



**B. COM. SEMESTER II**  
**SKILL ENHANCEMENT COURSE**

Course Code	UB02 SECOM 01	Title of the Course	Communication Skills-II
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.
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Course Content		
Unit	Description	Weightage* (%)
1.	Listening to Model Speakers: British English (Native, Non-Native), American English, Indian English	25
2.	Non-verbal Communication: Kinesics, Proxemics, Chronemics	25
3.	Conversations and Dialogues: Conversations, Telephonic conversations and Etiquette, Dialogue writing	25
4.	Formal Presentations: Planning, Outlining and Structuring, Visual Aids in presentations	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. |
| 4. | avail knowledge of different varieties of English language.   |

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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