



## Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of English

Course Type: SEC-I

Course Title: Communication Skills

Course Code: 101ENG1602

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

### Learning Objectives:

- LO 1. To develop communicative competence among the students.
- LO 2. To impart knowledge, ideas and concepts in the technicalities of proper pronunciation, structure, appropriate use and style of the English Language as well as the application areas of English communication.
- LO 3. To facilitate the learners in acquiring listening and speaking competence
- LO 4. To assist the learners in independent language comprehension and production.
- LO 5. To make the students aware of the different communicative functions of English

### Course Outcomes:

After completion of course the student will be able to-

- CO 1. Listen to a text and identify specific and global information.
- CO 2. Read aloud a text with proper stress and intonation.
- CO 3. Enact a dialogue on a specific situation with proper contextual language markers and turn taking.
- CO 4. Speak independently on a given topic.

Unit No.	Title of Unit & Contents	Hrs.
<b>I</b>	<b>Module I:Communication: Theory and Type</b>	<b>10</b>
	1 Meaning of Communication 2 Characteristics of Communication 3 Need of Communication 4 Forms of Communication <b>Unit Outcome:</b> UO 1: Students will be able to understand communication, characteristic and need of communication.	
<b>II</b>	<b>Module II:Remedial Grammar</b>	<b>08</b>
	1. Parts of Speech 2. Use of Tense 3. Direct and Indirect 4. Active and Passive 5. Degrees of Comparison <b>Unit Outcome:</b> UO 1: Students will be able to know about parts of Speech, Tenses and other parts of grammar.	
<b>III</b>	<b>Module III: Applied Phonetics</b>	<b>12</b>
	1. Introduction to linguistics and speech sounds 2. English speech patterns: stress and intonation, intonation and meaning 3. Transcription of Words and Sentences	

Unit No.	Title of Unit & Contents	Hrs.
	<b>Unit Outcome:</b> UO 1: Students will be acquainted with English sounds, speech patterns: stress and intonation, intonation and meaning.	
<b>IV</b>	<b>Module IV: Conversational English</b>	<b>12</b>
	1 Greeting & introducing oneself 2 Regretting and responding to regret 3 Taking leave of others 4 Congratulating & wishing others on various occasions 5 Thanking and responding to thanks 6 Offering and accepting & expressing likes and dislikes <b>Unit Outcome:</b> UO 1: Students will learn conversational skills which is useful for day to day activity.	
<b>V</b>	<b>Module V: Business Communication</b>	<b>12</b>
	1. Business Letters 2. Writing Notice 3. Writing CV 4. Writing Project Proposals 5. Writing Project Report <b>Unit Outcome:</b> UO 1: Students will acquaint with the writing skill and develop the professional writing skill.	

**Note:** Students can choose any 01 module from module no. III, IV & V above

### **Learning Resources:**

1. Communication Skills: Improvement Through Listening Reading Speaking Writing And Conversation: Acharya Seshaiyah Kandamuru, Creative Publication, Satara. 2018.
2. Communicative English I: Dr Anuja Jadhav, Dr Sachin Bhandare, Dr Chandrashekhar Dawane, Macmillan Education India Private Limited Chennai. 2023.
3. Communicative English II: Dr Sachin Bhandare, Dr Chandrashekhar Dawane, Dr Anuja Jadhav, Macmillan Education India Private Limited Chennai. 2023.
4. Effective Communication Skills 1st Edition 2018 by Kul Bhushan Kumar, RS Salaria, Khanna Publishing House, New Delhi. 2018.
5. Interactive Grammar & Writing Skills Book 8: Seth, Sheth Publishing House, Mumbai. 2021.
6. Oxford Modern English Grammar: Bas Aarts, OUP Oxford, New Delhi. 2011.
7. Speaking Effective English!: Your Guide to Acquiring New Confidence In Personal and Professional Communication: John Arthur Watkins, Hugh Lampman, Bettye Zoller, Perters Well publication, Mumbai. 2020.
8. Spoken English Grammar Book for Beginners and Freshers: Mohd Ashraf Ansari, Pharos Books; First Edition, New Delhi. 2022.
9. Practical English Grammar & Composition: S.C. Gupta, Arihant Publisher, New Delhi. 2019.
10. Spoken English: BANSAL, R.K., Orient Blackswan Pvt. Ltd. New Delhi. 2016.