## SYLLABUS/ CURRICULUM



### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu Mobile : 9842102628, 7373002628 Email: info@psyec.edu.in Website : www.psyec.edu.in

City Office: 10, Pandian Saraswathi St, Sivagami Nagar, Narayenapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile: 98423-02628

### Department of Science and Humanities

Academic Year 2022-2023

### NOC23-CS52 - To Develop Communication Skills

### **Objective of the Course**

- To enable the Students, Comprehend the spoken form
- > To develop Student's ability to use English in day to-day life
- > To understand the return texts and able to use Skimming ad Scanning Skills

### **Week 1- COMMUNICATION**

7

Listening: Listening to instructions 2. Speaking: Telephone etiquette and official phone conversations 3. Reading: Short passages (3 passages, one from each—History, Sociology/Social Work/Psychology, English& Tamil Literature) 5. Writing: Letters and Emails in professional context 6. Grammar in Context: Wh and Yes/No questions Question tags operatives Vocabulary: Word formation i) Creating antonyms using Prefixes ii) Intensifying prefixes (E. g inflammable) iii) Changing words using suffixes A) Noun Endings B) Adjective Endings C) Verb Endings.

### **Week 2 DESCRIPTION LISTENING**

7

Listening to process description Speaking: Role play Formal: With faculty and mentors in academic environment Workplace communication Informal: With peers in academic environment Workplace communication Reading: Reading passages on social issues, psychological well-being government Picture Description E.g. literary achievements/contributions Description of natural calamities and their impact on Writing: Writing sentence definitions (e.g. monarchy) and extended definitions (e.g. people. (100words) Grammar in Context: Connectives and linkers. Vocabulary: Synonyms (register) Compare & contrast expressions

### Week3: NEGOTIATION STRATEGIES LISTENING

7

Listening to interviews of specialists / inventors in fields (Subject specific) Speaking: Brain storming (mind mapping). Small group discussions (subject-specific) Reading: Longer Reading text (Comprehensive passages) Writing: Essay Writing (250-word essay on topics related to subject area like education of the girl child, book reviews, adolescence and youth) Grammar in Context: Active voice &Passive voice If conditionals Vocabulary: Collocations-Phrasal verbs.

### Week 4: PRESENTATION SKILLS LISTENING

7

Listening to presentations, listening to lectures, watching documentaries (discovery / history channel videos with subtitles) Speaking: Short speech Making formal presentations (PPT) Reading: Reading a written speech by eminent personalities in the relevant field /short poems / short biography. Writing: Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts Grammar in Context: Modals Vocabulary: Single word substitution (register)

### Week 5: CRITICAL THINKING SKILLS LISTENING

7

Listening to advertisements/news and brief documentary films (with subtitles) Speaking-Problem-Solution Speeches (Brief speeches). E.g. Should the use of public transport be promoted to curb pollution? Reading: Motivational stories on Professional Competence, Professional Ethics and Life Skills (subject-specific) Writing Studying problem and finding solutions (Essay in 200 words) Grammar: Framing simple sentences Vocabulary: Fixed expressions

Course-Coordinator

HOD/S&H

Total hours:35

DDINGTO



### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu Mobile : 9842102628, 7373002628 Email: info@psyec.edu.in Website : www.psyec.edu.in

City Office: 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madural - 625 014. Telefax- 0452 2682338, Mobile: 98423-02628

