1. Course Code: PC613

2. Title: Communication Skills

3. Instructors: Shailendra Kumar Singh (shailendra_singh@daiict.ac.in)

4. Credit Structure (L-T-P-Cr): 3-0-2-4

5. Slot: Semester I (MSc IT)

6. Category: Core

7. Objective:
   This course is designed to introduce students to the various aspects of communication skills such as reading, writing, and speaking. In addition, it will help students understand the required attitudinal factors that makes one a good communicator. The course will look into writing and speaking skills in the context of creativity, negotiation, interpersonal skills and problem solving. It would also deal with presentations, group discussions, writing of letters and reports.

8. Suggested books:

9. Evaluation:
   Mid Semester Exam 40%, End Semester Exam 50% and Tutorial 10%.

10. Course outline:
   (i) Basics of Communication (4 L)
   (ii) Presentation Strategies (4 L)
   (iii) Listening Ability (4 L)
   (iv) Reading Fluency (4 L)
   (v) Paragraph Writing (4 L)
   (vi) Business Letters (4 L)
   (vii) Report Writing (4 L)
   (viii) Story Completion (4 L)
   (ix) E-Mail Etiquette (4 L)
   (x) Enriching Language through Literature (4 L)