

PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Department of Business Studies

Semester :1 st			
Course Title: ENGLISH LANGUAGE AND COMMUNICATION SKILLS-LEVEL 1			
Course Code: B23-AEC-111			
S. No.	Lecture No.	Topics to be covered	Target Outcome
1.	1 st	Introduction of Communication, Basic Theories of Communication	CO1
2.	2 nd	Process of Communication, Basic Communication Skills,7 C's of effective communication	CO1
3.	3 rd	Forms of Communication, Challenges of Effective Communication, Importance of Communication	CO1
4.	4 th	Verbal Communication-Benefits, Improvement of Verbal Communication Skills, Different styles of Verbal Communication	CO1
5.	5 th	Types of Verbal Communication, How to Overcome Challenges in Verbal Communication	CO1
6.	6 th	Non-Verbal Communication, Differences b/w Verbal and Non-verbal Communication	CO1
7.	7 th	Introduction with Workplace communication, Effective Communication Guidelines for Workplace	CO2
8.	8 th	Importance of Effective Workplace communication, Strategies for Effective Workplace Communication	CO2
9.	9 th	Interpersonal Communication, Keys for Successful Face-to-Face Conversations	CO2
10.	10 th	Importance of Self-Introduction-Usage, Things to avoid, Tips and Tricks, Advantage, Do and Don't	CO2
11.	11 th	Introducing Others, Making Request, Offering Help(Examples of Offering help conversations in different situations)	CO2

12.	12 th	Congratulating(Formal and Informal), Seeking Permission-Importance and Guidelines	CO2
13.	13 th	Introduction to Listening Skills	CO3
14.	14 th	Difference b/w Hearing and Listening	CO3
15.	15 th	Process of Listening	CO3
16.	16 th	Types of Listening, Guidelines of Effective Listening	CO3
17.	17 th	Importance of Effective Listening, Barriers in Effective Listening and overcoming them	CO3
18.	18 th	Introduction to Note Taking Techniques	CO3
19.	19 th	Importance /Benefits of Note taking	CO3
20.	20 nd	Important Note taking methods, Note taking Techniques	CO3
21.	21 st	Types of Note Taking	CO3
22.	22 nd	Parts of Speech- The Noun, The Pronoun	CO4
23.	23 rd	Verbs, Adjectives, Adverbs	C04
24.	24 th	Prepositions- Relations expressed by prepositions	C04
25.	25 th	The Conjunctions, Interjections	C04