

Total: 25 Marks

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned				
		Theory	Pract.	Tut.	Theory	Tut.	Pract.	Total	
FEL205	Professional Communication and Ethics- I	--	2	--	--	--	1	1	
Course Code	Course Name	Examination Scheme							
		Theory					Term Work	Pract. /oral	Total
		Internal Assessment			End Sem. Exam.	Exam. Duration (in Hrs)			
		Test1	Test 2	Avg.					
FEL205	Professional Communication and Ethics- I	--	--	--	--	--	25	--	25

Objectives

To provide practice in ...

1. Active listening with focus on content, purpose, main idea, tone and pronunciation.
2. Fluent speaking and presentation skills in social, academic and professional situations.
3. Faster reading skills for effective comprehension in a variety of texts.
4. Drafting effective written discourse in academics, business and technology.
5. Grooming and projecting impressive persona in all interactions.

Outcomes: Learner will be able to...

1. Listen and comprehend all types of spoken discourse successfully.
2. Speak fluently and make effective professional presentations.
3. Read large quantities of text in a short time to comprehend, summarise and evaluate content.
4. Draft precise business letters, academic essays and technical guidelines.
5. Dress finely and conduct themselves with panache in social, academic and professional situations.

List of Assignments & Activities	Details of Assignments	Details of Activities	Hrs.
1.	Written record of listening activities	Listening practice tasks of 3 types (through audio recordings of (1) Monologues (2) Dialogues (3) Formal/Expert Talk or Lecture)	02
2.	Transcription of the public speech along with a plagiarism report	Practice public speech	02
3.	Transcription of the public speech along with a plagiarism report	Public speech (Internal Assessment - I)	02
4.	Written assignment on barriers and non-verbal communication	Role plays / case studies	02
5.	Summarization through graphic organisers (1. Text to graphic		02

	organizer 2. Graphic organizer to text)	NA	
6.	Written record of reading activities	Advanced level reading comprehension with MCQs (similar in level and format to CAT, GRE and GMAT verbal sections)	02
7.	Aptitude test on vocabulary and grammar	Aptitude test on vocabulary and grammar (similar in level and format to CAT, GRE and GMAT verbal sections)	02
8.	2 types of letters in complete block format	NA	02
9.	Written assignment on technical writing (Exercises based on framing Definitions, Describing Technical Objects, Framing User Instructions and Describing Technical Processes)	NA	02
10.	Documentation on case studies / role plays on Module 6	Case studies / role plays	02

Assessment:

The distribution of marks for term work shall be as follows:

- Assignments : **20 marks**
- Attendance (Theory and Practical) : **05 marks**