



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

Course Code	UB1SECOM04	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.
-------------------------------	--





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.

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>

\*\*\*\*\*

