

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA BHOPAL

Choice Based Credit System

B.E. , III-Semester

HU-220- Communication Skills

Introduction: Communication, definition and role of communication, Process of communication, Importance of professional communication, Levels of communication, Types of communication, Challenges in communication. Non –verbal communication – Body language, personal appearance, posture, gesture and hand movement, eye contact, facial expressions, paralinguistic features - proxemics, haptics, chronemics. Oral presentations. Case studies.

Books recommended:

1. Business Communication, Mc Graw Hill Education, Matthukutty M. Monippally.
2. Effective Business Communication , Mc Graw Hill Education, Neera Jain, Shoma Mukherji.
3. Technical Communication , Cengage , P. Subba Rao, B. Anita Kumar, C. Hima Bindu.
4. Business Correspondence & Report Writing , Mc graw Hills. , R.C. Sharma & Krishna Mohan .
5. Technical Communication – Principles & Practice , Oxford , Meenakshi Raman.
6. Business Communication- Mc graw Hills , Peter Cordon.
7. Communication Skills , Oxford , Sanjay Kumar & Pushpa TMH.
8. Effective Technical Communication , M. Ashraf Rizvi ,Mc Graw Hill Education.

Language Lab II

Module 1 : Reading comprehension
Module 2 : Role plays
Module 3 : Debate
Module 4 : Group discussion
Module 5 : Resume writing
Module 6 : Interview skills
Module 7 : Body language
Module 8 : Oral presentations