

SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE
(AUTONOMOUS)



Syllabus of Communication Skills I under NEP 2020 vertical (AEC) with effect from 2024-25

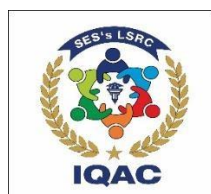
Department of English (for Arts programme)

HoD/Senior Person of the Department: Dr. Preeti Vaswani

Date of approval by the BoS: 23rd April 2024

Approved by the Academic Council: 29th April 2024

Ratified by the General Body: 6th May 2024



Programme: FYBA			Semester : I		
Course : Communication Skills I			Code: UGBAIAEC24		
Academic Year: 2024-2025			Batch: 2024-2027		
Teaching Scheme			Evaluation Scheme		
Lectures	Practical	Tutorials	Credits	Internal Continuous Assessment (ICA) (weightage)	Term End Examinations (TEE) (weightage)
30	Nil	Nil	2	20 marks/40% of the total marks	30 marks/60% of the total marks

Particulars of ICA	%
Classroom participation/ Class tests / Assignment / Project / Quiz / Presentation / Viva-Voce, etc. (any 2)	40% = 10 + 10 = 20 marks

Learning Objectives :	<ol style="list-style-type: none"> To help the learner acquire group communication skills To help the learner enhance reading and interpretation skills.
Learning Outcomes :	<ol style="list-style-type: none"> The learner will be able to communicate effectively in a group. The learner will be able to interpret technical data The learner will be able to comprehend given data.
Pedagogy:	Lecture, Presentation, hands-on training, classroom interaction, demonstration, group communication, mock interview

Detailed Syllabus: (per session plan) } to be submitted along with Teaching Plan Session Outline For (name of the course)

Each lecture session would be of one hour duration (30 sessions).

Module	Module Content	Module Wise Pedagogy Used (only pointers)	Module Wise Duration/ Lectures
I	Oral communication: Group discussion, Interviews	Lecture, presentation, classroom interaction, mock interview	15
II	Reading skills: Reading Comprehension, Interpretation of Technical data	Lecture, Presentation, Demonstration, group work	15

REFERENCE BOOKS

1. Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
2. The Art of Communicating by Thich Nhat Hanh, Harper Collins Publishers LLC, 2013.
3. Sutapa Banerjee. Soft Skill: Business and Professional Communication: I. K. International Pvt Ltd, 2013
4. Business Communication, Rhoda A Doctor, Aspi H Doctor, Sheth Publishers, 2023
5. The Science of Effective Communication, Ian Tuhovsky, Rupa Publications, 2019.

QUESTION PAPER PATTERN

Marks: 30

Duration: 1 hour

Semester 1:

1. Reading Comprehension 15 marks
2. Write a Group discussion on the given topic
(OR) Write Interview questions with answers – 10 marks
3. Interpretation of technical data – 5 marks
