# SYLLABUS FOR ONE YEAR CERTIFICATE COURSE IN EFFECTIVE COMMUNICATION SKILLS, Session 2015-16

## SCHEME OF STUDY

<table>
<thead>
<tr>
<th>Name of the Paper</th>
<th>Periods/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oral Communication</td>
<td>4 Periods</td>
</tr>
<tr>
<td>2. Written Communication</td>
<td>4 Periods</td>
</tr>
<tr>
<td>3. Practical</td>
<td>6 Periods</td>
</tr>
</tbody>
</table>

## SCHEME OF EXAMINATION

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

* 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-II: The Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening, Note Talking ad Note Making.

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; Interview Skills- Preparing for an Interview, Interview Techniques Public Speaking, Preparing the Speech, Organising the Speech, Delivering the Speech.

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

Suggested Readings:
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-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, Dialogue writing, Essay writing.


Classroom Practical:

- Based on entire syllabus.

Suggested Readings:

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 and Minutes for Meeting
- Essay Writing
- Report Writing
- Press Release
- Film Review/Book Review

Note: Student will have to certify that they have not copied assignments from any source.