



**SAMRAT ASHOK 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		Total Marks				
End Sem	Mid-Sem	Quiz	Assignment	End Sem	Lab-Work		L	T	P	
60	20	10	10	-	-	100	2	-	2	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:										
<ol style="list-style-type: none"> <li>To improve the language proficiency of the students in English with emphasis on LSRW skills.</li> <li>To enable the students to study and comprehend the prescribed lessons and subjects more effectively, relating to their theoretical and practical components.</li> <li>To develop the communication skills of the students in both formal and informal situations.</li> </ol>										
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 situation and communicate effectively with peers in official context as well as socialize equitably.									
CO5	To write critically and communicate effectively to nurture understanding and trust.									
UNITS	Descriptions						Hrs.	CO's		
I	<b>Significance of Communication:</b> 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	<b>Soft Skills:</b> Goal Setting, Qualities of a good leader, Time Management, Time Wasters, Problem Solving.						8	2		
III	<b>Report Writing:</b> Definition, Importance, Types of Reports, Structure and Layout.						8	3		
IV	<b>Business Writing:</b> Types of Letters, Structure and Layout of Letters, E-mail writing, Memo, Notices, Circulars, Agenda, Minutes of meeting.						8	4		
V	<b>Grammar and Vocabulary development:</b> Parts of speech, Subject-verb agreement, Sentence structure, Synonyms, Antonyms, Homonyms.						6	5		

Guest Lectures (if any)		
<b>Total Hours</b>	40	
1.NA		
Text Book- 1.A.J.Thomason and A.V.Martinet, A Practical English Grammar, Oxford IBH Pub Sanjay Kumar Pushp Lata, English for Effective Communication, Oxford.		
Reference Books- <ul style="list-style-type: none"> <li>• Language and Life: A Skills Approach Board of Editors, Orient Black Swan Publishers, India.2018.</li> <li>• Business Correspondence and Report Writing- By R.C. Sharma; TMH.</li> <li>• Living English Structure -By W.S. Allen; Longmans.</li> <li>• English Grammar- Ehrlich, Schaum Series; TMH.</li> <li>• Spoken English for India -By R.K. Bansal and IB Harrison Orient Longman.</li> <li>• New International Business English- By Joan sand Alexander; OUP.</li> <li>• Effective Technical Communication - Rizvi; TMH</li> </ul>		
Body Language - 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"> <li>• <a href="https://onlinecourses.nptel.ac.in">https://onlinecourses.nptel.ac.in</a></li> <li>• <a href="https://www.classcentral.com(swayam)">https://www.classcentral.com(swayam)</a></li> </ul>		
Recommendation by Board of Studies on	13/06/2024	
Approval by Academic council on		
Compiled by	Dr. Amitosh Singh/ Aditi Dwivedi	
Subject handled by department	Department of Humanities	