



## I & II Semester Common to all branches of UG Engineering & Technology

### 1FY1-04/ 2FY1-04: Communication Skills

S.NO	CONTENTS
1.	<b>Communication:</b> Meaning, Importance and Cycle of Communication. Media and Types of Communication. Verbal and Non-Verbal Communication. Barriers to communication. Formal and Informal Channels of Communication (Corporate Communication). Divisions of Human Communication and Methods to improve Interpersonal Communication. Qualities of good communication.
2.	<b>Grammar:</b> Passive Voice. Reported Speech. Conditional Sentences. Modal Verbs. Linking Words (Conjunctions)
3.	<b>Composition:</b> Job Application and Curriculum-Vitae Writing. Business Letter Writing. Paragraph Writing. Report Writing.
4.	<b>Short Stories:</b> “Luncheon” by Somerset Maugham. “How Much Land Does a Man Need?” by Count Leo Tolstoy. “The Night Train at Deoli” by Ruskin Bond.
5.	<b>Poems:</b> “No Men are Foreign” by James Kirkup. “If” by Rudyard Kipling. “Where the Mind is without Fear” by Rabindranath Tagore.