



**B. A. SEMESTER II (ENGLISH)**  
**SKILL ENHANCEMENT COURSE**

Course Code	UA02SENG51	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.		

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...



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	
<a href="http://nptel.ac.in/course.php">http://nptel.ac.in/course.php</a>	

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