### Department of Science and Humanities

Academic Year 2022-2023

NOC23-CS52 - To Develop Communication Skills

**Course Schedule** 

Date	Time	TOPICS			
07/01/2023		Listening: Listening to instructions 2. Speaking: Telephone etiquette and official phone conversations 3. Reading: Short passages (3 passages, one from each—History, Sociology/Social Work/ Psychology, English& Tamil Literature) 5. Writing: Letters and Emails in professional context 6. Grammar in Context: Wh and Yes/No questions Question tags operatives Vocabulary: Word formation i) Creating antonyms using Prefixes ii) Intensifying prefixes (E. g inflammable) iii) Changing words using suffixes A) Noun Endings B) Adjective Endings C) Verb Endings.			
08/01/2023	100 . 515	Listening to process description Speaking: Role play Formal: With faculty and mentors in academic environment Workplace communication Informal: With peers in academic environment Workplace communication Reading: Reading passages on social issues, psychological well-being government Picture Description E.g. literary achievements/contributions Description of natural calamities and their impact on Writing: Writing sentence definitions (e.g. monarchy) and extended definitions (e.g. people. (100words) Grammar in Context: Connectives and linkers. Vocabulary: Synonyms (register) Compare & contrast expressions			
09/01/2023	9.00 am to 12.15 pm 1.00 pm to 5.15 pm	Listening to interviews of specialists / inventors in fields (Subject specific) Speaking: Brain storming (mind mapping). Small group discussions (subject-specific) Reading: Longer Reading text (Comprehensive passages) Writing: Essay Writing (250-word essay on topics related to subject area like education of the girl child, book reviews, adolescence and youth) Grammar in Context: Active voice &Passive voice If conditionals Vocabulary: Collocations—Phrasal verbs			
10/01/2023	100 5 15	Listening to presentations, listening to lectures, watching documentaries (dishistory channel videos with subtitles) Speaking: Short speech Making presentations (PPT) Reading: Reading a written speech by eminent personathe relevant field /short poems / short biography. Writing: Writing Recommendates relevant field /short poems / short biography. Writing: Writing Recommendates relevant field /short poems / tables/flow diagrams/charts Grammar in Context: Vocabulary: Single word substitution (register)			
Speaking-Problem-So transport be promote Professional Compete Writing Studying prof		Listening to advertisements/news and brief documentary films (with subtitles) Speaking-Problem-Solution Speeches (Brief speeches). E.g. Should the use of public transport be promoted to curb pollution? Reading: Motivational stories on Professional Competence, Professional Ethics and Life Skills (subject-specific) Writing Studying problem and finding solutions (Essay in 200 words) Grammar: Framing simple sentences Vocabulary: Fixed expressions			

Tea Break

: FN- 11:00 am to 11:15am & AN-03:00 pm to 03:15 pm Total Hours :35

Lunch

: 12:15 pm to 01:00pm

Course Chardinator

'HOD/S&H

PRINCIPAL



### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu Mobile: 9842102628, 7373002628 Email: info@psyec.edu.in Website: www.psyec.edu.in

City Office: 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile: 98423-02628

### DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Year 2022-2023

### One page Report

Name of the course : To Develop Communication Skills

Development Course Code : NOC23-CS52

Course Coordinator : Ms.F.Prescilla Margratte ,AP/English

Date/Duration : 07.01.2023-11.01.2023—35 hours

I here affirm that the First-year students of strength 30 have been taught the valueadded course tittle "**To Develop Communication Skills**" as per the syllabus and completed within the stipulated time duration.

I confirm that the value-added course titled "**To Develop Communication Skills**" has been conducted in the beginning of the semester and course delivery along with the attendance of the students was recorded.

I confirmed that all the students were actively participated in the course and the eligible students were certified for the course.

