

		<div>National Institute of Technology Meghalaya</div> <div>An Institute of National Importance</div>												CURRICULUM	
Programme		Master of Computer Applications								Year of Implementation				2024-25	
Department		Humanities and Social Sciences								Semester				I	
Course Code	Course Name						Pre-Requisite	Credit Structure				Marks Distribution			
								L	T	P	C	Continuous Assessment		Total	
HS451	Communication Skills						Nil	0	1	2	2	01 Experiment X 10		100	
Course Objectives	To introduce the basic concepts of communication To improve English communication skills of students which are essential to succeed in today's business environment. To improve oratory skills and body language To develop the ability to critically analyze topics and contexts independently or in groups						Course Outcomes	HS451.1	Describe and apply the skill of listening in Communicative English				Apply		
								HS451.2	Demonstrate good reading skills in English				Apply		
								HS451.3	Demonstrate good writing skills in English				Apply		
								HS451.4	Demonstrate good oratory skills in English				Apply		
COs	Mapping with Program Outcomes (POs)													Mapping with PSOs	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
HS451.1	-	-	-	-	-	-	-	-	1	3	-	3			
HS451.2	-	-	-	-	-	-	-	-	1	3	-	3			
HS451.3	-	-	-	-	-	-	-	-	1	3	-	3			
HS451.4	-	-	-	-	-	-	-	-	1	3	-	3			
HS451	-	-	-	-	-	-	-	-	1.0	3.0	-	3.0			
SYLLABUS															
No.	Activities/Experiments											Hours		COs	
I	Short speeches or other audio files: Listening; Conversing with the teacher or other students; Writing a summary; Speaking and recording of important points											5		HS451.1	
II	Short movies or other video files: Watching; Conversing with the teacher or other students; Writing a summary; Speaking and recording of important points											5		HS451.1	
III	Unseen comprehension: Reading passages or essays; Conversing with the teacher or other students; Writing a summary or answering questions											6		HS451.2	
IV	Written composition: Writing paragraphs and argumentative and narrative essays; Letter writing–official, personal, job application; Notice writing; Reports											6		HS451.3	
V	Oratory: Greetings & introductions; Extempore; Debate; Group discussion; Individual/group seminar presentations; Vocabulary building; Taking and giving interviews; pronunciation skills exercises											6		HS451.4	
Total Hours											28				
Essential Readings															
1. C. Muralikrishna and Sunita Mishra, <i>Communication Skills for Engineers</i> , Pearson, 2 <sup>nd</sup> Edition, 2011.															
2. Nitin Bhatnagar and Mamta Bhatnagar, <i>Communicative English for Engineers and Professionals</i> , Pearson, 2010.															
Supplementary Readings															
1. J. K. Gangal, <i>A Practical Course for Developing Writing Skills in English</i> , PHI, 2011.															
2. John Seely, <i>Oxford Guide to Effective Writing and Speaking</i> , Oxford University Press, 3 <sup>rd</sup> Edition, 2013.															
3. Sanjay Kumar and Pushp Lata, <i>Communication Skills</i> , Oxford University Press, 2 <sup>nd</sup> Edition, 2015.															

