

## Sant Gadge Baba Amravati University, Amravati

Faculty of Humanities

Subject: English.

Ability Enhancement Course (Level 4.5)

BA Part I Semester - I

Course Title- Communication Skills (Oral)

<b>Ability Enhancement Course (AEC)</b>	Course	UG BA I Sem I
	Level	4.5
	Title of Paper	Communication Skills in English
	Course Code	615202
	No. of Credits	02
	Lectures	30 (2Hrs/Week)
	Internal	20 Marks
	External (Theory)	30 Marks
	Exam Duration	02 Hrs
Total	50 Marks	

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<b>Course Objectives</b>	1) To make the students proficient in everyday communication. 2) To provide students a solid understanding of the process of communication.	
<b>Course Outcome</b>	<b>After Completion of this course students will able to -</b> 1) Define communication/comprehend and describe the process of communication. 2) Know Components of Communication. 3) Communicate proficiently in everyday life.	
<b>Unit</b>	<b>Course Contents</b>	<b>Learning Hours</b>
<b>Unit -I</b>	<b>Basics of Communication.</b>	
	1. Introduction 2. Objectives of communication. 3. The Meaning and definitions of communication. 4 The process of communication	8 Hours
<b>Unit -II</b>	<b>Barriers to Effective Communication</b>	
	1. Introduction 2. Major Barriers to Effective Communication. 3. Effective communication techniques.	8 Hours

<b>Unit-III</b>	<b>Oral Communication – I</b>	7 Hours
	1) Exchanging greetings and Taking Leave 2) Introducing oneself and others. 3) Thanking. 4) Wishing	
<b>Unit-IV</b>	<b>Oral Communication – II</b>	7 Hours
	1) Apologizing and responses. 2) Making request 3) Seeking help. 4) Talking about current-activities.	
<b>Paper Pattern</b>		
Q.1	Students will have to answer two long answer questions out of four of 5 marks each on unit-I	5x2 = 10
Q.2	Students will have to answer two long answer questions out of four of 5 Marks each on Unit-II	5x2 = 10
Q.3	Students will have to complete a dialogue for 5 marks on Unit-III	5x1 = 05
Q.4	Students will have to complete a dialogue for 5 marks on Unit- IV	5x1 = 05
<b>Distribution of Marks</b>		
Assessment		
Personal Interview		10 Marks
Assignment-		10 Marks
Total		20 Marks
External (Theory)		30 Marks
Total		50 Marks

**Prescribed Textbook:** ..... by Board of Editors & published by .....