



## ENG: SC 131 – Communication in English

### Course Description

The course aims to provide participants with the language skills and knowledge required to communicate effectively in English in various speech events.

### Objectives

- To speak with confidence and competence in moderate-level oral interactions
- To understand most conversation on familiar topics in social and academic situations
- To speak in public with accuracy, fluency and confidence
- To participate in group discussions

Unit I: Communication - Theory, definitions, scope and objectives, Elements of Communication

Unit II: Types of Communication, Importance of Communication, principles of communication

Unit III: Listening Skills, Speaking Skills, Reading Skills and Writing Skills

Unit IV: Personality development, voice culture, Emotional Intelligence

Unit V: Group Discussion, Meetings, Interviews

Unit VI: How to make effective presentation, Public Speech

References:



## **Service Course**

Eng: SC 132 Soft Skills

### **Soft Skills**

The course of Soft Skills aims to improve communication skills among the students. It also helps them for development of holistic personality.

Unit I : Soft Skills, the components of communication, principles of communication, how to overcome barriers in communication

Unit II: Listening Skills, Reading Comprehension

Unit III: Written Communication, Speaking Skills, Group Discussion, Interview, Public Speech, How to make effective presentation

Unit IV: Importance of Ethics and Respect

Unit V : Responsibilities of the Leader

Unit VI : Meeting, Seminar, Conference

Unit VII: Soft Skills for career advancement

Unit IX: Communication Skills: Spoken English, Phonetics, Accent, Intonation

Unit X : Self Development and Evaluation, career planning.