

**SARDAR PATEL UNIVERSITY**  
**Programme & Subject: B.Com (Honours)**  
**(3 Years)**  
**Semester: I**  
**Syllabus with effect from: June - 2015**

<b>Paper Code: UB01FCOH01</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Introductory Language &amp; Communication Skills - I</b>	

Unit	Description in Detail	Weightage (%)
I	<b>Basics of Communication</b> Meaning and Definition of Communication The Process of Communication The Flow of Communication Levels of Communication	25%
II	<b>Listening Ability</b> Hearing and Listening Types of Listening Barriers to Listening Traits of a Good Listener	25%
III	<b>Reading Fluency</b> Reading Techniques Reading Strategies Reading Comprehension (application based questions)	25%
IV	<b>Essentials of English Grammar</b> Tenses Voices Conditionalsand Concord	25%

**Basic Text & Reference Books:-**

- Communication for Business A Practical Approach Shirley Taylor (Pearson Education)
- Communication in Organizations – Dalmar Fisher (Jaico Publishing House)
- Oxford English Grammar
- Modern Commercial Communication - B S Shah Publication, Ahmedabad
- Effective Business Communication – M V Rodriques (Concept Publishing House)

