

**Assignment Manual for**

**Professional Communication and**

**Ethics**

**(03000051)**

**B. E. Semester 3 (All branches)**

**Institute logo**



**Directorate of Technical Education, Gandhinagar,**

**Gujarat**

**Professional Communication and Ethics  
(03000051)**

**Assignment Manual is prepared by**

**Dr. Bhaveshkumar B. Rana**

**(Assistant Professor in English)**

**Dr. S. & S. S. Gandhi Govt. Engg. College,  
Surat**

**&**

**Prof. Dhairyavi K. Anjaria**

**Assistant Professor in English**

**Lukhdhirji Engineering College, Morbi**

**Branch Coordinator**

**Dr. Himanshu Srivastava**

**Assistant Professor in English**

**Government Engineering College, Bhavnagar**

**Committee Chairman**

**Dr. N M Bhatt**

**Professor of Mechanical Engineering**

**L. E. College, Morbi**

**College Name:** \_\_\_\_\_

## **Certificate**

This is to certify that Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ Enrollment No. \_\_\_\_\_ of B. E. Semester \_\_\_\_\_ of  
\_\_\_\_\_ Engineering of this Institute (GTU Code: ) has satisfactorily  
completed the assignments for the subject **Professional Communication and  
Ethics (BE03000051)** for the academic year \_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Name and Sign of Faculty member**

**Head of the Department**

## **Preface**

Main motto of any assignment work is for enhancing required skills as well as creating ability amongst students to solve real time problems by developing relevant competencies in the cognitive domain. By keeping in view, GTU has designed competency focused outcome-based curriculum for engineering degree programs where sufficient weightage is given to both theory as well as practical work. It shows the importance of enhancement of skills amongst the students and it pays attention to utilize every second of time allotted for learning amongst students, instructors and faculty members. It is essential for effective implementation of competency focused outcome-based curriculum that every assignment is keenly designed to serve as a tool to develop and enhance relevant competency required by the various industries among every student. Accordingly, this assignment manual is designed to focus on the industry-defined relevant outcomes, rather than old practice of conducting practical and solving questions to prove concepts and theory.

The curriculum of PCE is specifically designed for budding engineers for their successful survival and progress in the field. One excels with flying colors when along with technical knowledge one has honed effective communication skills. Assignment manual will help students in refining their communication skills' knowledge.

Utmost care has been taken while preparing this assignment manual however there are chances of improvement. Therefore, we welcome constructive suggestions for improvement and removal of errors if any.

**Course Outcome matrix****Course Outcomes (COs):**

At the end of the course students will be able to:

1. Understand and apply the fundamentals of professional communication and relate it to real life situations.
2. Compose essential formal documents in appropriate formats for various professional situations.
3. Demonstrate communication skills in presentations, public speaking and contribute effectively in group communication.
4. Practice professional manners and etiquette and imbibe people skills for professional communication.
5. Understand professional ethics and ethical dilemmas to devise solutions.

Sr. No.	Assignments	CO1	CO2	CO3	CO4	CO5
1.	Professional Communication	√				
2.	Professional Documentation		√			
3.	Advance Public Speaking Skills			√		
4.	Professional Etiquettes: Essential Guidelines (Requirements Do's and Don'ts)				√	
5.	People Skills for Professional Communication				√	
6.	Professional Ethics					√

**Index**  
**(Progressive Assessment Sheet)**

Sr. No.	List of Assignments	Page No.	Date Of assignment	Date Of submission	Assessment Marks	Sign. of Teacher with date	Remarks
1.	Professional Communication						
2.	Professional Documentation						
3.	Advance Public Speaking Skills						
4.	Professional Etiquettes: Essential Guidelines (Requirements Do's and Don'ts)						
5.	People Skills for Professional Communication						
6.	Professional Ethics						
<b>Total</b>							

# **Assignment1**

## **Professional Communication (CO1) [5marks]**

1. Compare and discuss the various models of Communication keeping in view their salient features.
2. Define the following types of Nonverbal Communication in brief:  

(Also generate relevant images by using an AI tool for the same and paste in your answers)

Kinesics, Proxemics, Paralinguistic, features, Chronemics, Haptics, Olfactics, Oculesics.
3. Which factors are responsible for breakdown in any communication process?
4. Write an appropriate prompt in any AI tool to generate the communication process chart / figure with all its elements along with noise in communication.

