

Integrated M.Sc.

Course Introduction: Effective communication skills are essential in both personal and professional realms. They encompass the ability to convey ideas clearly and succinctly, listen actively to understand others, and adapt communication style to different audiences. Strong communication fosters better relationships, enhances teamwork, and boosts productivity. It involves not just speaking and writing, but also non-verbal cues such as body language and gestures. Moreover, effective communicators are empathetic, able to resolve conflicts diplomatically, and convey messages with confidence and clarity. Ultimately, honing communication skills leads to improved understanding, mutual respect, and successful interactions in all aspects of life.

Program	Subject	Year	Semester
Integrated M.Sc.	English	2025	I
Course code	Course Title		Course Type
H-101	Communication Skills in English		T
Credit	Hours Per Week (L-T-P)		
	L	T	P
2	2	2	Nil
Maximum Marks	CIA		ESE
100	60		40

Learning Objective (LO): The course help student's effective message conveys for ability to clearly articulate thoughts, ideas, and opinions in a concise and impactful manner. Focusing on the skill to communicate complex information in a straightforward and succinct way and trying to build capability of manage disagreements and negotiations through open and respectful communication.

Course Outcomes (CO):

CO No.	Expected Course Outcomes At the end of the course, the students will be able to:	CL
1.	To know the process of communication and its components.	R
2.	To know the importance of mass media and their types, and also how we can effectively communicate in way of life.	U
3.	To construct basic ideas of verbal and non-verbal communication for mannerism of communication.	E

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4.	To enhance impactful writing skills for any formal format.	An
5.	To develop academic writing for various academic discipline. Demonstrate proper citation and referencing skills	Ap

CL: Cognitive Levels (R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-create)

CO-PO/PSO Mapping for the course:

PO CO	Pos											PSO				
	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5
CO1	3	3	3	2	3	3	3	3	3	3	2	3	3	3	2	3
CO2	3	3	3	2	3	3	3	2	3	3	3	3	2	3	3	3
CO3	3	1	2	3	3	3	3	3	3	2	3	3	3	3	3	3
CO4	3	2	3	2	-	1	2	2	3	3	3	3	3	3	3	2
CO5	3	3	3	3	3	-	3	3	3	3	3	3	3	2	2	3

Detailed Syllabus

Unit No.	Topics	No. of lectures	CO No.
I.	An interactive session (with examples) on what is communication, communication in natural and civilized worlds, types of human communication: visual / non-verbal / verbal, written / spoken, etc.	6	
II.	An overview of mass media; a brief discussion of their types (with examples). The concepts of facilitating factors, barrier, and filters in communication; the seven C's of effective communication.	6	
III.	Verbal communication: how to speak / listen effectively (in interpersonal communication), types of public speaking, tips for effective public speaking, how to make effective presentation. The role of written text in communication.	6	
IV.	Types of writing (academic/creative/general; formal/informal etc.) with examples of good/bad writing and their analysis. Introduction to letter writing, with stress on formal correspondence; email do's and don'ts.	6	
V.	Academic writing – an overview; explanation of various terms used in academic writing; parts of a paper/thesis; aspects such of formal language, grammatical accuracy, etc. Common	6	

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	grammatical/punctuation errors and how to avoid them (example-based instruction)		
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Book Recommended:

Pal, Rajendra and JS Kurlahalli. *Essentials of Business Communication*. S. Chand & sons.

Weiss H. Edmond. *Writing Remedies- Practical Exercises for Technical Writing*.

Universities Press (India) Ltd., Hyderabad, 2000.

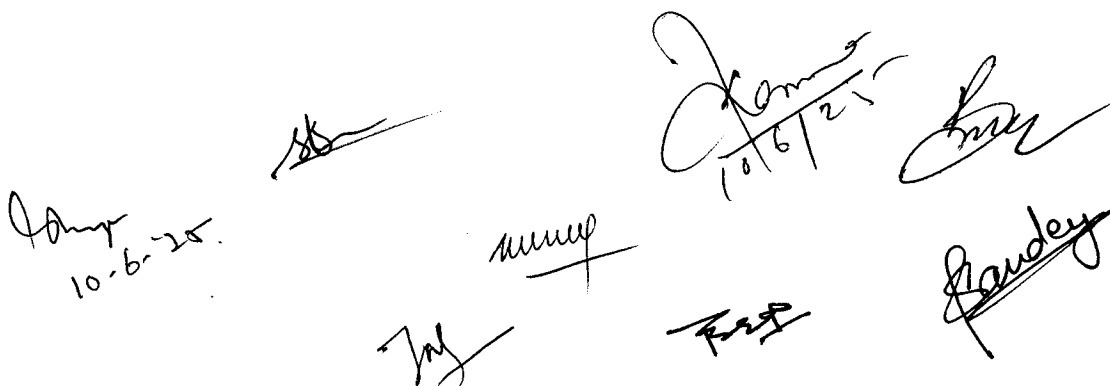
- Taylor, Grant. *English Conversation Practice*. 1st ed., McGraw Hill Education, 2001.
- Swales, John M., and Christine B. Feak. *Academic Writing for Graduate Students: Essential Tasks and Skills*. The University of Michigan Press, 2012.
- Aris, Smith. *English Language and Communication*. Publisher, 2022.
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Reference Books:

