

Communication and Soft Skills-I**Objectives:**

1. To introduce students to higher level of comprehension, develop oral and written communication skills, bring awareness about personality development, time management and how to work in groups to achieve a desired goal.
2. The course is designed to prepare students to use language and skills in real life and work situations.
3. To prepare students to give presentations in effective manner.

Unit	Topic	Weightage
1	<p>Text: Nilanjana Gupta. Ed. <i>English for All</i>. India: Macmillan, 1998.</p> <p>Five prose pieces given below are to be used for advance level of comprehension, dictionary and reference skills, and punctuations, note-taking and note-making.</p> <ol style="list-style-type: none"> 1. Dear as the Moon by Verrier Elwin 2. Scientific Research for Amateurs by J.B.S. Haldane 3. Shakespeare's Sister by Virginia Woolf 4. After Twenty Years by O' Henry 5. The Barber's Trade Union by MR Anand <p>(Note: Teachers need to develop their own questions for comprehension for the above chapters.)</p>	30%
2	<p>Grammar: Adjectives, Adverbs, and Prepositions</p>	30%
3	<p>Theory of Oral Communication:</p> <p>Telephonic Communication, Telephonic Messages</p> <p>Dialogues/Conversations, Presentations and Speeches</p> <p>Interview skills</p>	20%
4	<p>Illustrations for the above Theory</p>	20%

Reference Books: 1. Rajendra Pal and J.S. Korlahalli. *Essentials of Business Communication*. Sultan Chand & Sons, 2004.

2. Asha Kaul. *Effective Business Communication*. New Delhi: Prentice-Hall of India, 2001