

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

Paper Code: UB02FCOH01	Total Credit: 3
Title Of Paper: Introductory Language & Communication Skills - II	

Unit	Description in Detail	Weightage (%)
I	Basics of Communication Kinesics Proxemics Chronemics Principles of Effective Communication	25%
II	Speaking Ability Introduction to Phonetics Purposes of Presentation Audience & Locale Analysis Paralinguistics	25%
III	Enriching Language through Literature The Blue Umbrella(a novel) by Ruskin Bond (Short answered questions)	25%
IV	Enriching Language through Literature The Blue Umbrella by Ruskin Bond (Descriptive answers)	25%

Basic Text & Reference Books:-

- Communication for Business A Practical Approach Shirley Taylor (Pearson Education)
- Communication in Organizations – Dalmar Fisher (Jaico Publishing House)
- 50 Ways to Improve Your Presentation Skills in English – Bob Dignen (Orient BlackSwan)
- The Blue Umbrella by Ruskin Bond