Rizvi, M., Ashraf. *Effective Technical Communication*. New Delhi: Tata Mc Graw-Hill, 2005.

Menzel, DH, HM Jones & LG Boyed. *Writing Technical Papers*. Mc Graw Hill, 1961.

Turbian, KL. *A Manual for Writers of Term Papers Thesis and Dissertation*. University of Chicago Press, 1973.



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Integrated M.Sc.

Course Introduction: This course focuses on developing practical communication abilities essential for professional and personal success. Through interactive exercises and simulations, students will enhance their verbal, non-verbal, and written communication skills and Gain confidence in presentations, negotiations, and interpersonal interactions.

Program	Subject	Year	Semester
Integrated M.Sc.	Communication Skills Laboratory	2025-26	II
Course code	Course Title		Course Type
H-201	Communication Skills Laboratory		P
Credit	Hours Per Week (L-T-P)		
	L	T	P
2	4	Nil	4
Maximum Marks	CIA		ESE
100	60		40

Learning Objective (LO):

1. By the end of the course, students would be able to articulate their thoughts clearly and concisely, demonstrating effective verbal communication skills in both formal and informal settings.
2. It helps to develop the ability to actively listen to others, understanding their perspectives, and responding appropriately. This includes techniques such as paraphrasing, summarizing, and asking clarifying questions.
3. Learners would be able to recognize and utilize nonverbal cues effectively, understanding how body language, facial expressions, and gestures impact communication dynamics. They would also learn to regulate their own nonverbal signals to convey confidence and credibility.

Course Outcomes (CO):

CO No.	Expected Course Outcomes At the end of the course, the students will be able to:	CL
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1.	know the process of communication and its components.	R
2.	improve the language skills i.e. Listening Skills, Speaking Skills, Reading Skills, Writing Skills.	U
3.	construct basic and intermediate skills in English / Hindi language.	E
4.	enhance phonetic competence, comprehension skills, presentation skills, group discussion skills etc.	An
5.	build confidence for communicating in English / Hindi and create interest for life-long learning of language.	Ap

CL: Cognitive Levels (R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-create)

CO-PO/PSO Mapping for the course:

PO CO	Pos											PSO				
	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5
CO1	3	3	2	3	3	3	2	3	3	3	3	2	3	3	3	2
CO2	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	1
CO3	2	2	3	3	3	3	2	3	2	3	3	3	2	3	3	2
CO4	3	3	3	3	3	3	3	3	2	3	3	3	3	2	2	3
CO5	3	3	3	3	3	3	2	3	3	3	3	2	3	3	3	2

“3”-Strong; “2”- Moderate; “1”- Low; “-” No Correlation

Detailed Syllabus

Unit No.	Topics	No. of Lectures	CO No.
I.	Elementary phonetics: Speech mechanism, Description of Speech Sounds, Phoneme, Syllable; Intonation and Word Accent. Use of Audio- Visual aids: Preparation slides, power presentation etc.	20	
II.	Paralinguistic features of speaking (voice modulation, pitch, tone etc.) Formal Speech :Extempore and Mock Interviews; Informal Speech: Situational Dialogues and Role play, Telephonic Conversations Paper Presentation.	10	

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III.	Body Language (Gesture / Postures during Role play / Speaking and JAM (just-a-minute) Session and Group Discussion	10	
IV	Listening and Comprehending spoke material in Standard Indian English, British English, American English; Exercises on Reading Comprehension. Effective Writing (Formal Letters, Covering Letter, Resume on Word Document. Translation and Precis Writing)	10	
V.	Grammar:(English / Hindi) Grammar in use: Errors of Accidence and syntax with reference to parts of speech; Agreement of Subject and Verb; Tense and Concord; Use of connectives; Question tags. Voice and Narration. Indianism in English: Punctuation and Vocabulary, Building (Antonym, Synonym, Verbal Analogy and One Word Substitution.	10	

Book Recommended:

Balasubramanian, T., *A Textbook of English Phonetics for Indian Students*. 3rd ed., Laxmi Publications.