Course-Coordinator

HOD/S&H

PRINCIPAL

# Enrollment Student Name List

### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE, ARASANOOR 630561 DEPARTMENT OF SCIENCE AND HUMANITIES

### Academic Year 2022-2023

### **Student Registration Sheet**

### Period of course

**Duration of Course: 35 hours** 

07.01.23-11.01.23

### SHECS22-TO DEVELOP COMMUNICATION SKILLS

Sl. No	Register Number	Student Name	Signature of the Student
1	912022103004	REENA C	C. Reener
2	912022103005	SANJAY V	1/ Charles
3	912022103006	SATHISH S	P. C. Handy
4	912022104001	ABINESHWARAN A	1 AL MANNA ALL
5	912022104002	ABIRUBA B	n Abiarla
6	912022104003	ABISHEK S Y	Co. M. M.
7	912022104005	AJITH KUMAR M	M Anilos C W
8	912022104006	ANBARASI P	P. Aankmu
9	912022104007	ANIL KUMAR N	KI A. A.
10	912022104008	ANITHA C	1 And ann
11	912022104009	ARAVINDH R	D1 - 11-
12	912022104010	ARIKARAN M	Marinahir
13	912022104011	ARIVUKKARASU K	K. Anint Cann
14	912022104012	ARUN KUMAR M	II. Ann Cura
15	912022104013	BALACHANDRAN N	h com
16	912022104014	BHOOMIKA M	Bla Sha M
17	912022104015	BHUVANESHWARI R	Bhoomica.M.
18	912022104016	DEEPIKA B	1 Shin reshmir
19	912022104017	DURGA DEVI M	Die
	912022104018	ENIYAN I	J. Elhyan
20	-	INDHIRA VARSHINI	
21	912022104019	K	la . Indune Vandini.
22	912022104020	JAYAPAL S	C. Tarraspel.
23	912022104021	KANMANI S	C. Commen
24	912022104022	KARTHICK M	Dar Harde as
25	912022104023	KATHIRAVAN V	Karthick.M.
26	912022104024	KAVIYA D	the same of the sa
	912022104025	KRISHNA PRASATH	tanya 1.).
27	912022104023	K	Lei Shua PARRADA M.E., Ph.D.
28	912022104026	MADHAN K	O-Madleup NDIAN SARASWATHIYAD

ENGINEERING COLLEGE Arasanoor, Thirumansalai P.O-630 56 Sivagangai Dist, Tamil Nadu

29	912022104027	MANEESWARAN G	Mameriaran.
30	912022104028	MOHAMED FAISAL A	A. Mamed forsil
31	912022104029	MURUGESAN K	La Mungeson.
32	912022104030	NAVANEETHA KRISHNAN P	Paparameette Curriner
33	912022104031	NITHYA SRI A	A Willigani.
34	912022104032	PANDI SELVAM K	Randiselnemk
35	912022104033	PAVITHRAN A	A. Parathore
36	912022104034	PRABHA M	M. Prakhn
37	912022104035	PRADEEN K	K. Pradoon
38	912022104036	PRIYADHARSHINI J	J. Pritachermi.
39	912022104037	PRIYADHARSHINI T	t. Puigle.
40	912022104038	PRIYANGA K	12 - Quignica
41	912022104039	RAJALAKSHMI K	6. Rander en
42	912022104040	RAJARAM S	C Rayanam
43	912022104041	RAKCHIKA K	& . Rakelika
44	912022104042	RATHINA KUMAR K	K. Ratte
45	912022104043	SAKTHI ASHOK D	& Saltufiliok
46	912022104044	SAKTHIVEL B	Rab Hingo
47	912022104045	SANJAI S	Con Chadis &
48	912022104046	SARAVANAN M	1M Son
49	912022104047	SHARMILA V	V. bigrula.
50	912022104048	SHIVANI A	A. Shivani

