Paper Code: PS02FIIT01		Total Credit: 2
Title Of Paper: English - II		
Unit	**Description in detail**	**Weightage (%)**
I	**Oral Communication Skills** Effective presentation Skills; Putting the message across, Body Language, Proxamics and Kinesics, Dealing with Nearves, Using Visual Aids Language of Meetings and participating in a seminar Telephone Techniques	25%
II	**Job Skills** Writing Job Application and CV Interview Skills i.e., General Preparation for an Interview, Types of Questions generally asked in interviews, Types of interviews, Importance of non verbal aspect. Self development Skills: i.e., Assertiveness, Stress Management, Time Management Interpersonal Skills: Team Development Skills i.e., Team Talk Dynamics, Communication in Teams, Leadership Skills, Giving Feedback (Johari Window etc.)	25%
III	**Writing Skills** Issues in Writing Business Letters i.e., Structure and Types of Business Letters, Letters of Inquiry, Complaint, Adjustment and Regret Report Writing Skills i.e., Types of Reports, Characteristics of a Good Report, Preparing and Organizing a Report and Individual reports (a report about the need to computerize the activities of your department)	25%

IV	**Individual Project**
	Students can be made to work individually on detailed projects based on the following topics. However, the list given below is not exhaustive and thus any topic related to the areas of Communication and Personality Development can be worked upon in the interest of the students:
	    Process of Communication
	    Barriers of Communication
	    Types of Communication
	    Objectives of Communication
	    Stress Management
	    Time Management
	    Leadership Quality
	    Teamwork
	    Body Language
	    Presentation Skills
	    Group Discussion Skills
	    Personal Interview Skills
	    Feedback Skills
		25%

Basic Text & Reference Books:-

Rajendra Pal and J S Korlahalli, essentials of Business Communication, Sultan Chand and sons
www.britishcouncil.com
Chrissie Wright, Communication Skills, Jaico Publication
Sunita Mishra and C. Murali Krishna, Communication Skills for Engineers Pearson Education
Meenakshi Raman and Sangita Sharma, Technical Communication; Principles and Practice, Oxford
University Press
On We Go, BBC's Audio-Visual Course

Test Method:	
Division of Marks (External Exam)	
1 Individual Presentation and Project	(05 + 10) Marks
2 Note Taking and Note Making	15 Marks
3 Job Application and CV	10 Marks
4 Business Letters	10 Marks
5 Report Writing	10 Marks
Total:	**60Marks**

Note:

The students will have to bring certified copy of his / her project manuscript to the centre of external
examination for the perusal of examiners and respond to the queries and questions of examiners
related to same. The topic for the project should be selected from the ones enlisted in syllabi of the
First and Second Semesters.
Individual Presentations will have to be done by the students orally on the topic of their project. The
presentation should not exceed five minutes.
On We Go (6 above) is to be used for Note-taking and Note-making exercises.