

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
**NEP –2020 GUIDED**

**SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC)**

**ADVANCED COMMUNICATION SKILLS IN ENGLISH -I & II**

**FOR B.A / B.COM. / B.SC. (REGULAR) SEMESTER I**  
**FOR THE ACADEMIC YEARS 2023-24 TO 2025-26//**

**B.A./ B.COM. /B.SC. SEM 1 : TEXT : *Pathmaker* (OB)**

Course Code						
Course Title	Advanced Communication Skills in English -I					
Credit	2					
Teaching per Week	2 hours					
Minimum weeks per Semester	15(including class work, examination, preparation, holidays etc.)					
Effective From	July 2023					
Purpose of Course	To promote personal, social and professional communications effectively.					
Course Objective	CO1: To hone the employability related communication Skills of the students. CO2: To assist students in becoming well versed , responsible , creative communicators. CO3: To promote theoretical understanding and personal practice of effective and ethical human communication through LSRW method.					
Course Outcomes	After completing the course the students would be able to : CO1: develop knowledge, skills and judgement around human communication that facilitate their ability to work collaboratively with others. CO2: understand and practice different techniques of communications. CO3: would understand the importance of effective communication personally and professionally.					
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4	PSO5
	CO1					
	CO2					
	CO3					

Pre-requisite	Acquaintance with basic grammar and language skills
Course Content	<p><b>TEXTBOOK: <i>Pathmaker</i> (OB)</b></p> <p><b>Unit 1 : Basic Language Skills : Grammar</b></p> <ol style="list-style-type: none"> <li>1. Articles</li> <li>2. Prepositions</li> <li>3. Tenses</li> </ol> <p><b>Unit 2 : Communication and Writing Skills</b></p> <ol style="list-style-type: none"> <li>1. Meeting People, Exchanging Greetings and Taking Leave</li> <li>2. Introducing Yourself</li> <li>3. Information Transfer-Table, Bar chart, Pie-Chart</li> </ol> <p><b>Unit 3 : Prose</b></p> <ol style="list-style-type: none"> <li>1. The Homecoming by Rabindranath Tagore</li> <li>2. A Lesson My Father Taught Me by A.P.J. Abdul Kalam</li> </ol>
Reference Books	<ol style="list-style-type: none"> <li>1. <i>Communication Skills</i> by Sanjay Kumar and Pushp Lata (Oxford)</li> <li>2. <i>Communication Skills for Professionals</i> by Nira Konar (PHI)</li> <li>3. <i>Crucial Communication Skills for Everyday</i> by Gerard Shaw (Communication Excellence)</li> <li>4. <i>Spoken English Part I &amp; II</i> by Kamlesh Sadanand &amp; Susheela Punitha (OB)</li> </ol>
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity , Self- Assessment etc.
Evaluation Method	This course has 02 credits during the semester. The internal evaluation will be out of 25 marks, based on Unit Test marks, class and home assignments and attendance marks; while the external evaluation will be out of 25 marks at the university examination.

  
 DR.G.K.NANDA