Course Coordinator

P. L. MY
HOD

### STUDENTS ATTENDANCE

### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE, ARASANOOR 630561 DEPARTMENT OF SCIENCE AND HUMANITIES

### Academic Year 2022-2023

### Student attendance Sheet

Period of course

07.01.23-11.01.23

### Duration of Course: 35 hours SHECS22-TO DEVELOP COMMUNICATION SKILLS

Attendance Sheet			Day 1	Day 2	Day 3	Day 4	Day 5
Sl. No	Register Number	Student Name	09.00 am - 05.15 pm	09.00 am - 05.15 pm	09.00 am - 05.15 pm	09.00 am - 05.15 pm	09.00 am - 05.15 pm
1	912022103004	REENA C	C.Reena	Cheena	C-Aconer	Cheener	Cheene
2	912022103005	SANJAY V	"AB	AD	AIB	AB.	AB
3	912022103006	SATHISH S	& Sathern	S Suthish	Sathers	Salkers	s-sulvit
4	912022104001	ABINESHWARAN A	·AB	AB	AB	AB	AB
5	912022104002	ABIRUBA B	AbPeuba B	Abiruba·B	Abiruba B	Abiruba. B	Abirubis
6	912022104003	ABISHEK S Y	84.0h	S. Y. DC	8.4. R	s.y.pi	8.4.Ph
7	912022104005	AJITH KUMAR M	AB	AR	AB	ADS -	AB
8	912022104006	ANBARASI P	D. Anhai	P. Anli	P. Anhi	P. Anti	D. Anti
9	912022104007	ANIL KUMAR N	finil	Sant	Seul.	fuil.	Ans
10	912022104008	ANITHA C	AVB	AB	AB "	AN	AB
11	912022104009	ARAVINDH R	·AB	AB	AB	AB	AB
12	912022104010	ARIKARAN M	AREKadan	Di Karen	Nikadam	tryparoum	Devouary
13	912022104011	ARIVUKKARASU K	Ariva	Anim	Ann	Asiva	Aniva
14	912022104012	ARUN KUMAR M	Arun	Agun	Asun	Asun	Arm
15	912022104013	BALACHANDRAN N	AB	AB	AB	AB	AN
16	912022104014	BHOOMIKA M	Boonekar	Boomilar	Boomika m	Boomika.W	Boomiva
17	912022104015	BHUVANESHWARI R	AB	AB	AB	AB	AB
18	912022104016	DEEPIKA B	Deepite	Dergine	Deeple	Deepika	Deopik
19	912022104017	DURGA DEVI M	Day (	Dugo	Dogo	Dugo	Jonny
20	912022104018	ENIYAN I	Snight	Snigt	Sning of	grily \$	znujen J.
21	912022104019	INDHIRA VARSHINI K	iAM	Aus	AB	AD	AN
22	912022104020	JAYAPAL S	Flayapa S	Toyap.	Tayand &	Jayana S	Jay apal.
23	912022104021	KANMANI S	Skann	Skum	Shain	Stainer	Skaun
24	912022104022	KARTHICK M	Karthor	Knother	Kanthock	Karthock	Ranthe
25	912022104023	KATHIRAVAN V	An	AB	AB	An	AB
26	912022104024	KAVIYA D	D. Kavitya	Defaviga	D-haviga	D. Kautya	D kaviya

27	912022104025	KRISHNA PRASATH K	Krohne	fragath of ragath	Lishua Meleth	Knishner	Roising
28	912022104026	MADHAN K	IATS	AN	AN	Ans	AB
29	912022104027	MANEESWARAN G	Maneesh	Many	Maneeth	Maneesh	Manera
30	912022104028	MOHAMED FAISAL A	ANS	ANS	ANS	ANS	AB
31	912022104029	MURUGESAN K	MW.	man.	mer.	min	warn.
32	912022104030	NAVANEETHA KRISHNAN P	AB	AB	AB	AB	AB
33	912022104031	NITHYA SRI A	AB	AB	AB	AB	AB
34	912022104032	PANDI SELVAM K	Panel	Parchi	Panch	Pendl	Payoli
35	912022104033	PAVITHRAN A	Davither	Davith	Daviden	Powola	Partte
36	912022104034	PRABHA M	. AB	AR	AB	ANS	AB
37	912022104035	PRADEEN K	Dradeen	pradeer	pradeen	praden	pradeen
38	912022104036	PRIYADHARSHINI J	AB	AB	AB	AB	AB
39	912022104037	PRIYADHARSHINI T	brigas.	P670.	Do yes	proper	Decho.
40	912022104038	PRIYANGA K	K. Phiyargo	Kpalyang	e Impulyarga	re Priganga	10 Payange
41	912022104039	RAJALAKSHMI K	AB	AB	AN	AB	AB
42	912022104040	RAJARAM S	Raja.	Paga	Raje	Paja	Raja
43	912022104041	RAKCHIKA K	Robert !	catchia	Pakchite	Pakehiba b	Rakchika
44	912022104042	RATHINA KUMAR K	· AB	Ans	AB	Ans	AB
45	912022104043	SAKTHI ASHOK D	IAB	AB	AB	Ans	An
46	912022104044	SAKTHIVEL B	88 C	B&IC:	BOSSE.	785	Bosatt.
47	912022104045	SANJAI S	AB	ANS	Aus	AB	AB
48	912022104046	SARAVANAN M	Spravana	Saran	Janon	Saravan	Sanava
49	912022104047	SHARMILA V	(APS	AB	An	AB	AB
50	912022104048	SHIVANI A	Sheranis	ShwanA	ShivamiA	Shirun A	2 grand A

