

**Semester - 1**  
**Course Code: 101**  
**Course Title: COMMUNICATION SKILLS**

<b>Course Code</b>	101
<b>Course Title</b>	Communication Skills [Title of the course will be the one selected by the student from courses offered by college/institute out of the course basket offered by the University under the Ability Enhancement courses (AEC) basket.]
<b>Credits</b>	2
<b>Course Category</b>	Ability Enhancement Course (AEC-01) [Modern Indian Language (MIL) & English language focused on language and communication skills.]
<b>Level of Course</b>	100-199 ( Foundation / Introductory )
<b>Teaching per Week</b>	2 Hrs
<b>Minimum weeks per Semester</b>	15 (Including class work, examination, preparation etc.)
<b>Review / Revision</b>	2022-2023
<b>Implementation Year:</b>	A.Y. 2023-2024
<b>Purpose of Course</b>	Effective communication is vital for the success in various situations. This course will help students develop and improve English Communication skills. To be offered to students to achieve competency in a Modern Indian Language and English Language focused on language and communication skills. The course will be selected by the institute from basket of courses under category AEC (Ability Enhancement Course) offered by the university. [Modern Indian Language (MIL) & English language focused on language and communication skills.]
<b>Course Objective</b>	The course aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills that help students articulate their arguments and present their thinking clearly and coherently and recognize the importance of language as a mediator of knowledge and identity. They would also enable students to acquaint themselves with the cultural and intellectual heritage of the chosen MIL and English language, as well as to provide a reflective understanding of the structure and complexity of the language/literature related to both the MIL and English language. The courses will also emphasize the development and enhancement of skills such as communication, and the ability to participate/conduct discussion and debate.
<b>Pre-requisite</b>	Knowledge of English at H.Sc.(12 <sup>th</sup> ) Level
<b>Course Outcomes</b>	CO1 : To make students understand the importance of effective communication skills in personal and professional life. CO2 : student's will be able to enhance their ability in reading ,writing ,listening and speaking as per the demand of corporate world. CO3 : To develop students individual as well as team work efficiency CO4; To enhance the inquisitiveness in students for updating knowledge to solve problems, and lead to build a successful professional career. CO5; Students will be able to understand the importance of digital communication.

<b>Mapping between Course Outcomes(CO) with Program Specific Outcomes(PSO)</b>	<table border="1"> <thead> <tr> <th></th> <th>PSO 1</th> <th>PSO 2</th> <th>PSO 3</th> <th>PSO 4</th> <th>PSO 5</th> <th>PSO 6</th> <th>PSO 7</th> <th>PSO 8</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C04</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	CO1									CO2									CO3									C04									CO5								
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<b>Course Outcome</b>	After studying the course, students will be able to Implement their skills at their workplace on varied roles such as computeroperator and programmer.																																																						
<b>Course Content</b>	<p><b>Unit : 1 : Fundamentals of Communication</b></p> <ol style="list-style-type: none"> <li>1.1 Definition and Meaning, Overview</li> <li>1.2 Process of Communication</li> <li>1.3 Features and Process of Professional communication</li> <li>1.4 Role of creative and critical thinking in communication</li> <li>1.5 Different forms of communication</li> <li>1.6 Communication Network in an Organization</li> <li>1.7 Barriers to communication</li> </ol> <p><b>Unit : 2 :Developing Listening skills</b></p> <ol style="list-style-type: none"> <li>2.1 Listening Vs Hearing</li> <li>2.2 Effective Listening</li> <li>2.3 Process of Listening</li> <li>2.4 Types of Listening</li> <li>2.5 Barriers to effective listening</li> </ol> <p><b>Unit : 3 : Speaking Skills</b></p> <ol style="list-style-type: none"> <li>3.1 Non-verbal Communication</li> <li>3.2 Group –discussions- Conducting G.D on giventopics(Oral Practical)</li> <li>3.3 Dynamics of Professional presentation/DraftingPresentation on given topics</li> <li>3.4 Public speaking</li> <li>3.5 Conversations and Dialogue writing</li> </ol> <p><b>Unit : 4 Reading Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Need for Developing Efficient Reading</li> <li>4.2 Benefits of Effective Reading</li> <li>4.3 Basic steps To Effective Reading</li> <li>4.4 Types of Reading</li> <li>4.5 Reading Comprehension</li> </ol> <p><b>Unit : 5 Writing Skills</b></p> <ol style="list-style-type: none"> <li>5.1 Resume writing</li> <li>5.2 The art of Condensation</li> <li>5.3 Business Reports</li> <li>5.4 E-mail writing</li> <li>5.5 Blog Writing.</li> </ol>																																																						
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1.Handbook of practical Communication skills – Chrisle W. JAICO</li> <li>2.Basic Managerial Skills for all – S. J. McGrath - PHI</li> <li>3.Reading to learn – Sheila Smith &amp; Thomas M. Methuen (London)</li> <li>4.Communication conversation Practice _ Tata McGraw Hill</li> <li>5. Communication in English – R. P. Bhatnagar &amp; R. T. Bell – Orient Longman</li> <li>6. Good English – G. H. Vallins – Rups &amp; Co</li> <li>7. Let’s talk English – M. I. Joshi</li> </ol>																																																						

	8. Essentials of Business Communications – Pat & Sons, S. Chand
<b>Teaching Methodology</b>	Class Work, Discussion, Self-Study, Seminars and/or Assignments
<b>Evaluation Method</b>	50% Internal assessment. 50% External assessment.