Kushwaha, G. S., *English Phonetics and Pronunciation for Indian Learners*. Notion Press, 2017

Pal, Rajendra and J.S. Kurlahalli. *Essentials of Business Communication*. S. Chand & Sons.

Dhal, Golok Bihari., *Dhwani Vignan*. Prembook Depo, Agra, 1958.

Weiss H. Edmond. *Writing Remedies- Practical Exercises for Technical Writing*. Universities Press (India) Ltd., Hyderabad, 2000.

Rizvi, M., Ashraf. *Effective Technical Communication*. New Delhi: Tata Mc Graw-Hill, 2005.

Menzel, DH, HM Jones & LG Boyed. *Writing Technical Papers*. Mc Graw Hill, 961.

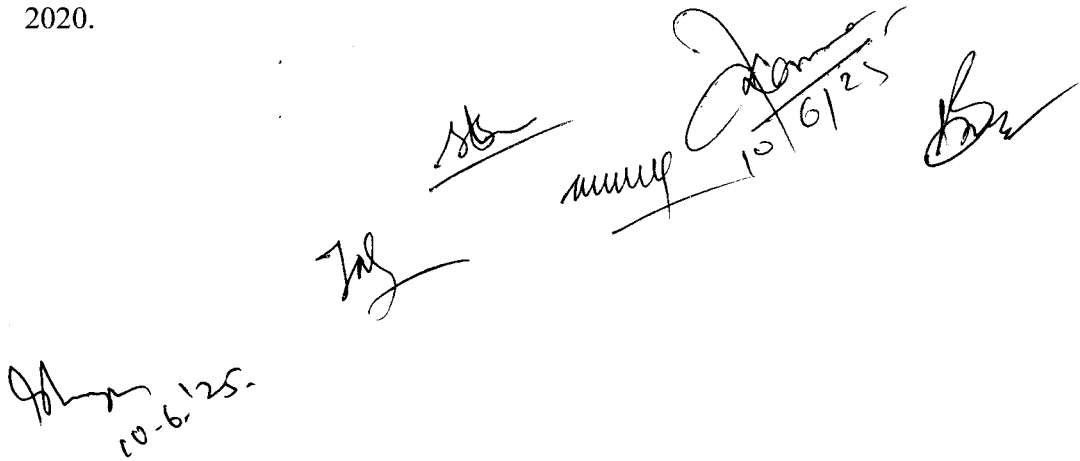
Reference Books:

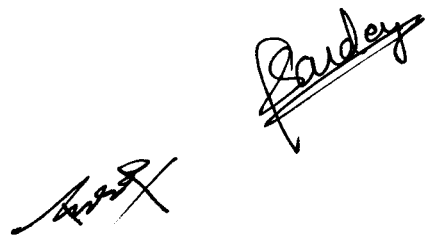
Murphy, Raymond *Intermediate English Grammar*, 2nd ed. Cambridge University Press, 1999

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Aris, Smith. *English Language and Communication*. ABD Publisher, 2022.

Mishra, Veerendra, et al. *English Language Skills*. First ed., Cambridge University Press, 2020.

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Integrated M.Sc.

Course Introduction: This syllabus provides a structured framework for developing various communication skills essential for personal, academic, and professional success. It incorporates theoretical concepts with practical activities to ensure comprehensive learning and skill acquisition.

Program	Subject	Year	Semester
Integrated M.Sc.	Communication Skills Laboratory	2025-26	IV
Course code	Course Title		Course Type
H-401	Communication Skills Laboratory		P
Credit	Hours Per Week (L-T-P)		
	L	T	P
2	4	Nil	4
Maximum Marks	CIA		ESE
100	60		40

Learning Objective (LO):

1. **Developing Verbal Communication Skills:** To enhance students' ability to express ideas clearly and effectively through spoken language, focusing on clarity, coherence, and conciseness.
2. **Improving Non-Verbal Communication:** To educate students on the importance of body language, facial expressions, and gestures in conveying messages accurately and appropriately.
3. **Enhancing Listening Skills:** To cultivate active listening abilities among students, enabling them to understand others' perspectives, respond appropriately, and ask relevant questions.
4. **Building Interpersonal Communication Competence:** To foster the skills necessary for effective interpersonal interactions, including empathy, conflict resolution, and building rapport.
5. **Practicing Professional Communication:** To simulate real-world communication scenarios such as formal presentations, group discussions, and business correspondence, preparing students for professional environments.

