



SU-MCA-R24

DEPARTMENT OF COMPUTER APPLICATIONS
School of Science
VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE
Deemed to be University

SYLLABUS

Program	MCA	Regulation	SU-MCA-R24
Subject Code	24EN501	Year & Semester	I Year I Semester
Title of the Subject	PROFESSIONAL COMMUNICATION		

Lecture	3 hrs/week	Continuous Assessment	40
Tutorial	-	Summative Assessment	60
Practical	3P	Credits	3.5

Course Outcomes	By the end of the course, the student will be able to												Cog. Levels
	CO1	Relate and recall the verbal and nonverbal processes of Communication.											K1
	CO2	Demonstrate active listening skills and acquire the traits of a good listener.											K2
	CO3	Apply English speaking skills to deliver effective presentations.											K3
	CO4	Appraise reading techniques like skimming and scanning to enhance employability skills.											K4
	CO5	Assess writing techniques like outlining and clustering to enhance employability skills.											K5

Contribution of Course Outcomes towards achievement of Program Outcomes (L-Low, M-Medium, H-High)		PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
	CO1	M						M		H		M	
	CO2	M						M		H			
	CO3	M					M	M		H		M	
	CO4	M						M		H			
	CO5	M						M		H			

UNIT – I

Introduction to Communication (6L Hrs)

Basics of Communication, Process of Communication, Levels of Communication, Verbal and Nonverbal Communication, Channels of Communication, Barriers to Communication.



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UNIT – II

Listening Skills (6L Hrs)

Effective Listening, Active Traits of a Good Listener, Listening Modes, Types of Listening, Barriers to Effective Listening, Listening for general content.

UNIT – III

Speaking Skills (6L Hrs)

Achieving Confidence, Clarity & Fluency, Effective Presentation Strategies, Meetings, Conferences, Paralinguistic Features, Barriers to Speaking.

UNIT – IV

Reading Skills (6L Hrs)

Reading Techniques, Techniques for Good Comprehension, Study Skills, Reading and Interpretation, Intensive, Extensive & Critical Reading, Reading for Different Purposes.

UNIT – V

Writing Skills (6L Hrs)

Technical Writing, Importance and Characteristics, Techniques for Good Technical Writing, Paragraph Construction, Essays, Reports.

Learning Resources

Text Book:

- 1) Raman, M., & Sharma, S. (2012). *Technical Communication* (2nd ed.). Oxford University Press.

Reference Books:

- 1) Pushplata, & Kumar, S. (2011). *Communication Skills*. Oxford University Press.
- 2) Rizvi, A. (2005). *Effective Technical Communication*. Tata McGraw-Hill Publishing Company Limited.
- 3) Mishra, S, & Muralikrishna, C. (2006). *Communication Skills for Engineers*. Pearson.

Web Resource:

1. <https://www.gtuelibrary.edu.in/publication/Technical%20communication%205th%20June'09.pdf>
Prof. (Dr.) M. D. Desai, Technical Communication.
2. <https://gnindia.dronacharya.info/CSE-AI-ML/Common-Subjects/Downloads/Technical Communication/Books/Technical-Communication-Book-1.pdf>
3. http://ndl.iitkgp.ac.in/he_document/ekumbh/ekumbh/85?e=5 Kulbhushan Kumar. English for Technical Professionals.



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