DEPARTMENT OF MATHEMATICS

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
Communication Skills (8 Hours)					
1	1.1	2	Process of communication, Types (MODES)of communication, levels of communication	MS#16,47,48	Power Point Presentation Discussion Chalk and Talk Demonstration (Activities)
	1.2	2	Concept, difference -Technical and General communication	MS#26, 46	
	1.3	2	Verbal and non-Verbal communication, Components of Non-Verbal communication (Kinesics)	MS#18,	
	1.4	2	Barriers to effective communication (Noise in oral and written communication) communication across cultures	MS#29-42	
Listening Skills (6 hours)					
2	2.1	2	Reasons of poor Listening, Types of Listening Active Listening V/s Passive Listening	MS#76, 82,85	Power Point Presentation Chalk and Talk Chalk and Talk Power Point Presentation
	2.2	2	Traits of a good listener and Tips for improving listening	MS#79,84	
	2.3	2	Barriers in effective listening	MS#87	
Reading Skills (3 Hours)					

DEPARTMENT OF MATHEMATICS

3	3.1	1	Purpose of reading and Reason of poor comprehension	MS#259,283	Chalk & Talk
	3.2	1	Techniques of Reading - Skimming and Scanning	MS#287	
	3.3	1	Tips for improving comprehension skills	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		Chalk and Talk Demonstration
	4.2	1	Visual aids, nuances of delivery		
	4.3	4	Body language and effective presentation		
Grammar (5 Hours)					
5	5.1	1	Tense and the Concept of Time,	MS#633-657	Chalk & Talk
	5.2	1	Active and Passive Voice,		
	5.3	1	Articles and Omission of Articles		
	5.4	1	Prepositions and Idioms Confusable –		
	5.5	1	Homophones, Homonyms and Eponyms		
Writing Skills (8 Hours)					
6	6.1	2	Introduction of Paragraph Development, Topic sentence and supporting sentences. Attributes of a good paragraph. Types of paragraphs	MS#353-370	Chalk & Talk Discussion
	6.2	2	Introduction, types of reports, structure of reports, objectives and characteristics of reports	MS#467-502	
	6.3	2	Business Letters, Structure and types of a business letter, Letter of Inquiry, Letters of complaint, regret and adjustment	MS#392	
	6.4	2	The 'resume'. Types of 'resumes' (Curriculum Vitae) Chronological 'resume', functional 'resume'	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]

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	CO6
1	Communication Skills	✓					
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.

DEPARTMENT OF MATHEMATICS

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

Programme Outcomes and Course Outcomes mapping:

Program Outcome	Course Outcome					
	CO1	CO2	CO3	CO4	CO5	CO6
PO1	✓			✓		✓
PO2		✓			✓	
PO3			✓			
PO4				✓		✓