

Shivaji University, Kolhapur
Programme: B. Com.
Level 4.5 Semester- I
Course Code: SEC (E) - I
SEC-I Communication Skills Paper-I
(Introduced from June 2024)

Course Outcomes:

At the end of the course, students will be able to

1. Implement verbal and non-verbal codes for effective communication
2. Demonstrate listening and speaking skills
3. Comprehend the given content effectively
4. Draft resume and cover letter effectively

2 Credits	50 marks (Semester end examination 40 and internal evaluation 10)	Total 30 hours
Unit No.	Course Content	No. of Hours
Unit-I	Introduction	15 hours
	<p>Communication Theory</p> <ul style="list-style-type: none"> • Need for effective communication • The process and levels of communication • Professional/Business communication • Communication networks/ flows • Forms and methods (verbal and non-verbal) of communication • Barriers to communication and solutions <p>Listening Skills</p> <ul style="list-style-type: none"> • Listening Vs Hearing • Listening to Conversations (Formal and Informal) • Types of Listening • Benefits of Effective Listening • Barriers to Listening • Listening to Announcements- (railway/ bus stations/ airport /sports announcements, commentaries, etc.) <p>Speaking Skills:</p> <ul style="list-style-type: none"> • Sounds in English • Essentials of Speaking • Qualities of Speaker, Benefits of Speaking • Self-development through Speaking skills 	

	<ul style="list-style-type: none"> • Tasks: Speech, Presentation, Narration 	
Unit-II		15 hours
	<p>Reading Skills</p> <ul style="list-style-type: none"> • Purpose, Process, Methodologies, Skimming and Scanning, • Levels of Reading, Reading Comprehension, Academic Reading Tips <p>Writing Skills</p> <ul style="list-style-type: none"> • Basics of writing, Types of writing styles, Writing Process • Effective writing techniques • Creative writing • Tasks: Blog writing, Essay writing, Report writing, Writing Paragraphs, Articles, and Stories, Formal/Informal Invitation, Business letters, etc. 	

(As it is SEC, the time of this course can be utilized as 20% for theoretical knowledge and 80% for practical exercises and experiential learning)

Reference Books Recommended:

1. Technical Communication: Principles and Practice, Meenakshi Raman & Sangita Sharma Oxford University Press 2022.
2. Personality Development and Soft-Skills, Barun K. Mitra Oxford University Press 2016.
3. Communication Skills Meenakshi Raman & Sangeeta Sharma Oxford University Press 2013.