

		SAMRATASHOK TECHNOLOGICAL INSTITUTE (Engineering College), VIDISHA M.P. (An Autonomous Institute Affiliated to RGPV Bhopal) Department of Humanities								
Semester		I/II		Program			B.Tech.			
Subject Category	HUM	Subject Code	HUB 101	Subject Name		Communication and Report Writing				
Maximum Marks Allotted							Contact Hours			Total Credits
Theory				Practical		TotalMarks				
End Sem	Mid-Sem	Quiz	Assignment	End Sem	Lab-Work		L	T	P	
60	20	10	10	-	-	100	3	-	-	3
Prerequisites:										
In this era of globalization and information technology, English has a special and predominant role in the communicative sphere, and thus English commands the most prestigious position in the world in the exchange of information across geographical boundaries. The syllabus has been designed to develop the linguistic and communicative competence of engineering students.										
Course Objective:										
1. To improve the language proficiency of the students in English with emphasis on LSRW skills. 2. To enable the students to study and comprehend the prescribed lessons and subjects more effectively, relating to their theoretical and practical components. 3. To develop the communication skills of the students in both formal and informal situations.										
Course Outcomes:										
After completion of the course student will be able										
CO1	To learn the proper meaning of communication in the corporate world.									
CO2	To understand real-life situations in business by acquiring soft skills and also learn how to excel in an interview.									
CO3	To draft reports and present their views effectively.									
CO4	To interpret communication situations and communicate effectively with peers in official contexts as well as socialize equitably.									
CO5	To write critically and communicate effectively to nurture understanding and trust.									
UNITS	Descriptions							Hrs.	CO's	
I	Significance of Communication: Process of Communication, The importance of Effective Communication in Business, Verbal and Non-Verbal Communication, Oral and Written Communication, Barriers to Communication.							10	1	
II	Soft Skills: Goal Setting, Qualities of a good leader, Time Management, Time Wasters, Problem Solving.							8	2	
III	Report Writing: Definition, Importance, Types of Reports, Structure and Layout.							8	3	
IV	Business Writing: Types of Letters, Structure and Layout of Letters, E-mail writing, Memo, Notices, Circulars, Agenda, Minutes of meeting.							8	4	

V	Grammar and Vocabulary Development: Parts of speech, Subject-verb agreement, Sentence structure, Synonyms, Antonyms, Homonyms.	6	5
Guest Lectures(if any)			
Total Hours		40	
1.NA			
A.J. Thomason and A.V. Martinet, <i>A Practical English Grammar</i> , Oxford IBH Pub. Sanjay Kumar, Pushp Lata, <i>English for Effective Communication</i> , Oxford.			
Reference Books: <ul style="list-style-type: none"> • <i>Language and Life: A Skills Approach</i>, Board of Editors, Orient BlackSwan Publishers, India, 2018. • <i>Business Correspondence and Report Writing</i> by R.C. Sharma; TMH. • <i>Living English Structure</i> by W.S. Allen; Longmans. • <i>English Grammar</i> by Ehrlich, Schaum Series; TMH. • <i>Spoken English for India</i> by R.K. Bansal and I.B. Harrison; Orient Longman. • <i>New International Business English</i> by Joan Sand Alexander; OUP. • <i>Effective Technical Communication</i> by Rizvi; TMH. • <i>Body Language</i> by Vinay Mohan Sharma. 			
Modes of Evaluation and Rubric			
Two mid-semester tests, quizzes for continuous evaluation, sessional, and an end-semester examination.			
List/Links of e-learning resource			
<ul style="list-style-type: none"> • https://onlinecourses.nptel.ac.in • https://www.classcentral.com/swayam 			
Recommendation by Board of Studies on		27/05/2025	
Approval by Academic council on			
Compiled by		Dr.Amitosh Singh/Aditi Dwivedi	
Subject handled by department		Department of Humanities	



