

B.Tech. (Agricultural Engineering): Second Semester

Course-wise Syllabus with Teaching Schedules

Semester	: I / II *		
Course No.	: AEC-122	Credit Hrs.	: 2(1+1)
Course Title	: Communication Skills		
<i>*To be offered as AEC-112 w.e.f. Academic year, 2025-26 onwards</i>			

SYLLABUS

Objectives : (i) To acquire competence in oral, written and non-verbal communication,
(ii) To develop strong personal and professional communication and
(iii) To demonstrate positive group communication.

THEORY

Communication Process: The magic of effective communication; Building self-esteem and overcoming fears; Concept, nature and significance of communication process; Meaning, types and models of communication; Verbal and Non-verbal communication; Linguistic and non-linguistic barriers to communication and reasons behind communication gap/miscommunication. Basic Communication Skills: Listening, Speaking, Reading and Writing Skills; Precis writing/Abstracting/Summarizing; Style of technical communication, Curriculum vitae/resume writing; Innovative methods to enhance vocabulary, analogy questions; Structural and Functional Grammar: Sentence structure, modifiers, connecting words and verbals; Phrases and clauses; Case: subjective case, possessive case, objective case; Correct usage of nouns, pronouns and antecedents, adjectives, adverbs and articles; Agreement of verb with the subject: tense, mood, voice; Writing effective sentences; Basic sentence faults.

PRACTICAL

Listening and note taking; Writing skills: précis writing, summarizing and abstracting; Reading and comprehension (written and oral) of general and technical articles; Micro-presentations and Impromptu Presentations: Feedback on presentations; Stage manners: grooming, body language, voice modulation, speed; Group discussions; Public speaking exercises; Vocabulary building exercises; Interview techniques; Organization of events.

TEACHING SCHEDULE

THEORY [AEC-122]

Lecture No.	Topic	Sub-topics/ Key Points	Weightage (%)
1	Communication Process: The Magic of Effective Communication	Elements of Communication process such as, Communicator, Message, Channel treatment of message, Audience and Audience response.	5
2	Building Self-esteem and Overcoming Fears	Points to build Self-esteem, Build social connections, Encourage yourself, Focus on solutions and Set realistic goals, Strategies to overcome fears, Practice, Visualise Success, Preparation, Know your audience, Seek feedback and Active listening.	5
3	Communication	Concept, Nature and Significance of Communication process	10
4		Meaning, Types and Models of communication	10
5		Verbal and Non-verbal communication, Linguistic and Non-linguistic communication	10
6		Barriers to communication and Reasons behind communication gap/ miscommunication	5
7	Basic Communication Skills	Listening, Speaking, Reading, Writing skills	5
8		Précis writing/ Abstracting/ Summarizing- Styles of technical communication, Curriculum Vitae/Resume writing	10
9		Innovative methods to enhance vocabulary, Analogy questions	5
10	Structural and Functional Grammar	Sentence structure, Modifiers, Connecting words and verbal; Phrases and Clauses	5
11		Case: Subjective case, Possessive case, Objective case	5
12		Correct usage of nouns, Pronouns and Antecedents	5
13		Adjectives, Adverbs and Articles	5
14		Agreement of verbs with the subject: Tense, Mood, Voice	5
15		Writing effective sentences	5
16		Basic sentence faults	5
Total =			100

TEACHING SCHEDULE

PRACTICAL [AEC-122]

Exercise No.	Exercise Topic/ Title
1	Listening and Note taking
2	Writing skills - Précis writing
3	Writing skills - Abstracting
4	Writing skills - Summarizing
5	Reading and Comprehension (written and oral) of general and technical articles
6	Micro-presentations
7	Impromptu presentations
8	Feedback on presentations
9	Stage manners - Grooming
10	Stage manners - Body language
11	Stage manners - Voice modulations and speed
12	Group discussions
13	Public speaking exercise
14	Vocabulary building exercises
15	Interview techniques
16	Organisation of events

Suggested Readings (AEC-122):

1. Allport, G W, 1937. Personality: A Psychological Interpretation. Holt, New York.
2. Brown Michele & Gyles Brandreth, 1994, How to Interview and be Interviewed. Sheldon Press, London.
3. Carnegie Dale, 1997. The Quick and Easy Way to Effective Speaking. Pocket Books, New York.
4. Francis Peter S J, 2012. Soft Skills and Professional Communication. Tata McGraw Hill, New Delhi.
5. Kumar S and Pushpa Lata, 2011. Communication Skills. Oxford University Press.
6. Neuliep James W, 2003. Intercultural Communication- A Contextual Approach. Houghton Mifflin Co Boston.
7. Pease, Allan, 1998, Body Language. Sudha Publications, Delhi.
8. Raman M and Singh P, 2000. Business Communication. Oxford University Press.
9. Ray G L, 2008. Extension, Communication and Management. Kalyani Publishers, Ludhiana
10. Ray G. Land Mondal Sagar, 2012. Textbook on Rural Development Entrepreneurship and Communication Skills. Kalyani Publishers, Ludhiana.
11. Seely J, 2013, Oxford Guide to Effective Writing and Speaking. Oxford University Press.
12. Thomson A J and Martinet A V, 1977, A Practical English Grammar. Oxford University.