

VEER NARMAD SOUTH GUJARAT UNIVERSITY

NEP – 2020 GUIDED



SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC) ✓

ADVANCED COMMUNICATION SKILLS IN ENGLISH -III

FOR **B.A** / B.COM. / B.SC./B.SC.COMP.SC. (REGULAR)

SEMESTER III

FOR THE ACADEMIC YEARS **2024-25 TO 2026-27**

Dr. G. K Nanda

B.A./ B.COM. /B.SC./B.SC.COMP.SC. SEM 3 : TEXT : *Communication Skills in English* (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	June 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>TEXTBOOK: <i>Communication Skills in English</i> (OB)</p> <p>Unit 1 : Developing Comprehension Skills in English</p> <p>Reading Skills</p> <ul style="list-style-type: none"> • Passage 1 Leadership Skills • Passage 2 The Responsibilities of Young Citizens • Passage 3 Indra Nooyi : A Corporate Giant • Passage 6 Quality • Passage 7 Why are Beggars Despised • Passage 9 Advertising <p>(Skimming & Scanning ,Note Making, Summary Writing ,Listening Skills may be covered through Home Assignments and Class Assignments)</p> <p>Unit 2 : Speaking Skills in English</p> <ul style="list-style-type: none"> • Public Speaking inEnglish • Conversation Skills • Speaking at an Event <p>(Speaking Competency may be practised through classroom tasks, activities , Role Plays and these activities may be covered under Assignments)</p> <p>Unit 3 : Formal Writing Skills in English</p> <ul style="list-style-type: none"> • Job Applications with Biodata • Email
Reference Books	<ol style="list-style-type: none"> 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.

Distribution of Marks for the University Examination as per NEP SOP

Q 1. One Passage for Comprehension (10/12) (From the Passages prescribed)	10 Marks
Q 2. A. Conversation OR Speaking at an event (1/2)	08 Marks
B. Job application with Bio data OR Email (1/2)	07 Marks

Total 25 Mark

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SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC)
ADVANCED COMMUNICATION SKILLS IN ENGLISH - IV
FOR B.A / B.COM. / B.SC. / B.SC.COMP.SC.(REGULAR)
SEMESTER IV
FOR THE ACADEMIC YEARS 2024-25 TO 2026-27

Dr. G. K. Nanda

B.A./ B.COM. /B.SC. /B.SC.COMP.SC. SEM 4 : TEXT : *Communication Skills in English* (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	June 2024						
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>TEXTBOOK: <i>Communication Skills in English (OB)</i></p> <p>Unit 1: Enhancing Reading Competencies</p> <p>Reading Passages : 1 to 6</p> <p>Unit 2: Advanced Oral Communication Skills</p> <p>Formal Presentations, Group Discussion</p> <p>Unit 3: Advanced Writing Skills</p> <p>Report Writing ,SOP Writing</p> <p>*Personal Essay , Memoir ,Short Speech ,Story Writing, Dialogue Writing ,Group Discussions may be used for Home Assignments and Class Assignments.</p>
Reference Books	<ol style="list-style-type: none"> 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.

Distribution of Marks for the University Examination as per NEP SOP

Q 1. One Passage for Comprehension (10/12) (From the Passages prescribed)	10 Marks
Q 2. A. Presentation OR Group Discussion (1/2)	08 Marks
B. Report Writing OR SOP Writing (1/2)	07 Marks

Total 25 Marks

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