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|--------------------------------------|----------------------------------------------|
| <b>Subject Code: 2SC10000431</b>     | <b>Subject Title: Communication Skill-II</b> |
| <b>COURSE TYPE: Elective Generic</b> |                                              |

**Course Objective:** The course is intended to give a foundation of English Language. The objective is to acquaint the students with the basic concepts and techniques of communication that are useful in developing skills and communicating effectively.

**Learning Outcome:** The literary texts are indented to help students to inculcate creative & aesthetic sensitivity and critical faculty through comprehension, appreciation and analysis of the prescribed literary texts. It will also help them to respond form different perspectives.

| Teaching scheme (hours) per week |           | Credit |           |       | Theory Marks    |                  | Practical Marks |                  | Total |
|----------------------------------|-----------|--------|-----------|-------|-----------------|------------------|-----------------|------------------|-------|
| Theory                           | Practical | Theory | Practical | Total | Uni. Assessment | Cont. Assessment | Uni. Assessment | Cont. Assessment |       |
| 2                                | --        | 2      | --        | 2     | --              | 50               | --              | --               | 50    |

| Unit | Content                                                                                                                                                                                                                                                                                                                                                                | Lectures | Weight (%) |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| 1    | <b>Essentials of Grammar:</b><br>Sentence Structure Subject -Verb agreement Punctuation<br><br><b>Communication Skills:</b><br>Developing listening skills, Developing speaking skills, Developing Reading Skills, Developing writing Skills<br><br><b>Written English communication:</b><br>Progression of Thought/ideas, Structure of Paragraph, Structure of Essays | 15       | 50%        |
| 2    | Listening audio clips of conversation and question-answer session<br><br>Watching video clips of conversation and question-answer session<br><br>Presentation on a given topic                                                                                                                                                                                         | 15       | 50%        |

**Reference Books:**

- MadhulikaJha, Echoes, Orient Long Man
- Ramon & Prakash, Business Communication, Oxford.
- Sydney Greenbaum Oxford English Grammar, Oxford.
- M. Ashraf Rizvi ,Effective Technical Communication, Tata McGraw Hill
- AnjaneeSethi&BhavanaAdhikari, Business Communication, Tata McGraw Hill