

SE Society's

## SNBP College of Arts Commerce Science & Management Studies

Morwadi-Pimpri, Pune -18

### Certification Course

#### English Communication Skills

##### ✦ Introduction:

The competency and proficiency in English Communication is highly needed in global era. It is important to remember some basic communication guidelines to ensure that to provide all the information needed in an appropriate manner to the receiver to complete the communication. The course will enhance skills help us to speak, listen, write, observe and empathize with others by using verbal and non-verbal communication effectively. This course is going to assist to utter sentences with proper voice modulation which assists to convey message to attain the end determined with correct grammaticality by understanding the use of basic communication skills.

##### ✦ Course Objectives:

- A) To create ability in students to communicate efficiently & effectively.
- B) To expose students in different situations-for communication.
- C) To understand basic grammar of English and pronunciation patterns.

##### ✦ Duration & Credit:

- No. of Hours -35
- No. of Lectures-47
- No. of Credits-2

✦ **Course Delivery Method:** Offline with 40% conceptual and 60% Practical based.

##### ✦ Evaluation & Assessment: 100 Marks

- Evaluation: Internal, Written and Practical evaluation
- Assessment: Written Exam and Practical evaluation.

##### ✦ Evaluation Pattern:

- Internal Evaluation: **20 Marks** for Internal Submission & Test
- Written Exam: **30 Marks** written examination will be conducted.
- Practical Exam: **50 Marks** practical exam will be conducted.



## Syllabus

Chapter No.	Contents	No. of Lectures
1	<p><b>Communication Skills</b></p> <p>a. Introduction &amp; importance of Communication Skills            b. Communication as a Skill            c. Scientific Process of communication            d. Types of Communication            e. Communication for specific purpose</p> <p><b>Exercises-1</b></p>	8
2	<p><b>Basic Skills of Communication</b></p> <p>a. Introduction            b. English as a second or Foreign Language            c. 1. Listening 2. Speaking 3. Reading 4. Writing            a. Introduction            b. English as a second or Foreign Language            c. 1. Listening 2. Speaking 3. Reading 4. Writing            d. Strategies to develop language and communication skills</p> <p><b>Exercises-2</b></p>	8
3	<p><b>Grammar in Communication (Part I)</b></p> <p>a. Introduction &amp; importance</p> <p><b>The basic parts of speech and Usage</b></p> <p>a. Noun b. Verb c. Adjective d. Adverb e. Article f. Pronoun            g. Preposition h. Conjunction i. Interrogation j. Exclamation.</p> <p><b>Auxiliary</b></p> <p>a. Types &amp; usage</p> <p><b>Exercises-3</b></p>	7
4	<p><b>Grammar in Communication (Part II)</b></p> <p><b>Tenses</b></p> <p>a. .Present Tense            b. Past Tense            c. Future Tense</p> <p><b>Sentence Patterns &amp; Vocabulary building</b></p> <p>a. Simple Sentence, Compound Sentence &amp; Complex Sentence            b. Voices &amp; Direct-Indirect Speech            c. Vocabulary Building            d. Use of Dictionary</p> <p><b>Exercises-4</b></p>	16



<b>5</b>	<b>Phonology in oral Communication</b> a. Introduction a. Types of Varieties of English b. Distinctive Features of Englishes c. Pronunciation d. Tone & Intonation e. Punctuation marks	<b>8</b>
	<b>Exercises-5</b>	

<b>List of Activities</b>	
<b>Exercise</b>	<b>Activities based on</b>
1	<b>Communication Skills</b>
2	<b>Basic Skills (LSRW)</b>
3	<b>Grammar in Communication</b>
4	<b>Grammar in Communication</b>
5	<b>Phonology</b>

**References-**

<b>Sr.No</b>	<b>Title of the Book &amp; Author</b>	<b>Publication</b>
1	Business Communication -Asha Kaul	Prentice Hall of India, New Delhi
2	Business Communication -Vasishth Neeru & Rajput Namita	Kitab Mahal, Allahabad
3	Intermediate English Grammar -Raymond Murphy	Cambridge University Press
4	A University Grammar of English- Quirk & Greenbaum	University of London
5	An Introduction to English Language- Kupler & Allen	MacMillan

  
Course  
Coordinator

  
Programme  
Coordinator

  
Principal

