



**SARDAR PATEL UNIVERSITY**  
Vallabh Vidyanagar, Gujarat  
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))  
Syllabus with effect from the Academic Year 2021-2022

**B. A. SEMESTER I (ENGLISH)**  
**SKILL ENHANCEMENT COURSE**  
**FUNCTIONAL ENGLISH**

Course Code	UA01SENG51	Title of the Course	COMMUNICATION SKILLS I
Total Credits of the Course	02	Hours per Week	02
Course Objective:	The paper is designed to enhance the communicative skills of the students. It focuses on some theories and detailed tips to improve usage of language effectively.		

Course Content		
Unit	Description	Weightage* (%)
1.	Basics of Communication: Process, Levels and Visual Aids	25
2.	Barriers to Communication: Introduction, Noise, Classifications of Barriers	25
3.	Active Listening: Reasons for poor listening, Traits of a good listener, Barriers to effective listening, Listening for general content and specific information	25
4.	Effective Speaking: Basic sounds of English, Word stress, Intonation, Achieving confidence, clarity and fluency	25

Teaching-Learning Methodology	Direct Teaching Method, ICT enabled Teaching, Q&A sessions, Problem Solving Activities, Collaborative & Co-operative Learning, Project, Class Seminar.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Semester-end Exam at college level ( <b>50 Marks</b> )	100%



Course Outcomes: Having completed this course, the learner will be able to...

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| 1. | equip with effective communicative strategies.  |
| 2. | build up self esteem and confidence as a genuine language user.   |
| 3. | develop the professional ability to communicate information clearly and effectively in all kinds of environment and contexts. |

Suggested References:

Sr. No.	References
1.	Business Communication: Techniques and Methods by. Om P. Juneja and Aarti Mujumdar, Orient Blackswan
2.	Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, OUP

On-line Resources

<http://nptel.ac.in/course.php>

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