



Capital University of Science and Technology

Department of Computer Science

HMCS1023 – English-II (Communication Skills)

Course Title: Communication Skills (HMCS1023)

Pre-requisite(s): Functional English (HMCS1013)

Credit Hours: 3

Instructor(s):

Text Book(s):

- Practical English Grammar by A. J. Thomson and A. V. Martinet. Fourth edition. Oxford University Press. ISBN 978-0-19-431342-1.
- The blue book of Grammar and Punctuation by Jane Straus, 11th Edition, 2014, John Wiley, ISBN 978-1118785560 – 8
- 250 Ways to Say it in Business English by Andrew D. Miles, English for Businesses, 2010.
- Practical English Grammar Exercises 1 by A. J. Thomson and A. V. Martinet. Third edition. Oxford University Press. ISBN 978-0-19-431349-0.
- Essentials of Business Communication by Mary Ellen Guffey

Reference Book(s):

- English Language Laboratories: A Comprehensive Manual by Nira Konar
- A Practical Guide to Business Writing: Writing in English for Non-Native Speakers by Khaled Mohamed Al Maskari. Wiley. ISBN 978 1 118 41079 0
- Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 4354057



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Web Reference:

Course Introduction

The importance of the English language cannot be denied. Professional and practical verbal communication skills are essential for success in any field of life. None of us can live with bottled-up feelings; thus, the basic need to communicate arises to express oneself. The same logic applies to every workplace or organization. The need for communication and the ability to communicate helps develop efficient management, organizational skills, laying down plans, establishing a healthy work culture, and resolving impending issues.

Course Objectives

The students will learn tools and techniques for effectively interpreting communicative behavior. To be successful, they will be able to effectively communicate their ideas, plans, and objectives up and down the chain of command. The purpose of this course is to develop students' understanding of the communication process and provide lessons to improve their communication skills.

Course Learning Outcome

At the end of this course, the students should be able to:

CLO:1: comprehend basic communication skills to achieve communicative competence for their professional career [C2 Understanding]

CLO:2: produce reader-oriented technical documents that support an effective work atmosphere [A2 Responding]

CLO:3: present such verbal and non-verbal techniques and personality grooming traits that cater to the requirements of the corporate sector [A3 Valuing]

CLOs – PLOs Mapping:



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	CLO:1	CLO:2	CLO:3
PLO: 2 (Knowledge for Solving Computing Problems)	√	√	
PLO: 7 (Communication)			√

Course Contents:

Week	Contents
1	What is a Communication <ul style="list-style-type: none"> • Elements of Communication • Communication Cycle • Ethics of Communication
2	Verbal & Non-Verbal Communication: Strategies and Activities <ul style="list-style-type: none"> • Group Discussions / Asking Questions • Brainstorming. • Interviewing • Small group communication
3	Barriers to Communication <ul style="list-style-type: none"> • Physical • Social • Psychological • Language • Cultural • Barriers at Workplace
4	7C's of Communication/ Application on Academic and Business Writing <ul style="list-style-type: none"> • Completeness • Clarity • Conciseness • Concreteness • Correctness • Courtesy • Consideration
5	Essay Writing <ul style="list-style-type: none"> • Four Major Kinds of Essays • Ways to Develop a Proper Outline, Beginning, Middle, and Ending of Essay



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6	Precis and Paraphrasing Writing <ul style="list-style-type: none"> • Rules • Examples • Precis and Paraphrasing Writing Techniques, Practice
7	Writing Memorandum <ul style="list-style-type: none"> • Introduction • Audience and Purpose • Format • Sample Memo
8	Job Application Materials <ul style="list-style-type: none"> • Formats of Letter Writing • Job Application Letter, Acceptance, Follow-up, and Recommendation Letters • Examples and Practice Sessions
Mid-Term Exam	
9	Curricula Vitae-& Resume <ul style="list-style-type: none"> • Introduction • Difference between CV & Resume • General Format • Types • Template • Optional Features • Samples
10	Interview Skills & Soft Skills <ul style="list-style-type: none"> • Elements of a Successful Interview • Preparation, Planning, Execution • Mock Interview Activities • Interpersonal Skills, Listening & Speaking skills, Time Management, and Empathy
11	Agenda & Minutes of Meeting <ul style="list-style-type: none"> • Introduction • Meeting Minutes Format
	Agenda & Minutes of Meeting <ul style="list-style-type: none"> • Common Problems while taking Minutes of a Meeting • Solution of Problems • Sample Minutes of a Meeting
12	Report Writing (Introduction & Overview) <ul style="list-style-type: none"> • Importance of Technical Report • Different Parts of a Technical Report
13	Business Writing <ul style="list-style-type: none"> • Business Writing Styles • Business Emails • Tenders and Quotations • Billing and Invoicing



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	<ul style="list-style-type: none"> • Personal Documents • Common Writing Errors
14	Media and Communication <ul style="list-style-type: none"> • Electronic, Social, and Mass Media • Influence of Different Modes of Media on Communication
15	Presentations Skills <ul style="list-style-type: none"> • Individual & Group Presentation • Teaching Presentation as a Skill • Presentation strategies • Defining the objective, scope and audience of the presentation • Material gathering and material organization strategies • Time management • Opening and Concluding • Delivery and presentation. • Project Work on Power Point Presentation
16	Project Presentation

Grading Policy

S.No	Grading	% Of Total Marks
1	Assignments	15
2	Quizzes	15
3	Project / Presentation	10
4	Mid-term Exam	20
5	Final Exam	40
	Total	100