

**SYLLABUS FOR ONE YEAR CERTIFICATE COURSE IN  
EFFECTIVE COMMUNICATION SKILLS, Session 2012-13**

**SCHEME OF STUDY**

	<b>Name of the Paper</b>	<b>Periods/Week</b>
1.	Oral Communication	4 Periods
2.	Written Communication	4 Periods
3.	Practical	6 Periods

**SCHEME OF EXAMINATION**

	<b>Name of the Paper</b>	<b>No. of Paper</b>	<b>Marks</b>	<b>Time</b>
1.	Oral Communication	I	56+14*	3 Hrs
2.	Written Communication	II	56+14*	3 Hrs
3.	Practical Assignments	III	60	

\* 56 marks for External Examination and 14 marks for Internal Assessment.

## Oral Communication (Paper-I: Theory)

Time: 3 Hours

Max. Marks: 56

Internal Assessment : 14

- Note:** -
1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.
  2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus. Phonetic Transcription (10 Marks), Other short answer type questions (10 Marks)
  3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question (9 marks each) from each unit.

**UNIT-I:** Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Essentials of Good Communication, Communication Techniques.

**UNIT-II:** The Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening.

**UNIT-III:** Spoken English in India, The Organs of Speech, Description and Articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech, Spelling and Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of H.S. Hornby.

**UNIT-IV:** Presentation Skills, Interviews, Public Speaking, Preparing the Speech, Organising the Speech, Special Occasion Speeches.

### Classroom Practice:

- Greeting and introducing.
- Practising Short Dialogues.
- Group Discussions, Seminars/Paper-Presentations.
- Listening News/Conversations/Telephonic Conversation.

### Suggested Readings:

1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad, P. Communication Skills, S.K. Kataria & Sons.
4. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language.
5. Roach Peter. English Phonetics and Phonology.
6. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 7th Edition.

## Written Communication (Paper-II: Theory)

**Time: 3 Hours**

**Max. Marks: 56**

**Internal Assessment : 14**

**Note:-** 1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.

2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus (20 marks).

3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question (9 marks each) from each unit.

**UNIT-I:** Reading Skills: Purpose, Process, Methodologies, and Strategy.

**UNIT-II:** Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing.

**UNIT-III:** Idioms and Phrases, Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Right Words, Appropriate Words.

**UNIT-IV:** Remedial Grammar and Usage, Important Aspects of English Grammar and Usage, Phrases and Clauses.

### **Classroom Practical:**

- Based on entire syllabus.

### **Suggested Readings:**

1. Prasad, P. The Functional Aspects of Communication Skills, Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. McCarthy, Michael. English Vocabulary in Use, Cambridge University Press.
4. Rajinder Pal and Prem Lata. English Grammar and Composition, Sultan Chand Publication.

## **Practical Assignments (Paper-III)**

**Max. Marks: 60**

**Note:** - The students will be required to submit practical assignments before examination.

- Writing CV
- Memo Writing
- Letter Writing (Employment related correspondence, Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)
- Business Letters
- Preparing Agenda for Meetings
- Essay Writing
- Report Writing
- Press Release