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These objectives aim to equip students with a well-rounded set of communication skills essential for both personal and professional success.

Course Outcomes (CO):

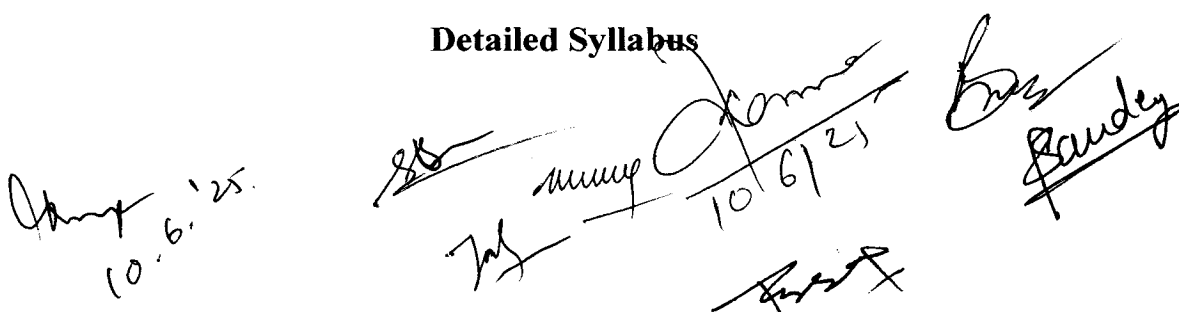
CO No.	Expected Course Outcomes At the end of the course, the students will be able to:	CL
1.	To know the process of communication and its components.	R
2.	The course aims to enable students to demonstrate effective interpersonal skills by fostering empathy, understanding, and constructive communication in various personal and professional contexts	U
3.	The course aims to equip students with the ability to deliver confident and persuasive presentations, utilizing effective verbal and non-verbal communication techniques to engage and inform diverse audiences.	E
4.	The course aims to prepare students to communicate effectively in professional settings by developing skills in writing clear and concise business documents, delivering professional presentations, and fostering interpersonal communication proficiency to facilitate successful business interactions.	An
5.	The course aims to refine students' communication abilities to an advanced level, emphasizing nuanced understanding and application of various communication strategies, including negotiation, conflict resolution, and intercultural communication, to navigate complex professional and social scenarios effectively.	Ap

CL: Cognitive Levels (R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-create)

CO-PO/PSO Mapping for the course:

PO CO	Pos											PSO				
	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5
CO1	3	3	3	2	3	3	3	3	3	3	2	3	3	3	2	3
CO2	3	3	3	2	3	3	3	2	3	3	3	3	2	3	3	3
CO3	3	1	2	3	3	3	3	3	3	2	3	3	3	3	3	3
CO4	3	2	3	2	-	1	2	2	3	3	3	3	3	3	3	2
CO5	3	3	3	3	3	-	3	3	3	3	3	3	3	2	2	3

Detailed Syllabus



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Unit No.	Topics	No. of lectures	CO No.
I.	Introduction to Communication Skills - Understanding the Importance of Communication Skills - Basics of Verbal and Nonverbal Communication - Barriers to Effective Communication - Ice-breaking Activities and Group Dynamics - Listening Skills and Active Listening Techniques	12	
II.	Interpersonal Communication - Building and Maintaining Relationships - Assertiveness and Conflict Resolution - Empathy and Emotional Intelligence - Role-playing Exercises and Case Studies	12	
III.	Public Speaking and Presentation Skills - Principles of Effective Public Speaking - Structuring a Presentation: Introduction, Body, Conclusion - Overcoming Stage Fear and Anxiety - Voice Modulation and Body Language - Delivery Techniques: Use of Visual Aids, Eye Contact, and Gestures	12	
IV.	Business Communication - Writing Effective Emails, Letters, and Memos - Report Writing and Business Proposals - Conducting Interviews, Meetings and Negotiations - Cross-cultural Communication in Business Contexts	12	
V.	Advanced Communication Skills Digital Communication: Social Media Etiquette, Online Presence Poor Communication and Overcoming Difficult Conversations	12	

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Book Recommended:

Pal, Rajendra and JS Kurlahalli. *Essentials of Business Communication*. S. Chand & Sons.

