



**C.U.SHAH UNIVERSITY**  
**VBt's Institute of Commerce,**  
**Wadhwan city**  
**W.e.f.- June 2017**

**FACULTY OF: - COMMERCE**

**DEPARTMENT OF: - Bachelor of Commerce (B.Com)**

**SEMESTER: - IV**

**CODE: - 4CO04CSE1**

**NAME: – Communication Skills in English II**

**Teaching & Evaluation Scheme:**

Sr. No	Subject Code	Name of the Subject	Teaching Hours / Week				Credits	Evaluation Scheme							
			Th	Tu	Pr	Total		Theory				Practical			Total Marks
								Sessional Exam		University Exam		Internal		University	
								Marks	Hr/s	Marks	Hr/s	Pr / Viva	TW	Pr	
1	4CO04CSE1	Communication skills in English II	3		--	3	3	30	1 <sup>1/2</sup>	70	3	--	--	--	100

**Objectives:-**

- To develop them for interpersonal skills, with importance of Active Listening and Reading Non verbal cues.
- To compete them in Communication skills related to production and presentation of message in multiple formats.
- To enable and demonstrate their critical thinking skills related to analysis, interpretation And criticism of messages.
- To litigate them in skills related to the construction and analysis of argumentation and Persuasive discourse.
- To make them display an understanding of multiple theoretical perspectives and diverse Intellectual traditions in communication.
- To compete them in human relational interactions at work place.
- To make them viable to analysis and practice of ethical communication.
- To develop their feasibility for free expression and the responsibilities it entails.

**Perquisites :-**

- I. Students should have basic knowledge of English Language and grammer.
- II. Students should have ability to speak and write correct sentences in their day to day language.
- III. Student should be familiar with correct usage of language.

## Course Outline

Unit No.	Content in Details Including Its Sub Topics	Minimum Number of Hours
	<b>Section A : Reading and Writing Skills</b>	
1	Comprehension skills  Selected trxts will be given to the students for reading.	03
2	Fundamental Concepts of Reading <ul style="list-style-type: none"> <li>• Techniques of Reading : Scanning &amp; Skimming</li> <li>• Paraphrasing</li> <li>• Reading selected text in the classroom, where students will explore/express their own views/ideas.</li> </ul>	05
3	Story Making <ul style="list-style-type: none"> <li>• Basics of story making</li> <li>• Characteristics of Good story</li> <li>• Types of story</li> <li>• Forms of story : Oral and Written</li> </ul>	03
4	Essay Writing <ul style="list-style-type: none"> <li>• Characteristics of good essay</li> <li>• Classification of essays</li> <li>• Hints on essay writing</li> </ul>	04
5	Information Report,Circular,Memorandum <ul style="list-style-type: none"> <li>• Characteristics of Report.</li> <li>• Types of Informal Reports</li> <li>• Objectives of Circular and Memorandum</li> <li>• Drafting circular and memorandum</li> </ul>	04
6	Official Letters  Inquiry,reply,order,execution,complaint,adjustment,etc	08
7	Movie Review  To develop the observation skills of the learners	03

8	<b>Section : B Literature Swami and Friends by R. K. Narayan</b>	15
	<b>Total Hours</b>	45

**Learning Outcomes :-**

**Theoretical Outcome :-** Students can learn Theoretical aspect of Communication skills In English.

**Teaching and Learning methodology :-** The following pedagogical tools will be Used to teach this course:

- ( A ) Lectures
- ( B ) Assignments / Class participation / Quiz etc.

**Suggested Readings and Reference Books:**

1. An intermediate English grammar, Raymond Murphy, Cambridge University Press
2. A high school English Grammar, Wren & Martin, S. Chand Publication
3. Prerequisites of Business Communication, Dr. M N Padia, Self publication
4. Contemporary English Grammar-Structure & Composition, David Green, Macmillan Publishers India
5. The Guide, R K Narayan, New Delhi : Penguin Books.