Tea Break

: FN- 11:00 am to 11:15am & AN-03:00 pm to 03:15 pm

Lunch

: 12:15 pm to 01:00pm

Course Coordinator

HOD

Principal

### MODEL CERTIFICATES

### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

Approved by AICTE & Affiated to Anna University, Chennai. Arasanoor, Thirumansolai Post, Sivagangai – Madurai Highway, Tamilnadu – 630 561

Value added course on

To Develop Communication Skills
Organized by

**DEPARTMENT OF SCIENCE AND HUMANITIES** 

### CERTIFICATE

MS.P.JERLIN BELSIYA

14.41

3-15-11

HOD

Dr. R. RAJA M.E., Ph.D.,
PRINCIPAL
PANDIAN SARASWATHI YADAV
ENGINEERING COLLEGE
Arasanoor, Thirumanselai P.O-630 56
Sivagangai Dist, Tamil Nadu

DR.R.RAJA
PRINICIPAL



### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

Approved by AICTE & Affiated to Anna University, Chennai.

Arasanoor, Thirumansolai Post, Sivagangai – Madurai Highway, Tamilnadu – 630 561

### Value added course on

To Develop Communication Skills
Organized by

### **DEPARTMENT OF SCIENCE AND HUMANITIES**

### CERTIFICATE

This is to Certify that MIDHOLD TO LET from First year Students has participated in the value-added course on To Develop Communication Skills organized by the Department of Science and Humanities from 07.01.2023 to 11.01.2023 (35 Hours) at Pandian Saraswathi Yadav Engineering College, Sivagangai.

MS.P.JERLIN BELSIYA HOD

Dr. R. RAJA M.E., Ph.D.,
PRINCIPAL
PANDIAN SARASWATHI YADAV
ENGINEERING COLLEGE
Arasanoor, Thirumansolai P.O-630 66
Sivagangai Dist, Tamil Nadu

DR.R.RAJA PRINICIPAL



### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

Approved by AICTE & Affiated to Anna University, Chennai.

<u>Arasanoor, Thirumansolai Post, Sivagangai</u> – Madurai Highway, Tamilnadu - 630 561

Value added course on

To Develop Communication Skills

Organized by

**DEPARTMENT OF SCIENCE AND HUMANITIES** 

### CERTIFICATE

This is to Certify that <u>JAXAPPLES - J. CSE</u> from First year Students has participated in the value-added course on To Develop Communication Skills organized by the Department of Science and Humanities from 07.01.2023 to 11.01.2023 (35 Hours) at Pandian Saraswathi Yadav Engineering College, Sivagangai.

MS.P.JERLIN BELSIYA

HOD

Dr. R. RAJA ME, Ph.D.,
PRINCIPAL
PANDIAN SARASWATHI YADAV
ENGINEERING COLLEGE
Arasanoor, Thirumansélai P.O-630 56
Sivagangai Dist, Tamil Nadu

DR.R.RAJA PRINICIPAL



### ASSESSMENT PROCEDURE

### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE, ARASANOOR DEPARTMENT OF SCIENCE AND HUMANITIES

### Academic Year 2022-2023 NOC23-CS52 - TO DEVELOP COMMUNICATION SKILLS

### Assessment Questions with Answer

- 1. What is the process of exchanging information and meaning between individuals or groups called?
- a) Communication
- b) Negotiation
- c) Persuasion
- d) Presentation

### **Answer: a) Communication**

- 2. Which of the following is an example of nonverbal communication?
- a) Speaking
- b) Writing
- c) Using hand gestures
- d) Sending an email

### Answer: c) Using hand gestures

- 3. What does active listening involve?
- a) Interrupting the speaker
- b) Focusing on your response
- c) Avoiding eye contact
- d) Paying attention and understanding the speaker

### Answer: d) Paying attention and understanding the speaker

- 4. Which of the following is an example of written communication?
- a) Having a conversation
- b) Sending a text message
- c) Making a phone call
- d) Attending a meeting

### Answer: b) Sending a text message

- 5. What is empathy?
- a) Understanding and sharing the feelings of others
- b) Convincing others to agree with your viewpoint
- c) Interrupting others while they are speaking
- d) Ignoring the emotions of others

