

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY



Brochure
**LANGUAGE & COMMUNICATION
SKILLS**

Session 2017-18

Communication is the process of understanding and sharing meaningful information. It helps in many aspects of life i.e. professional career, family life and social life. The current social environment, which we live in, is mainly dependent on information sharing, prompting us to lay emphasis on communication skills. In the field of engineering education also, the English language is being used as a common means of communication all over the world whether it is for acquiring knowledge from books or publishing their research reports, or for giving oral presentations or for presenting papers in the seminars and conferences. As a professional, an engineer is required to communicate with the clients of diverse fields, academic level and nationality.

Seeing on to the importance of language & communication skills, Baba Farid College of Engineering and Technology through School of Skill Development has taken a challenge of transforming the conventional lecture system to an interactive platform in which every one can express his thoughts which would enable the students to excel. So a special focus is laid upon developing a globally prevalent mode of conversing in the form of English Language Training. Phonetics and grammatical skills acts as major contributors in our bid to impart language trainings.

School of Skill Development has an aim of developing employability skills in students which would enable them to seek a career of their choice. Language and Communication skills are an essential part of employability as it covers each and every aspect of an individual's professional career. In order to develop these skills students need to work upon a lot of aspects ranging from reading skills, speaking skills, writing skills to listening skills.

OBJECTIVES

1. Develop an understanding of the process of oral communication.
2. Improve listening, note taking and observational skills.
3. Develop an understanding of the process of interpersonal communication.
4. Develop key reading sub-skills such as skimming, scanning, a central idea of a text and guessing vocabulary from context.
5. Improve listening, observational skills, and problem-solving capabilities.

MODULES

LEARNING BASICS OF COMMUNICATIONS SKILLS

School of Skill Development in order to enhance Communication skills will provide inputs to students on developing the basic skills involved in communicating i.e. listening skills, speaking skills and writing skills.

SPEAKING SKILLS

School of Skill Development will lay emphasis on developing the Speaking skills of the students. The students will be acquainted with the various techniques involved in effective verbal communication. Speaking skills allow the speaker to convey his message in a passionate, thoughtful & convincing manner.

WRITING APPLICATIONS/LETTERS/EMAILS

Email etiquette refers to the principles of behavior that one should use when writing or answering email messages. It is also known as the code of conduct for email communication. School of Skill Development understands the need for business communication skills and would impart this to students under this course.

GRAMMATICAL SKILLS

It is easier to understand when a collection of words is drafted in to a logical sentence. If there is a grammatical error the sentence, will not be read and understood correctly. School of Skill Development will guide students for expressing themselves well by using correct grammar.

LEARNING COMPREHENSION SKILLS

Comprehension is the understanding & interpretation of what we read. School of Skill Development will impart this skill to the students to make them understand what they read, make connections between the sentences and try to Interpret from the unseen passages.



GROUP DISCUSSIONS

Group Discussion is a communicative situation that allows its participants to share their views and opinions with other participants. School of Skill Development will provide guidelines to students for a systematic exchange of information, views and opinions about a topic, problem, issue or situation among the members of a group who share some common objectives.

LISTENING SKILLS

School of Skill Development will work on improving the Listening skills of students. Listening is the ability to accurately receive and interpret messages in the communication process. Effective listening is a skill that underpins all positive human relationships.

DEBATES & DECLAMATIONS

School of Skill Development would motivate students for Public speaking and for that various activities would be held. Debate is a formal discussion on a specific topic, where individuals present views in favor or in against the topic of the debate. Declamation reveals the ideals and a particular point of view of the speaker.

EXTEMPORE

Extempore speech is an impromptu speech which the candidate is required to make on a topic given there and then. This instills in a student a sense of confidence and also improves his knowledge. School of Skill Development will assist students in enhancing this skill.

REPORTWRITING

School of Skill Development will impart knowledge about Report writing. Report is a short, sharp, concise document which is written for a particular purpose and audience. It generally sets out and analyses a situation or problem, often making recommendations for future action.



WORKSHOP

Rapid 1-day Power workshop on Public Speaking and Communication Skills. The workshop was conducted on 24 October 2017 by Mr.Gursimran Singh Gill.

DATE OF COMMENCEMENT

17th August, 2017

CO-ORDINATOR

Ms. Gurmit Kaur

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