Weiss, H. Edmond. *Writing Remedies- Practical Exercises for Technical Writing.*

Universities Press (India) Ltd., Hyderabad, 2000.

Taylor, Grant. *English Conversation Practice*. 1st ed., McGraw Hill Education, 2001.

Murphy, Raymond. *Intermediate English Grammar with Answers*. 2nd ed., Cambridge University Press, 1999.

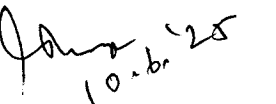
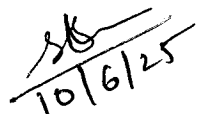
Mishra, Veerendra, et al. *English Language Skills*. First ed., Cambridge University Press, 2020.

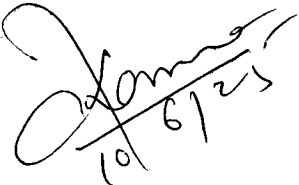
Reference Books:

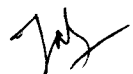
Rizvi, M., Ashraf. *Effective Technical Communication*. New Delhi: Tata Mc Graw-Hill, 2005.

Menzel, DH, HM Jones & LG Boyed. *Writing Technical Papers*. Mc Graw Hill, 1961.

Browne, M. Neil, and Stuart M. Keeley. *Asking the Right Questions: A Guide to Critical Thinking*. Pearson, 2018.




Integrated M.Sc.-VI

Course Introduction: This course is designed to equip the students with the essential skills and knowledge required to effectively communicate scientific information. In this course, students will explore the fundamental principles of scientific writing, covering everything from structuring manuscript to polishing prose. Students will learn how to articulate complex ideas in a concise and precise manner, ensuring that their work is accessible to both experts and non-specialists alike.

Throughout the sessions, this course will delve into various types of scientific writing, including research papers, reviews, grant proposals, and scientific articles. Students will gain practical insights into drafting each of these documents, incorporating appropriate scientific terminology and adhering to established formatting guidelines.

Program	Subject	Year	Semester
Integrated M.Sc.	English	2024-25	VI
Course code	Course Title		Course Type
H-602	Scientific Writing in English		T
Credit	Hours Per Week (L-T-P)		
	L	T	P
2	Nil	2	Nil
Maximum Marks	CIA		ESE
100	60		40

This syllabus focuses on developing skills in scientific and technical writing, research paper writing, and project development.

Learning Objective (LO):

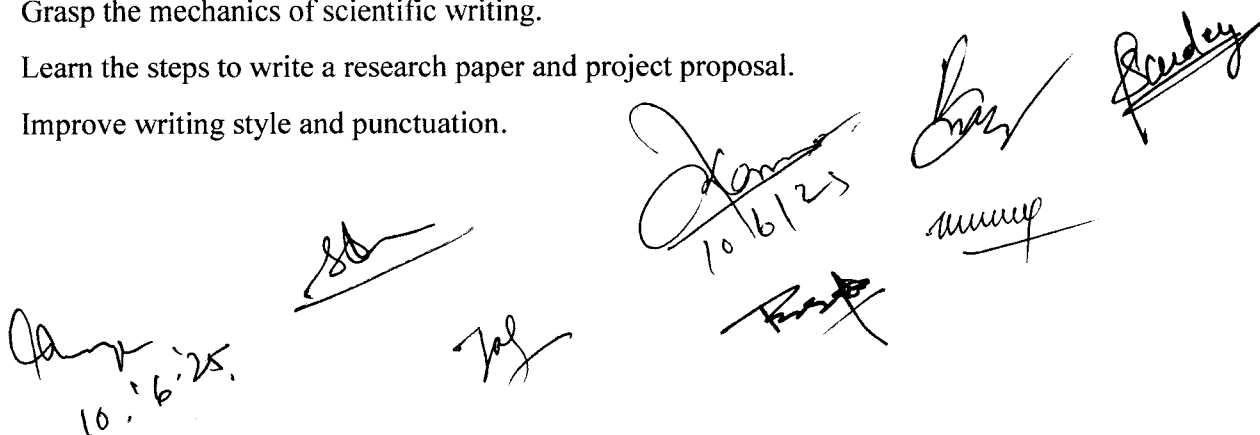
Understand the definition, needs, and importance of scientific writing.

Distinguish between various tools and types of scientific writing.