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Semester/Year		III/IV	Program			B.Tech.						
Subject Category		HUM	Subject Code	OE-605	Subject Name		A Practical Approach to English					
Maximum Marks Allotted							Contact Hours			Total Credits		
Theory				Practical		Total Marks						
EndSem	Mid-Sem	Quiz	Assignment	End Sem	Lab-Work		L	T	P			
60	20	10	10	-	-	100	3	-	-	3		
Prerequisites:												
Using the right word, at the right time, to express our thoughts rightly defines our language competence. To speak confidently, you need to practice. Regular practice improves our ability, our resources, and our confidence. There is no shortcut to develop our fluency other than practice. Small steps taken regularly lead to a long way. Hard work and persistence establish success.												
Course Objective:												
After completing the course the students will have competence to hold a discussion in professional atmosphere. Students will also have the confidence to use appropriate vocabulary in any kind of spoken discourse in day-to-day life and real life situations. They will also be able to seek better job opportunities by expressing themselves effectively in interviews.												
Course Outcomes:												
After completion of the course												
CO1	The students will develop the ability to communicate effectively..											
CO2	The students will have an extended way of expressing themselves..											
CO3	They will also develop the ability and confidence to face interviews..											
CO4	They will be able to successfully handle real-life situations of business correspondence.											
CO5	Students will be in a position to understand the basic concepts of the language, enabling them to speak and write correctly.											
UNITS	Descriptions							Hrs.	CO's			
I	Collocation: Collocations used in office, in college, at home, with friends. Practicing situational conversations.							10	1			
II	Listening and Speaking Skills: Introducing yourself and others, reading and telling stories/anecdotes, talking about daily routine, describing current affairs.							8	2			
III	Interview Skills: Types of interviews, the do's and don'ts of interviews, common interview questions, résumé writing.							10	3			
IV	Polite Ways of Saying Things: Polite ways of saying things in office, things that are considered rude in formal discussion, group discussion, debate, negotiations.							6	4			
V	Interactive Activities: Tenses, narration, voice, punctuation, question tags.							6	5			
Guest Lectures(if any)							-					
Total Hours							40					
Suggestive list of experiments:												
N.A.												

Text Book-	
A.J. Thomason and A.V. Martinet, <i>A Practical English Grammar</i> , Oxford IBH Pub. Sanjay Kumar, Pushp Lata, <i>English for Effective Communication</i> , Oxford.	
Reference Books:	
<ul style="list-style-type: none"> • <i>Business Correspondence and Report Writing</i> by R.C. Sharma; TMH. • <i>Living English Structure</i> by W.S. Allen; Longmans. • <i>English Grammar</i> by Ehrlich, Schaum Series; TMH. • <i>Spoken English for India</i> by R.K. Bansal and I.B. Harrison; Orient Longman. 	
Modes of Evaluation and Rubric	
Two mid-semester tests, quizzes for continuous evaluation, sessional, and an end-semester examination.	
List/Links of e-learning resource	
<ul style="list-style-type: none"> • https://onlinecourses.nptel.ac.in • https://www.classcentral.com/swayam 	
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Semester/Year		III/IV	Program			B.Tech.					
Subject Category	Hum	Subject Code:	HUL-306	Subject Name:	Communication Skill And Practice						
Maximum Marks Allotted							Contact Hours			Total Credits	
Theory			Practical		Total Marks						
EndSem	Mid-Sem	Quiz	Assignment / Lab Work	End Sem	Lab-Work		L	T	P		
-	-	20	30	-	-	50	-	-	2	1	
Prerequisites:											
To be able to think and communicate in English effectively is a major skill for the engineering graduates. Ability to communicate persuasively not only promotes confidence but also gives a feeling of being authoritative. Practicing speaking and communicating to hone your communication skills has no substitute. Regular practice improves competence, fluency, and vocabulary. Hard work and persistence establish success.											
Course Objective:											
To enable students to communicate in English professionally. The course will make the students able enough to converse in English. After completing the course, the students will be able to represent themselves better. Public speaking improves performance skills, encourages behavioral change, enhances writing skills, and develops leadership skills.											
Course Outcomes:											
After completion of the course, the student will be able											
CO1	To learn to think in English and to speak without translation.										
CO2	To learn better oral communication skills.										
CO3	To learn better oral communication skills.										
UNITS	Descriptions							Hrs.	CO's		
I	Basics of English grammar, articles, prepositions, modal verbs.							8	1		
II	One word substitution, idioms, word formation (prefix, base, suffix), day-to-day vocabulary.							8	2		
III	Describing events/incidents, special occasion speeches (preparation and delivery), Just a Minute.							8	3		
Guest Lectures (if any)								-			
Total Hours								24			

