

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



Syllabus of Communication Skills II 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 : II		
Course : Communication Skills II			Code: UGBAIIAEC24		
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 equip the learner with professional writing skills To help the learner acquire skills required for making presentations
Learning Outcomes :	<ol style="list-style-type: none"> The learner will be able to write professional content The learner will be able to prepare a presentation The learner will be able to deliver and present content before an audience.
Pedagogy:	Lecture, Presentation, hands-on training, classroom interaction, demonstration.

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	Speaking skills: Public speaking, How to make a power point presentation	Lecture, Presentation, Demonstration, Training.	15
II	Writing skills: Letter Writing (Job application letter and resume), Editing and Summarization: Error Correction and improvising a passage, precis writing.	Lecture, Presentation, Letter Writing practice, classroom exercises, editing practice	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 2:

1. Job application letter with resume 10 marks
 2. Make a power point presentation based on the given passage 10 marks
 3. Edit the given passage 5 marks
 4. Summarize the given passage 5 marks
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