## **Assignment2**

### **Professional Documentation (CO2) [5 marks]**

1. You have attended a meeting for planning the upcoming International Day of Yoga. Prepare elaborated minutes of meeting in an appropriate format.
2. Write a technical description for any gadget that you are using in your day today life.
3. Use any AI tool to generate the project proposal that you want to submit to your concerned subject teacher.
4. Write a letter with all the details to the Sales Manager of Infinity Info. Pvt. Ltd., Multiplex Road, Rajkot complaining him / her about the wrong product delivered to you instead of 100 Jumbo Galaxy Mobiles that you have ordered. You are Chinmay Gupta staying at Adarsh Bungalows, Near Penta Hills, Vadodara, Gujarat.
5. Send an email from your email id to your friend regarding the positive experiences that you have gained in your college. (Get a print of the mail and attach in the assignment file.)

## **Assignment3**

### **Advanced Public Speaking Skills (CO3)[5marks]**

1. Draft a speech on the current topic of your choice. Prepare a video of about a minute keeping in mind Pronunciation, Body language, Expressions etc. Save in your Google drive.
  - Write your speech as an answer
  - Also submit your video link so that your teacher can watch the video and can give you feedback
2. What kind of preparation will you make (a) before personal interview and (b) during personal interview?
3. Which features of personality are evaluated through Group Discussion (GD) as a part of Interview process?
4. Explain the following types of delivery techniques with example.  
Extemporaneous, Memorization, Impromptu, Manuscript

## **Assignment 4**

### **Professional Etiquettes: Essential Guidelines (CO4) [5 marks]**

1. Differentiate between social manners, morals, and etiquette, and how do they contribute to professional behavior?
2. List three dos and three don'ts one should follow during small talk in a professional setting.
3. Elaborate the importance of workplace etiquette and what are the two examples of unprofessional behavior to avoid?
4. Suggest the ways to manage mobile phone usage by professionals during meetings and interactions in the workplace.
5. List the key considerations for hosting a foreign counterpart to ensure culturally sensitive and respectful interaction.

## **Assignment 5**

### **People Skills for Professional Communication (CO4) [5 marks]**

1. Evaluate how time management affects stress management.
2. Formulate the relation between the ability to say no with respecting privacy.
3. Differentiate between critical and creative thinking.
4. Illustrate how emotional quotient affects the emotional balance of a person.
5. Demonstrate how SWOT analysis helps in team building.

## **Assignment 6**

### **Professional Ethics (CO5) [5marks]**

1. Discuss the concept of ethics, and how does it differ from personal beliefs or laws?
2. Illustrate the importance of ethics in both personal life and professional practice.
3. Explain fundamental principles of ethics that guide professional behavior.
4. Point out the meaning of engineering ethics, and how does it influence decision-making in the engineering field?
5. Explain the concept of Corporate Social Responsibility (CSR), and how does it reflect an organization's ethical commitment to society?

**Final weightage:  $(5+5+5+5)/2=10$ Marks**

**(Any 4 to be assigned to the students, preferably from the COs those were not covered in Mid Term exam.)**

## References/Suggested Learning Resources:

### (a) Books:

1. Ramesh and Ramesh, *The Ace of Soft Skills*, Pearson, 2019
2. Raman M. and Sharma S., *Technical Communication: Principles and Practice*, OUP, New Delhi, 2017
3. Lata P. and Kumar S., *Communication Skills*, OUP, New Delhi, 2018
4. Dan O' Hair, Rubenstein Hannah and Stewart Robert, *A Pocket guide to Public Speaking*, 5<sup>th</sup> Edition, Bedford/st.Martins, 2015
5. Mitra B., *Personality Development and Soft Skills*, 1<sup>st</sup> Edition, OUP, 2011,
6. Fraleigh D. and Joseph T. *Speak Up!: An Illustrated Guide to Public Speaking*, 5<sup>th</sup> Edition, Bedford/st.Martins, 2019
7. Pillai S. and Fernandez A., *Soft Skills and Employability Skills*, Cambridge University Press, 2017
8. Shinde, *Life Skills and Personality Development*, Cambridge University Press, 2022
9. Alex K., *Soft Skills – Know Yourself and Know the World*, 3<sup>rd</sup> Edition, S. Chand, 2014
10. Seebauer Edmund G. and Barry Robert L., *Fundamentals of Ethics for Scientists and Engineers*, Oxford University Press, 2008
11. Harkut Dinesh G. and Bamnote Gajendra R., *Professional Ethics for Engineers*, Notion Press, 2023

### (b) Open source software and website:

1. <https://www.scu.edu/ethics/focus-areas/more-focus-areas/engineering-ethics/engineering-ethicscases/>