assignment V	60%
2. Unit test II	20%
3. End Exam	20%

4. Course exit survey	100 %
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CO4: Able to comprehend and summarize technical and industry oriented passages

Assessment Tools:	Weightage:
1. Assignment VI	40%
2. Unit Test II	40%
3. End Exam	20%
4. Course exit survey	100 %

CO5: Able to write technical expositions & ICT

Assessment Tools:	Weightage:
1. Assignment VII	30%
2. Assignment VIII	30%
3. Unit test II	20%
4. End Exam	20%
5. Course exit survey	100 %

CO Assessment Tools:

DIRECT TOOLS: TEST, ASSIGNMENTS , END EXAM(ES)

INDIRECT TOOLS : COURSE EXIT SURVEY(CES) |

Overall Attainment=(0.8*Direct Method Attainment +0.2*Indirect Method Attainment)

FEC206.1: Direct Methods(80%): **Assignment 1+ Assignment 2+ UT 1 +UT 2+End Exam**

$$CO1dm = 0.2 + 0.2 + 0.2 + 0.2 + 0.2$$

InDirect Methods(20%): Course exit survey

$$CO1idm$$

$$FEC101.1 = 0.8 * CO1dm + 0.2 * CO1idm$$

FEC206.2: Direct Methods(80%): **Assignment 3+ Assignment 4+ UT 2+ End Exam**

$$CO2dm = 0.3 + 0.3 + 0.2 + 0.2$$

InDirect Methods(20%): Course exit survey

$$CO2idm$$

$$FEC101.2 = 0.8 * CO2dm + 0.2 * CO2idm$$

FEC206.3: Direct Methods(80%): **Assignment 5+ UT 2+ End Exam**

$$CO3dm = 0.6 + 0.2 + 0.2$$

InDirect Methods(20%): Course exit survey

$$CO3idm \text{ FEC101.3} = 0.8 * CO3dm + 0.2 * CO3idm$$

FEC206.4: **Direct Methods(80%): Assignment 6+UT 2+ End Exam**

$$\text{CO3dm} = 0.4 + 0.4 + 0.2$$

InDirect Methods(20%): Course exit survey

$$\text{CO4idm}$$

$$\text{FEC101.4} = 0.8 * \text{CO4dm} + 0.2 * \text{CO4idm}$$

FEC206.5: **Direct Methods(80%): Assignment 7+Assignment 8+ UT 2+ End Exam**

$$\text{CO5dm} = 0.3 + 0.3 + 0.2 + 0.2$$

InDirect Methods(20%): Course exit survey

$$\text{CO4idm}$$

$$\text{FEC101.5} = 0.8 * \text{CO5dm} + 0.2 * \text{CO5idm}$$

Course Outcomes Target:

Upon completion of this course students will be able to:

1 FEC206.1. Able to effectively use their LSRW skills in the communication process
TARGET RANGE : 2.5

2 FEC206.2. Able to structure Business correspondences

TARGET RANGE : 2.5

3 FEC206.3. Able to expand their vocabulary in correct grammatical form
TARGET RANGE : 2.5

4 FEC206.4. Able to comprehend and summarize technical and industry oriented passages
TARGET RANGE : 2.5

5.FEC206.5 Able to write technical expositions & ICT

TARGET RANGE : 2.5

Subject: Communication Skills Subject Teacher: Dr. Khushbu Trehan	Academic Year 18-19
Branch: Production Engineering	Semester: II

Sr. No.	Name of the Topic	Planned Date	Executed Date	Remark
1	Introduction of the syllabus	1/1/2019	1/1/2019	
2	Module :1 Communication Theory: Objective	3/1/2019	3/1/2019	
3	Module :1 Communication Theory: Process of communication, Methods: Verbal	3/1/2019	3/1/2019	
4	Module :1 Communication Theory: Methods: Non-Verbal	4/1/2019	4/1/2019	
5	Module :1 Communication Theory: Methods: Non-Verbal	7/1/2019	7/1/2019	
6	Module: 1 Communication Theory: Channels of Communication	8/1/2019	8/1/2019	
7	Module: 1 Communication Theory: Barriers	15/1/2019	15/1/2019	
8	Module: 1 Communication Theory: Case study on Barriers	16/1/2019	15/1/2019	
9	Module: 1 Communication Theory: Language skills: Listening	22/1/2019	16/1/2019	
10	Module: 1 Communication Theory: Speaking, Reading and Writing	23/1/2019	23/1/2019	
11	Module: 2 Business Correspondence: Principles of business correspondence	29/1/2019	29/1/2019	
12	Module: 2 Business Correspondence: Parts of letter/ Formats	30/1/2019	30/1/2019	
13	Module: 2 Business Correspondence: Types of Letters: Enquiry, Reply to enquiry	12/2/2019	12/2/2019	
14	Module: 2 Business Correspondence: Claim and Adjustment and Sales letters	20/2/2019	20/2/2019	
15	Module :4 Comprehension	26/2/2019	26/2/2019	
16	Module :4 Summarization	27/2/2019	27/2/2019	
17	Module:3 Grammar/ Vocabulary	5/3/2019	5/3/2019	
18	Module:3 Grammar/ Vocabulary	6/3/2019	6/3/2019	
19	Module: 6 ICT: Importance/ Email/ Define/ Do and Don'ts / How to send an email	12/3/2019	19/3/2019	

Signature and Date:

Faculty

HOD

Principal