Semester: I/II			
Course Title	Effective Communication and Soft Skills	**CIE Marks**	50
Course Code	BHSENG117/217	**SEE Marks**	50
Course Type	Theory	**Total Marks**	100
Course Category	HSMC	**SEE Duration**	1.5 hrs
Hours Per Week	0L: 2T: 0P	**SEE Type**	MCQ
Total Hours	15 hrs	**Credits**	01

Course Learning Objectives: This course will enable the students to gain knowledge on
• Fundamentals of communicative English and communication skills in general.
• Nuances of phonetics, intonation and enhance pronunciation skills for better communication skills.
• Basic English grammar and essentials of important language skills.
• English vocabulary and language proficiency for better communication skills.
• Techniques of information transfer through presentation.
• Soft skills such as social, emotional, professional skills, collaboration and team work.
Pre-Requisites
• Basic English and Grammar, English language in PU level.

Module-1	**(3 hrs)**
Introduction to Communicative English: Communicative English, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English. Forms of Communication Skills.	
Module-2	**(3 hrs)**
Introduction to Phonetics: Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced, Silent and Non silent Letters. Common Errors in Pronunciation.	
Module-3	**(3 hrs)**
Basic English Communicative Grammar and Vocabulary: Basic English Grammar and Parts of Speech, Articles and Preposition. Question Tags, One Word Substitutes. Words formation - Prefixes and Suffixes, Contractions and Abbreviations. Word Pairs, Tense and Types of tenses, The Sequence of Tenses and Exercises on it.	
Module-4	**(3 hrs)**
Communication Skills for Employment: Information Transfer: Oral Presentation and its Practice. Difference between Extempore/Public Speaking, Communication Guidelines. Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence. Reading and Listening Comprehensions –Exercises.	
Module-5 (Soft Skills)	**(3 hrs)**
Social Skills: Principles of clear and effective exchange of ideas in professional and social contexts. **Emotional Skills:** Recognizing and managing emotions, empathy, relationship management, and conflict resolution. **Professional Skills:** Problem Solving skills: Identifying root causes, analysing options, and implementing solutions using methods like 5 Whys and Fishbone Diagram. **Collaboration & Teamwork:** Working effectively in diverse teams, fostering trust, and achieving shared goals.	

Text Books:	
1.	Communication Skills by Sanjay Kumar & Pushplata, Oxford University Press India Pvt. Ltd.
2.	A Textbook of English Language Communication Skills by L Thimmesha and R Victor, Infinite Learning Solutions, Bengaluru - 2022.
3.	Technical Communication by Gajendra Singh Chauhan and et al, Cengage learning India Pvt. Limited.
4.	English for Engineers by N P Sudharshana and C Savitha, Cambridge University Press.
5.	Effective Communication and Soft Skills by Nitin Bhatnagar and Mamta Bhatnagar, Peason
Reference Books:	
1.	English Language Communication Skills – Lab Manual cum Workbook, Cengage learning India Pvt Limited [Latest Revised Edition], 2019.
2.	A Course in Technical English – D Praveen Sam, KN Shoba, Cambridge University Press.
3.	Practical English Usage by Michael Swan, Oxford University Press.

Course Outcome Statements: After the successful completion of the course, the student will be able to	
CO1	Apply basic English speaking and writing skills for effective communication
CO2	Apply soft skills to handle interpersonal relations and to make appropriate decisions

Course Articulation Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	-	-	-	-	-	-	-	-	3	-	2
CO2	-	-	-	-	-	-	1`	2	2	-	2
Avg.	-	-	-	-	-	-	**1**	**2**	**2.5**	-	**2**

3: High, 2: Medium, 1: Low

Suggested Activity Based Assessment (ABA) Methods

- Contents related activities (Activity-based discussions)
- Organising Groupwise discussions Connecting to placement activities
- Quizzes and Discussions, Seminars and assignments