

Semester : I

Integrated M.Sc. Mathematics Academic Year : 2019-20 Subject : 060090101 – AECC1 Professional Communication

Teaching Schedule

Course Objectives:

To develop communication and employability skills of the students and provide exposure to basic language techniques of listening, speaking, reading and writing.

Course Outcomes: Upon completion of the course, students shall be able to

CO1: develop Understanding of the concept of communication and process of communication as well as identify barriers to communication and know the ways to overcome those barriers.

CO2: enhance listening skills by knowing various types of listening and traits of good listening.

CO3: identify different reading strategies and develop reading methods requires for different types of texts.

CO4: plan and structure the content of presentation, to create effective PPT and develop the importance of body language in effective presentation.

CO5: enrich the students' vocabulary by learning homonyms, homophones, idioms, and phrase as well be able to frame correct sentence structure with the help of tenses and voice.

CO6: develop skill of technical writing as well as implement that knowledge to prepare paragraph, report, letter and Resume.

Unit	Sub Unit	No. of Lect.(s)	Topics	Reference Chapter/ Additional Reading	Teaching Methodology to be used			
Comm	Communication Skills (8 Hours)							
	1.1	2	Process of communication, Types (MODES)of communication, levels of communication	MS#16,47,48	Power Point Presentation			
	1.2		Concept, difference -Technical and General communication	MS#26, 46	Discussion			
1	1.3	2	Verbal and non-Verbal communication, Components of Non- Verbal communication (Kinesics)	MS#18,	Chalk and Talk Demonstration			
	1.4	Ζ	Barriers to effective communication (Noise in oral and written communication) communication across cultures	MS#29-42	(Activities)			
Listen								
	2.1		Reasons of poor Listening, Types of Listening Active Listening V/s Passive Listening	MS#76, 82,85	Power Point Presentation Chalk and Talk			
2	2.2	2	Traits of a good listener and Tips for improving listening	MS#79,84	Chalk and Talk			
	2.3	2	Barriers in effective listening	MS#87	Power Point Presentation			
Readi								



Subject Teacher: Ms. Amita Rathod



Subject: 060090101 - AECC1 Professional Communication 3 3.1 1 Purpose of reading and Reason of poor comprehension MS#259,283 3.2 1 Techniques of Reading - Skimming and Scanning MS#287 Chalk & Talk 3.3 1 Tips for improving comprehension skills MS#286 MS#286 Presentation Speaking Skills (6 Hours) 4 4.1 1 Defining purpose, Analysis of audience and locating, organizing contents, Preparing an outline of presentation MS#286 4.1 1 Defining purpose, Analysis of audience and locating, organizing contents, Preparing an outline of presentation Chalk and Talk Demonstration 4.3 4 Body language and effective presentation Chalk and Talk Demonstration 5 5.1 1 Tense and the Concept of Time, 5.2 Chalk & Talk 5 5.4 1 Prepositions and Idioms Confusable – 5.5 MS#633-657 6 6.1 2 Introduction of Paragraph Development, Topic sentence and supporting sentences. Attributes of a good paragraph. Types of pragraphs of a business letter, Letter of Inquiry, Letters of complaint, regret and adjustment MS#467-502 Chalk & Talk Discussion 6 6.3 2 The 'resume'. Types	emester : I	8						
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36		6.4		(Curriculum Vitae) Chronological	MS#431			
			36					

Text book:

1. Meenakshi Raman& Sangeeta Sharma-Technical Communication – Principles and Practice-(Oxford University Press) [MS]

Reference books:

- 1. Sunita Mishra, C, Murali Krishna- Communication Skills for Engineers- Pearson education) [SM]
- 2. K.R. Lakshminarayanan- English for Technical Communication (Scitech Publications Chennai) [KR]
- 3. Dr. P.C. Shejwalkar- Basics of Management and Communication Skills (Everest Publishing House) [PC]
- 4. Harold Wallace and Ann Masters, Personality Development- Cengage Publishers [HA]



Uka Tarsadia University Maliba Campus, Gopal Vidyanagar, Bardoli-Mahuva Road-394350 Subject Teacher: Ms. Amita Rathod



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- 5. Andrea J. Rutherford- Basic Communication Skills for Technology- (Pearson Education) [AR]
- 6. Textbook of English for Engineers and Technologists- Prepared by Humanities & Social Sciences Division-Anna University, Chennai. (Orient Longman) [HS]
- 7. M Ashraf Rizvi, "Effective Technical Communication ", The McGraw-hill Companies

Course Objective and Course Outcomes Mapping:

To develop communication and employability skills of the students and provide exposure to basic language techniques of listening, speaking, reading and writing: CO 1 to CO6

Course Units and Course Outcomes Mapping:

Unit No.	Unit	Course Outcome					
		CO1	CO2	CO3	CO4	CO5	C06
1	Communication Skills	\checkmark					
2	Listening Skills		✓				
3	Reading Skills			✓			
4	Speaking Skills Effective Presentation				~		
5	Grammar					✓	
6	Writing Skills – Paragraph Development, Report and Letter Writing, Job Application.						√

Programme Outcomes (PO)

PO1: Knowledge

Provides knowledge about the fundamentals of pure, applied and computing mathematics and its applications to students that creates the opportunities in industries and research centres.

PO2: Core Competence

Creates competency in science and mathematics to formulate, analyses and solve problem and/or also to pursue advanced study or research.

PO3: Breadth

Trains students having good knowledge in unearth core of academia and industry by the roots of mathematics.

PO4: Evaluation

Imparts in students to raise trial and error-based curiosity and problem-solving functionality with research based advanced tutorial for higher level decision makings tools.





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Programme Outcomes and Course Outcomes mapping:

Program Outcome	Course Outcome					
	C01	CO2	CO3	CO4	C05	C06
P01	✓			\checkmark		\checkmark
PO2		✓			✓	
PO3			✓			
PO4				✓		✓

