

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)

Ability Enhancement Course (AEC)	Course	UG BA I Sem I
	Level	4.5
	Title of Paper	Communication Skills in English
	Course Code	61502
	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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Course Title- Communication Skills (Oral)

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

Unit-III	Oral Communication – I	7 Hours
	1) Exchanging greetings and Taking Leave 2) Introducing oneself and others. 3) Thanking. 4) Wishing	
Unit-IV	Oral Communication – II	7 Hours
	1) Apologizing and responses. 2) Making request 3) Seeking help. 4) Talking about current-activities.	
Paper Pattern		
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
Distribution of Marks		
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