

**ACADEMIC AFFAIRS OFFICE
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No. Acd./ 1964 /IAPC-111

Dated: November 08, 2021

Head, Department of Humanities and Social Sciences

Subject: Introduction of HSN-001: Communication Skills for UG- 1st year after merging HSN-001A and HSN-001B

On the recommendation of IAPC (111th meeting under Item No. 111.2.4), the Chairman, Senate approved the proposal of Department of Humanities and Social Sciences to merge existing courses on Communication Skills (i.e., HSN-001A and HSN-001B) as **HSN-001: Communication Skills** for UG- 1st year.

The approved syllabus is attached as **Appendix-A**.


Assistant Registrar (Curriculum)

Copy to (through e mail) :-

1. Chairman, Senate & Director
2. All faculty
3. Head of all Departments/ Centres
4. Dean, Academic Affairs
5. Associate Dean of Academic Affairs (Curriculum)
6. Meeting Section
7. Channel i/ Acad portal/ Academic webpage of iitr.ac.in

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

NAME OF DEPARTMENT/CENTRE: Department of Humanities and Social Sciences

1. **Subject Code:** HSN-001 **Course Title:** Communication Skills
2. **Contact Hours:** **L:** 1 **T:** 0 **P:** 2
3. **Examination Duration (Hrs.):** **Theory:** 2 **Practical:** 0
4. **Relative Weightage:** **CWS:** 20-35 **PRS:** 0 **MTE:** 20-30 **ETE:** 40-50 **PRE:** 0
5. **Credits:** 2 **6. Semester:** Autumn **7. Subject Area:** HSSC
8. **Pre-requisite:** Nil
9. **Objective:** To familiarize the students with the communication problems and their solutions, through the practice of all the four skills, i.e. reading, writing, speaking and listening.

10. Details of the Course

S.No.	Contents	Contact hours
1.	Introduction: Technical Communication Process, Scope, Relevance and Importance, Non Verbal Communication, Barriers to Communication with Effective Remedies	3
2.	Rhetoric and Public Communication: Stage Fright and Audience Awareness, Group Discussion	2
3.	Mechanics of Writing: Paragraph Writing, Precis, Report Writing, Difference between American and British English, Technical and Scientific Style of Writing, Notice and Application	4
4.	Media and the Social and Political Context of Communication: Email Writing, Creating Blog, Fake News	2
5.	Cross-cultural and Global Issues in Communication: Race, Ethnicity and Diaspora	1
6.	Know the Literature: A Relevant Prose Piece and a Poem by any renowned author (The Road to Happiness by Bertrand Russel) (Where the Mind is Without Fear by Rabindranath Tagore)	2
Total		14

11. Suggested Books:

S.No.	Name of Authors/Book/Publisher	Year of Publication/ Reprint
1.	Laplante, Phillip A., Technical Writing A Practical Guide for Engineers, Scientists, and Nontechnical Professionals. Routledge, Second Edition.	2019
2.	Zinsser, William, On Writing Well: The Classic Guide to Writing Nonfiction. HarperCollins.	2020
3.	Lester, Mark and Larry Beason, Handbook of English Grammar and Usage. McGraw Hill Education, Third Edition.	2017
4.	Henning, Serena, Technical Writing: A Reference Guide to Reports, E-Mails, Resumes and More. Amazon.in.	2020
5.	Murphy, Raymond. Essential English Grammar. Cambridge University Press, Second Edition.	2000

Topics for tutorial (2 hours)
Strategies and Skills to improve, Teamwork, Role Play, Extempore
Practice to develop the qualities of Good Speaker
Case Studies dealing with communication process
Performing student's Role as a Communicator: Creating, Sharing, Distributing, and Responding to Audience
Rhetorical devices as using in Group discussion and Oral presentation
20 Common Grammar Errors with Exercises on Narration, Preposition & Phrasal verbs, Subject-verb Agreement, Time & Tense and Effective Writing Instruction Techniques
Articulation of Speech & Pronunciation Enhancement: Language Laboratory Session
Exercises on Enhancing Vocabulary: Idioms & Phrases, Homonyms, Word Formation, Antonyms, One-word Substitutes, Collocations, Abbreviation of Technical and Scientific words
Electronic Portfolio, Reflective Thinking
Discussion on the text (Prescribed Texts)
Photo Essays and Picturing Things through Visual Rhetoric