



Degree of Bachelor of Law, LL.B (CBCS)

Semester: II

Subject: Communication & Counselling Skills

Course Code	UL02ELLB52	Title of the Course	Communication & Counselling Skills
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To help the students to acquire good communication skills to meet the challenges of the legal profession.2. To inform the students about the basics of communication.3. To relate the relationship of law and language.4. To make the students habitual to read the legal aspects and to understand basics of law.5. To relate law and literature with practical aspects.6. To familiarize with concept of counselling skills and counselling Process.7. To develop awareness of appropriate communication & counselling strategies.
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Course Content		
Unit	Description	Weightage* (%)
1.	Listening 1.1 Communication Process 1.2 Difference between listening and hearing 1.3 Taking notes from materials recorded on audio and video tapes. 1.4 Listening to and understanding conversation based on familiar situations.	25%
2.	Speaking 2.1 Greeting and formulae of everyday conversation 2.2 Conversation Technique 2.3 Short extempore speech Reading 2.4 The Apple Cart by George Bernard Shaw 2.5 Reading Comprehension 2.6 Types of Reading	25%
3.	Writing 3.1 Tenses, reported speech, concord. 4.6 Vocabulary: Word-formation and affixation, antonyms and synonyms, phrasal verbs	25%





	3.3 Writing a paragraph/ Short essays/ Short notes of about 150 words from a given topic.	
4.	4.1 What is Counselling 4.2 Create Counselling skills 4.3 Create Mind Skills 4.4 Pre-Counselling Contact 4.5 Listening Skills 4.6 Counselling Process	25%
	PSDA (Professional Skill Development Activities) <ul style="list-style-type: none">• Development of Writing Skills• Listening of Audios• Group Discussions, Debates, Extempore• Client Counselling Competition• Interaction with Client Interviewing technique experts• Intra Client Counselling Competition• Expert Session Communication Skills Experts• Practical Project work on Communication & Counselling Subjects	

Teaching-Learning Methodology	<ul style="list-style-type: none">• Lectures• Power Point Presentation• Role-Play• Group Discussion
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%





Course Outcomes: Having completed this course, the learner will be able to

1.	Teach the students four basic skills of language —listening, speaking, reading and writing—more effectively.
2.	Develop confidence in their ability to speak English spontaneously.
3.	Teach basic and advanced proper writing techniques that today's technology demands, including anticipating audience reaction.
4.	Develop students' insight into the structure of English language.
5.	Develop their communication and counselling skills.

Suggested References:

Sr. No.	References
1.	Practical English Grammar, A. J. Thomas & A.V. Martinet
2.	Living English Structure, Standard Allen, Longman
3.	A Comprehensive English Language Course, Chandak Chattarji, Orient Longman
4.	Principles and practice of Business Communication, Phoda A. Doctor & Aspi H. Doctor, A. R. Shetha & co., Bombay
5.	Business Communications, U. S. Rai & M. S. Rai, Himalaya Publishing House Bombay
6.	Essentials of Business Communications, Rajendra Pal & J. S. Korlahalli, Sultan Chand & Sons, New Delhi
7.	A Hand-book of Commercial Correspondence, A. Ashley, O.U.P.
8.	Effective Business Communication, H. Murphy and Peck, Tata McGraw Hill
9.	Secretarial Drafting and Business Correspondence, Jain and Dugger, Orient Longman, Mumbai.
10.	Developing Communication Skills, K. Mohan and M. Banerji, McMillan, Chennai





SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2021-2022

11.	Office Procedure and Drafting, O.P. Verma, Verma Publications, New Delhi.
12.	Practical Counselling & Helping Skills –Richards Nelson-Jones

On-line resources to be used if available as reference material

YouTube Link

