

VEER NARMAD SOUTH GUJARAT UNIVERSITY
NEP – 2020 GUIDED

SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC)

ADVANCED COMMUNICATION SKILLS IN ENGLISH -II

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

B.A./ B.COM. /B.SC. SEM 2 : TEXT : *Pathmaker* (OB)

Course Code..						
Course Title	Advanced Communication Skills in English -II					
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	TEXTBOOK: <i>Pathmaker</i> (OB) Unit 1: Basic Language Skills : Grammar & Vocabulary 1. Question Tags 2. Synonyms and Antonyms 3. Prefixes, Suffixes, Zero suffixes and Infix Unit 2: Communication and Writing Skills 1. Making Requests and Responding to requests 2. Thanking someone and responding to thanks 3. Developing a thought 4. Information Transfer (Line Graph, Tree Diagrams) Unit 3: Prose 1. On the Rule of the Road- A.G. Gardiner 2. The Thief- Ruskin Bond
Reference Books	1. <i>Communication Skills</i> by Sanjay Kumar and Pushp Lata (Oxford) 2. <i>Communication Skills for Professionals</i> by Nira Konar (PHI) 3. <i>Crucial Communication Skills</i> for Everyday by Gerard Shaw (Communication Excellence) 4. <i>Spoken English Part I & II</i> by Kamlesh Sadanand & Susheela Punitha (OB)
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