Grasp the mechanics of scientific writing.

Learn the steps to write a research paper and project proposal.

Improve writing style and punctuation.

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Course Outcomes (CO):

CO No.	Expected Course Outcomes At the end of the course, the students will be able to:	CL
1.	Demonstrate an understanding of the fundamental principles and practices of scientific writing.	Ap
2.	Utilize various tools and types of scientific writing effectively.	Ap
3.	Write and structure full-length research papers, technical documents, and theses following appropriate citation and referencing styles.	U
4.	Develop a comprehensive understanding of research ethics and the peer review process.	An
5.	Recognize and avoid plagiarism using appropriate software tools.	U

CL: Cognitive Levels(R-Remember; U-Understanding; Ap-Appl; An-Analyze; E-Evaluate; C-create)

CO-PO/PSO Mapping for the course:

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“3”-Strong; “2”- Moderate; “1”- Low; “-” No Correlation

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Detailed Syllabus

Unit No.	Topics	No. of Lectures	CO No.
1.	Introduction: What is Scientific Writing; Needs and importance, main features and elements of scientific writing. Tools and types of Scientific Writing , Scientific writing Vs other forms of writing.	6	
2.	Scientific Writing in Research: Different methods of Research, Types of Research, Mechanics of scientific writing. How to write a Research Paper, Identify components of a full length research paper, Project Proposal and Report.	6	
3.	Design of Technical Writing: Structuring a Full length research paper, Letters to editor, Book chapter, Review, Conference report, Title/Thesis statement, Abstract and key words, Synopsis. Aims and objectives, Rationale of the paper, Work plan.	6	
4.	Research Paper and Thesis Designing: Types and Importance of Research Ethics, Writing Preface, Key issues and arguments, Acknowledgement, Conflict of interest statement, Reference and Bibliography, Citation, Review of Literature,	6	
5.	Scientific Writing: Presentation Skills - Use of SCOPUS, Google Scholar, PUBMED, Web of Science, Indian Citation Index, and RG Styles of referencing: APA, MLA, Oxford, Chicago styles, Annotated bibliography, Plagiarism – Pitfall (software to check plagiarism), Punctuation.	6	

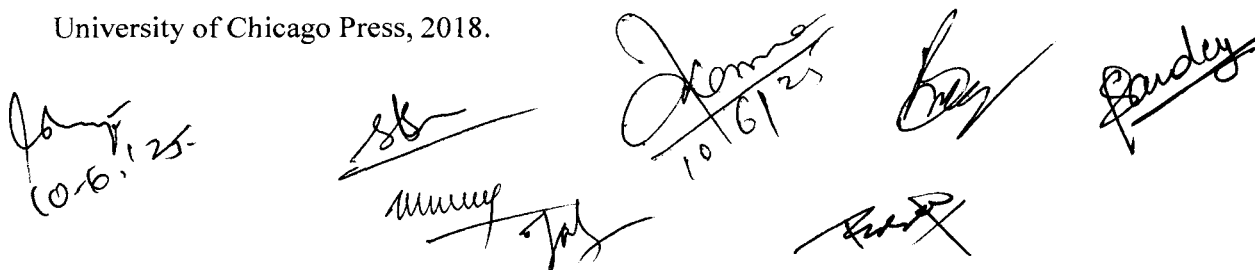
Books Recommended:

Hofmann, Angelika H. *Scientific Writing and Communication: Papers, Proposals, and Presentations*. Oxford University Press, 2019.

Alley, Michael. *The Craft of Scientific Writing*. 4th ed., Springer, 2018.

Kumar, Ranjit. *Research Methodology: A Step-by-Step Guide for Beginners*. 5th ed., SAGE Publications, 2019.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 9th ed., University of Chicago Press, 2018.


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Peat Jennifer, Elizabeth Elliott, Louise Baur and Victoria Keena, *Scientific Writing : Easy When You Know How* 1st ed. BMJ Books, 2002.

Reubens, Philip (General Editor). *Science and Technical Writing – A Manual of Style*. 2nd ed., New York: Routledge, 2001.

Reference Books:

Pinker, Steven. *The Sense of Style: The Thinking Person's Guide to Writing in the 21st Century*. Penguin Books, 2015.

D'Angelo, John. *Ethics in Science: Ethical Misconduct in Scientific Research*. CRC Press, 2012.

The University of Chicago Press Editorial Staff. *The Chicago Manual of Style*. 17th ed., University of Chicago Press, 2017.

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