



Sardar Patel University
B.A (English)
Subject: Communication Skills Part I
CBCS Syllabus effect from June 2018 - 19

Semester - I

Title of the Paper: Communication Skills Part I
Paper Code: UA01SENG22

Total Credit : 03

Description in Detail		
Sr.no	Titles	Weighting
Unit 1.	Basics of Communication: Process, Levels and Visual Aids	25%
Unit 2.	Barriers to Communication: Introduction, Noise, Classifications of Barriers	25%
Unit 3.	Active Listening: Reasons for poor listening, Traits of a good listener, Barriers to effective listening, Listening for general content and specific information	25%
Unit 4.	Effective Speaking: Basic sounds of English, Word stress, Intonation, Achieving confidence, clarity and fluency	25%

Further Reading:

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

Internet Source:

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