

B.Sc.: Semester-II FST 204: English Communication	
<b>Teaching Scheme</b> Lectures: 2 hr/Week Credits: 2	<b>Examination Scheme</b>
	Internal Assessment – 15 Marks
	External Assessment – 35 Marks
	End Semester Exam – 50 marks

**Course objectives:**

1. To provide an overview of Prerequisites to Business Communication.
2. To put in use the basic mechanics of Grammar.
3. To impart the correct practices of the strategies of Effective Business writing.

**Unit 1: Basics of Communication**

Fundamentals of Communication: Introduction, Definition, Process, Importance, Different Forms and Purpose of Communication, Barriers to Communication, Organization and Interpersonal Communication.

**Unit 2: English Grammar**

Grammar and Vocabulary: Tenses, Verb Types, Active and Passive Voice, Narration, Prepositions, Conditionals, Conjunctions, One word substitutions, Synonyms and Antonyms

**Unit 3: Speaking Skills**

Speaking Skills: Introduction, Purpose, Features, Delivering Speeches – Welcome and Introductory, Vote of Thanks, Farewell Speech.

**Unit 4: Writing Skills**

Professional Writing: Official Communication: Drafting Emails, Letter drafting, Notices, Minutes of Meeting, Circulars  
Technical Writing: Summer reports, Live Project reports, Field Visit Reports, Resume writing.

**Unit 5: Presentation Skills**

Presentation: Fundamentals of Presentation, Audience Analysis, Question–Answer Session.  
Report Writing: General and Technical, Definition, Types, structure, Technical proposals-Definitions, Types and Format.  
Group Discussion: Introduction to Group Discussion, Difference between GD and Debate, Preparation Strategy.

**Suggested Readings:**

1. Communication Skills, PushpLata, Sanjay Kumar, Oxford Higher Education/Oxford University Press , 2011.
2. Technical Communication, Principles and Practice, Meenakshi Raman & Sangita Sharma, Oxford University Press.
3. Effective Technical Communication, M Ashraf Rizvi, Tata McGraw –Hill Education.
4. Basic Communication Skills for Technology, Andre J Rutherford , Pearson Education Asia.

Head

Dean

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