### Answer: a) Understanding and sharing the feelings of others

- 6. What are interpersonal skills?
- a) Skills used in written communication
- b) Skills used in nonverbal communication
- c) Skills used in one-on-one interactions
- d) Skills used in public speaking

### Answer: c) Skills used in one-on-one interactions

- 7. What is an essential element of effective public speaking?
- a) Speaking as fast as possible
- b) Using complex vocabulary
- c) Maintaining eye contact with the audience
- d) Avoiding visual aids

### Answer: c) Maintaining eye contact with the audience

- 8. What does emotional intelligence involve?
- a) Ignoring the emotions of others
- b) Recognizing and managing one's own emotions
- c) Focusing solely on logical reasoning
- d) Avoiding personal connections with others

### Answer: b) Recognizing and managing one's own emotions

- 9. What is the purpose of feedback in communication?
- a) To criticize and belittle others
- b) To express personal opinions
- c) To evaluate and improve communication
- d) To dominate the conversation

### Answer: c) To evaluate and improve communication

- 10. Why is cultural awareness important in communication?
- a) To impose one's cultural values on others
- b) To avoid any communication with people from different cultures
- c) To understand and respect cultural differences
- d) To promote misunderstandings and conflicts

### Answer: c) To understand and respect cultural differences

- 11. Which communication skill involves using appropriate vocabulary and tone?
- a) Verbal communication
- b) Nonverbal communication
- c) Listening skills
- d) Written communication

### Answer: a) Verbal communication

- 12. What is the ability to understand and share the perspective of others called?
- a) Empathy
- b) Assertiveness
- c) Negotiation
- d) Emotional intelligence

### Answer: a) Empathy

- 13. Which of the following is an example of a nonverbal communication cue?
- a) Speaking clearly
- b) Using appropriate grammar
- c) Nodding your head in agreement
- d) Writing an email

### Answer: c) Nodding your head in agreement

- 14. What does it mean to be an active listener?
- a) Focusing on your response
- b) Interrupting the speaker frequently
- c) Asking questions and providing feedback
- d) Avoiding eye contact

### Answer: c) Asking questions and providing feedback

- 15. Which communication skill involves expressing ideas effectively through writing?
- a) Verbal communication
- b) Nonverbal communication
- c) Listening skills
- d) Written communication

**Answer: d) Written communication** 

### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE, ARASANOOR

### DEPARTMENT OF SCIENCE AND HUMANITIES

### Academic Year 2022-2023

### NOC23-CS52 - TO DEVELOP COMMUNICATION SKILLS

### Assessment Test Paper

Name of the student

912022104006

**Register Number** 

: ANBARASI, P

- 1. What is the process of exchanging information and meaning between individuals or groups called?
- a) Communication
- b) Negotiation
- c) Persuasion
- d) Presentation
- 2. Which of the following is an example of nonverbal communication?
- a) Speaking
- b) Writing
- c) Using hand gestures
- d) Sending an email
- 3. What does active listening involve?
- a) Interrupting the speaker
- b) Focusing on your response
- c) Avoiding eye contact
- A) Paying attention and understanding the speaker
  - 4. Which of the following is an example of written communication?
  - a) Having a conversation
- b) Sending a text message
  - c) Making a phone call
  - d) Attending a meeting
  - 5. What is empathy?
- a) Understanding and sharing the feelings of others
  - b) Convincing others to agree with your viewpoint
  - c) Interrupting others while they are speaking
  - d) Ignoring the emotions of others

