



C. U. SHAH UNIVERSITY, WADHWAN CITY.

Faculty of: Arts & Humanities

Course: Bachelor of Arts (Gujarati)

Semester: II

Subject Code: AEC202-1C

Subject Name: ENGLISH & COMMUNICATION SKILLS-II

Teaching & Evaluation Scheme:-

Sr. No	Category	Subject Code	Subject Name	Teaching hours/ Week			Credit hours	Credit Points	Evaluation Scheme/ Semester								Total
				Th	Tu	Pr			Theory				Tutorial / Practical				
									Continuous and Comprehensive Evaluation		End Semester Exams		Internal Assessment		End Semester Exams		
									Marks	Marks	Marks	Duration	Marks	Duration	Marks	Duration	
5	AEC	AEC202-1C	ENGLISH & COMMUNICATION SKILLS-II	2	-		2	2	15 05 05	Test Assignment Attendance	25	1	--	--	--	--	50

Objectives:

- 1.To improve the communicative ability.
2. To enhance the general conversational skills in different socio-cultural contexts.

Sr. No.	Course Contents	Lectures
1	Resume Building Difference between bio-data, Resume, Curriculum Vitae Sample of bio-data, Resume, Curriculum Vitae Drafting Resume	5
2	Official (Job) Letters Cover Letter/ Job Application Job Acceptance Letter Job Resignation Letter Leave Application	5
3	Interview Skills Procedures Qualities Observed by the Employer Frequently Asked questions Practice Interviews	5
4	Presentation Skills Effective presentation Skills Importance of Body language during presentation Using Aids for presentation Preparing slides	5
5	Degree of Comparison	4
6	Active-Passive	6
	Total	30

Outcomes:

- Provide participants with a thorough overview of the communication process.
- Offer suggestions for improving listening skills. Suggest language for communicating difficult or controversial information.
- Outline steps for crafting clear and courteous email messages.

Arrangement of lectures duration and practical session as per defined credit numbers:

Units	Lecture Duration (In Hrs.)		Calculation of Credits (In Numbers)		Total Lecture Duration	Credit Calculation
	Theory	Practical	Theory	Practical	Theory+ Practical	Theory+ Practical
Unit – 1	5	00	2	0	5	2
Unit – 2	5	00			5	
Unit – 3	5	00			5	
Unit – 4	5	00			5	
Unit – 5	4	00			4	
Unit – 6	6	00			6	
Total	30	00	2	0	30	2

Evaluation:

Theory Marks	Practical Marks	Total Marks
50	00	50

REFERENCE BOOKS:

1. A High School English Grammar, Wrenn & Martin, S. Chand Publications
2. An Intermediate English Grammar, Raymond Murphy, Cambridge University Press
3. Technical Communication : Principles and Practice, Meenaxi Raman and Sangeeta Sharma, Oxford Press
4. Contemporary Indian Short Stories, Series – I & II, Sahitya Akademi, New Delhi
5. Modern Gujarati Poetry: A Selection, translated by Saguna Ramnathan and Rita Kothari, Sahitya Akademi (English Translation), New Delhi.
6. Effusions: An Anthology of English Prose and Poetry, ed. by Marathwada University, Oxford University Press, 1987
7. Expanding the idea: <http://komarajuvenkatavinay.wordpress.com-2009-07-10-how-to-write-doproverb-expansion-orexapnsion-of-an-idea/>

NPTEL COURSE (<https://nptel.ac.in/>): 1. Communication Skills by Dr. T. Ravichandran Course Link: <https://nptel.ac.in/courses/109104030>