

## MCHS1001 COMMUNICATIVE ENGLISH (2-0-0)

### Course Objectives:

This course is designed to enhance the communication skills of MCA students, focusing on the specific needs of computer science professionals. The syllabus aims to develop proficiency in English for academic, professional, and everyday use.

### Course Outcomes:

**CO1:** Students will be able to articulate the basic principles and processes of communication, identify and overcome common barriers, and distinguish between verbal and non-verbal communication methods.

**CO2:** Students will demonstrate improved listening skills through active listening techniques, effective comprehension, and the ability to engage in clear and confident public speaking, group discussions, and role plays.

**CO3:** Students will develop proficiency in writing professional documents including emails, memos, business letters, and technical reports, ensuring proper format, etiquette, and avoidance of plagiarism.

**CO4:** Students will be capable of preparing and delivering effective presentations using appropriate visual aids and tools, while also demonstrating a strong grasp of English grammar including state and event verbs, tense and aspect, and subject-verb agreement.

**CO5:** Students will understand the dynamics of interpersonal communication, the importance of workplace ethics, and cross-cultural communication. They will also learn to effectively communicate within teams, understand roles and responsibilities, and utilize collaborative tools and technologies.

**CO6:** Students will enhance their reading comprehension and critical analysis skills for both technical and non-technical texts, expand their vocabulary with strategies for learning new words and technical terms, and develop skills for writing effective blogs, social media posts, and website content.

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### UNIT 1: BASICS OF COMMUNICATION

**1. Introduction to Communication:** Definition and Process; Types of Communication: Verbal and Non-verbal; Barriers to Effective Communication

**2. Listening Skills:** Active Listening Techniques; Barriers to Effective Listening; Listening Comprehension Exercises

**3. Speaking Skills:** Basics of Pronunciation and Intonation; Public Speaking: Techniques and Practice; Group Discussions and Role Plays

### UNIT 2: PROFESSIONAL COMMUNICATION

**1. Business Writing:** Email Writing: Format and Etiquette; Writing Memos and Notices; Business Letters: Inquiry, Complaint, and Job Application Letters; Writing Technical Reports; Avoiding Plagiarism

**2. Presentation Skills:** Preparing Effective Presentations; Visual Aids: Use of PowerPoint and Other Tools; Delivering Presentations with Confidence

**3. Basics of English Grammar:** State and Event Verbs; Tense and Aspect; Subject-Verb Agreement

### **UNIT 3: INTERPERSONAL SKILLS**

**1. Interpersonal Communication:** Building Relationships through Communication; Importance of Ethics at the Workplace; Cross-Cultural Communication

**2. Teamwork and Collaboration:** Effective Team Communication; Roles and Responsibilities in a Team; Collaborative Tools and Technologies

**3. Interview Skills:** Preparing for an Interview; Common Interview Questions and Answers; Mock Interviews and Feedback

### **UNIT 4: ENHANCING LANGUAGE SKILLS**

**1. Reading Comprehension:** Techniques for Effective Reading; Critical Reading and Analysis; Reading Technical and Non-Technical Texts

**2. Vocabulary Building:** Strategies for Learning New Words; Using Context Clues; Technical Vocabulary for Computer Science

**3. Writing for the Web:** Writing Blogs and Articles; Social Media Communication; Writing Content for Websites

### **TEXTBOOKS:**

1. "Technical Communication" by Mike Markel
2. "English for Technical Communication" by Aysha Viswamohan
3. "Effective Technical Communication " by M Ashraf Rizvi