Suggestive list of experiments:	
Reference Books:	
<ul style="list-style-type: none"> English Grammar in Use – Raymond Murphy – Cambridge University Press • Easy Spoken English – Paul Tagney – Strategic Book Publishing & Rights Co. 	
Modes of Evaluation and Rubric	
Two mid-semester tests, quizzes for continuous evaluation, sessional, and an end-semester examination.	
List/Links of e-learning resource	
<ul style="list-style-type: none"> https://onlinecourses.nptel.ac.in https://www.classcentral.com/swayam 	
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Semester/Year		III/IV	Program			B.Tech.				
Subject Category	Hum	Subject Code:	HUL-101	Subject Name:		Interactive Presentation Skills				
Maximum Marks Allotted							Contact Hours			Total Credits
Theory				Practical		Total Marks				
End-Sem	Mid-Sem	Quiz	Assignment	-	-		L	T	P	
-	-	20	30	-	-	50	-	-	2	1
Prerequisites:										
Improve your personality with self-awareness, confidence, and continuous development. Manage time well and enhance social skills through networking. For interactive presentations, tailor content to the audience, practice thoroughly, use multimedia, and seek feedback for ongoing improvement.										
Course Objective:										
1. Students will develop self-awareness and confidence through practical exercises and self-reflection activities. 2. Students will enhance their verbal and non-verbal communication skills to effectively express their ideas. 3. Students will build social and networking skills to form and maintain professional relationships. 4. Students will master the art of tailoring presentation content to specific audiences for maximum engagement. 5. Students will practice and refine their presentation delivery, including the use of multimedia tools and strong body language.										
Course Outcomes:										
After completion of the course student will be able to										
CO1	Communicate effectively with enhanced verbal and non-verbal skills.									
CO2	Express themselves confidently and clearly in various professional contexts.									
CO3	Approach real-life situations and interviews with confidence and competence.									
CO4	Understand and apply the basic principles of effective presentation and interpersonal skills.									
CO5	Deliver engaging and well-structured presentations, incorporating multimedia and strong body language techniques									
UNITs	Descriptions							Hr s.	CO's	
I	Etiquette Training: Professional Etiquettes, Basic Social Manners, Grooming, Dining Etiquettes.							6	1	
II	Body Language: Eye Contact, Posture, Gesture, Proxemics.							5	2	
III	Public Speaking: Speech Preparation, Preparing Notes, Understanding your Audience, Role of Humour in Persuasive Speaking							4	3	
IV	MS WORD: Creating, editing, saving and printing text documents. Font and paragraph formatting ,Simple character formatting ,Inserting tables, smart art, page breaks, Using lists and styles, Working with images, Using spelling and grammar check. MS EXCEL: Spreadsheet basics, Creating, editing, saving and printing spreadsheets, Working with functions and formulas. Modifying work sheets with color and auto formats, Graphically representing data: Charts & Graphs, Speeding data entry: Using Data Forms, Analyzing Data: Data menu, subtotal, filtering data,							5	4	

	Formatting Worksheets.		
V	MS POWER POINT: Creating basic presentations, Applying Slide Layouts, Insert and format text, shapes and images, Insert tables, charts, SmartArt and medias, Apply transitions and Animations, Converting ppt files, USING THEMES: Applying Themes, Customizing Themes, Formatting the Slide Background, Inserting Actions.	4	5
Guest Lectures (if any)			
Total Hours		24	
Text Book-			
<ol style="list-style-type: none"> 1. The Art of Public Speaking by Dale Carnegie and Joseph B. Esenwein 2. Crucial Conversations: Tools for Talking When Stakes Are High by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler. 3. Slide:ology: The Art and Science of Creating Great Presentations by Nancy Duarte 4. Presentation Zen: Simple Ideas on Presentation Design and Delivery by Garr Reynolds 			
Reference Books-			
<ol style="list-style-type: none"> 1. The Cambridge Handbook of Communication Studies edited by David K. H. W. R. and John P. Murphy 2. English for Everyone: English Grammar Guide by DK 3. English Vocabulary in Use: Advanced by Michael McCarthy and Felicity O'Dell 4. The Elements of Style by William Strunk Jr. and E.B. White 5. The Public Speaking Playbook by Teri Kwal Gamble and Michael W. Gamble 			
Modes of Evaluation and Rubric			
Quiz, Sessional and a practical examination.			
List/Links of e-learning resource			
<ul style="list-style-type: none"> • https://onlinecourses.nptel.ac.in • https://www.classcentral.com/swayam 			
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