

**S. Y. B. A.: (CBCS 2018 Course) Semester – III**

Skill Enhancement Course

**SEC31: Communication Skills in English**

**Course Outcomes:**

At the end of this course, a student shall be able to:

- develop a comprehensive understanding of the theoretical and practical aspects of communication
- develop both basic and advanced skills in Reading, Listening, Speaking, Writing
- demonstrate through their speech and writing, appropriate communication
- communicate at different levels of social and receptive domains
- communicate effectively and appropriately in real-life situation

**Course Contents:**

**30 Lectures**

**Unit 1: Essentials of communication:**

Fundamentals of communication; Purpose of Communication; Process of Communication; Barriers to Communication and Measures to overcome the barriers.

**Unit 2: Developing English language Skills:**

Essentials of Grammar; Grammar and Usage; Common Errors; Jumbled sentences; Indianisms; Building Advanced Vocabulary.

**Unit 3: Listening Skills:**

Developing Effective Listening Skills; Listening Process; Purpose of Listening; Common Barriers to the Listening Process; Measures to Improve Listening.

**Unit 4: Speaking Skills:**

Non-verbal communication; Group Discussion; Job Interviews; Public Speaking; Conversations; Dialogues and Debates; The Art of Negotiation.

**Unit 5: Reading Skills:**

The Art of Effective Reading; Reading Comprehension; Purpose of Reading; Types of Reading; Techniques for Effective Reading.

**Unit 6: Writing Skills:**

The Art of Condensation; Paragraph Writing; Essay Writing; Business Letters and Résumés; Business Reports; Email and Blog Writing; Movie and Book Review.

**Reference Book:**

Kumar, Sanjay and Pushp Lata. (2015). *Communication Skills*. Second edition. OUP.

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