

SARDAR PATEL UNIVERSITY
Programme: Master of Education
Semester: II
Syllabus with effect from: June 2013

Paper Code: PE02FMED01	Total Credits: 3
Title Of Paper: Communication Skills	

Unit	Description in detail	Weightage (%)
1	Writing Skills: Report writing for public Communication, Research & Research related communication Preparing Agenda and Writing minutes for meetings Making notes & Communication in Educational Organizations	34 %
2	Career Skills: Applying for Job Cover Letters Resume and Effective Profiling Interviews and Group Discussion	33 %
3	Soft Skills: Interpersonal skills Problem solving Reflective thinking Negotiation skills	33 %

Basic Text & Reference Books:

- Ganguly, Anand (2009) Group's Discussions and Interviews, New Delhi, Ramesh Publishing House.
- Margaret, McCarthy (2003) Letter Writing Made Easy, Mumbai, Jaico Publishing House.
- Natraj, S & Prabhakar, R (1997) Breaking Barriers, SPU
- Natraj, S. Developing Communication Skills, (2005) Developing Communication Skills, Charutar Vidya Mandal
- Passi, B K and Joshi, Anuradha, (2002) Lessons on Critical Thinking Skills, Print Palace, Agra
- Phil, Lowe (2007) Creativity and Problem Solving, New Delhi. Kogan Page India Pvt.
- Scott, Bill (2004) Skills of Negotiating, Mumbai, Jaico Publishing House.
- Sudarshan, Hasija (1993) Personality, Stress and Problem Solving, New Delhi. Northern Book Centre.
- Thomas, Sybil & Coatwala, Nahida (2012) Reflective Thinking, New Delhi, APH Publishing House