- 6. What are interpersonal skills?
- a) Skills used in written communication
- b) Skills used in nonverbal communication
- e) Skills used in one-on-one interactions
- d) Skills used in public speaking
- 7. What is an essential element of effective public speaking?
- a) Speaking as fast as possible
- b) Using complex vocabulary
- Maintaining eye contact with the audience
- d) Avoiding visual aids
- 8. What does emotional intelligence involve?
- a) Ignoring the emotions of others
- b) Recognizing and managing one's own emotions
- c) Focusing solely on logical reasoning
- d) Avoiding personal connections with others
- 9. What is the purpose of feedback in communication?
- a) To criticize and belittle others
- b) To express personal opinions
- (c) To evaluate and improve communication
- d) To dominate the conversation
- 10. Why is cultural awareness important in communication?
- a) To impose one's cultural values on others
- b) To avoid any communication with people from different cultures
- To understand and respect cultural differences
- d) To promote misunderstandings and conflicts
- 11. Which communication skill involves using appropriate vocabulary and tone?
- a) Verbal communication
  - b) Nonverbal communication
  - c) Listening skills
  - d) Written communication
- 12. What is the ability to understand and share the perspective of others called?
- a)/Empathy
- b) Assertiveness
- c) Negotiation
- d) Emotional intelligence

- 13. Which of the following is an example of a nonverbal communication cue?
- a) Speaking clearly
- b) Using appropriate grammar
- Nodding your head in agreement
- d) Writing an email
- 14. What does it mean to be an active listener?
- a) Focusing on your response
- b) Interrupting the speaker frequently
- Asking questions and providing feedback
  - d) Avoiding eye contact
  - 15. Which communication skill involves expressing ideas effectively through writing?
  - a) Verbal communication
  - b) Nonverbal communication
  - c) Listening skills
- d) Written communication

### PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE, ARASANOOR 630561 DEPARTMENT OF SCIENCE AND HUMANITIES

**Duration of Course: 35 hours** 

### Academic Year 2022-2023

### **Student Performance Sheet**

**Period of course** 07.01.23-11.01.23

SHECS22-TO DEVELOP COMMUNICATION SKILLS

Register Number	Student Name	Assessment Marks
912022103004	REENA C	96
912022103006	SATHISH S	97
912022104002	ABIRUBA B	98
912022104003	ABISHEK S Y	99
912022104006	ANBARASI P	(00)
912022104007	ANIL KUMAR N	86
912022104010	ARIKARAN M	רק
912022104011	ARIVUKKARASU K	Pr.
912022104012	ARUN KUMAR M	96
912022104014	BHOOMIKA M	07
912022104016	DEEPIKA B	0(9
912022104017	DURGA DEVI M	
912022104018	ENIYAN I	92
912022104020	JAYAPAL S	91.
912022104021	KANMANI S	19
912022104022	KARTHICK M	96
912022104024	KAVIYA D	07
912022104025	KRISHNA PRASATH K	96
912022104027	MANEESWARAN G	9
912022104029	MURUGESAN K	99
912022104032	PANDI SELVAM K	100
912022104033	PAVITHRAN A	100
912022104035	PRADEEN K	98
912022104037	PRIYADHARSHINI T	94
912022104038	PRIYANGA K	98
912022104040	RAJARAM S	86
912022104041	RAKCHIKA K	27
912022104044	SAKTHIVEL B	96
912022104046	SARAVANAN M	06
912022104048	SHIVANI A	96
	912022103004 912022103006 912022104002 912022104003 912022104006 912022104010 912022104011 912022104012 912022104014 912022104016 912022104017 912022104018 912022104020 912022104021 912022104022 912022104022 912022104024 912022104025 912022104027 912022104029 912022104033 912022104033 912022104035 912022104038 912022104040 912022104040 912022104040	912022103004         REENA C           912022103006         SATHISH S           912022104002         ABIRUBA B           912022104003         ABISHEK S Y           912022104006         ANBARASI P           912022104007         ANIL KUMAR N           912022104010         ARIKARAN M           912022104011         ARUN KUMAR M           912022104012         ARUN KUMAR M           912022104014         BHOOMIKA M           912022104016         DEEPIKA B           912022104017         DURGA DEVI M           912022104018         ENIYAN I           912022104020         JAYAPAL S           912022104021         KANMANI S           912022104022         KARTHICK M           912022104023         KRISHNA PRASATH K           912022104025         KRISHNA PRASATH K           912022104029         MURUGESAN K           912022104031         PANDI SELVAM K           912022104033         PAVITHRAN A           912022104035         PRADEEN K           912022104036         PRIYANGA K           912022104040         RAJARAM S           912022104041         RAKCHIKA K           912022104044         SAKTHIVEL B           912

Course Coordinator

HOD

Principal