

BCS-2-01T: Basic Communication Skills

Total Marks: 100
 External Marks: 70
 Internal Marks: 30
 Credits: 6
 Pass Percentage: 40%

Course: Basic Communication Skills	
Course Code: BCS-2-01T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Gain competence in verbal and non-verbal communication
CO2	Increase comprehension levels
CO3	Use language for effective communication
CO4	Understand the processes of communication
CO5	Overcome barriers in communication

Detailed Contents:

Module	Module Name	Module Contents
Module I	Understanding Human Communication:	Constitutive Processes of Communication, Language as a tool of communication, Barriers to Effective communication, Strategies to Overcome the Barriers, Non-Verbal Communication, Importance of Non-Verbal Communication, Non-Verbal Communication and Cultural influences
Module II	Listening Comprehension	Difference between Hearing and Listening, Effective Listening Strategies, Listening in Conversational Interaction
Module III	Speaking Skills	Expressions in different Communicative Functions: Asking Questions; Making Requests and suggestions; Expressing Greetings, Apologies and Gratitude Job Interviews, Group Discussions, Presentation Skills
Module IV	Reading Comprehension	Introduction, Reading Process, Reading different kinds of Texts, Reading Methods- Using KWL for reading comprehension
Module V	Effective Written Communication	Constituents of Effective Writing, Coherence and Cohesion for effective writing
Module VI	Business Correspondence	Letter writing, Resume/CV, E mails for Communication, Writing Reports, Describing Tables and Charts, Meetings: Agenda and Minutes

Books

1. Koneru, Aruna. Professional Communication. Delhi: McGraw. 8th Ed, 2017.
2. Mahanand, Anand. English for Academic and Professional Skills. Delhi: McGraw, 2013.
3. Rani, D Sudha, TVS Reddy, D Ravi, and AS Jyotsna. A Workbook on English Grammar and Composition. Delhi: McGraw, 2012.
4. Rizvi, M. Ashraf. Effective Technical Communication. Delhi: McGraw, 2nd Ed. 2017

Examination Pattern:

Evaluation should be in Subjective style.

As this paper pertains to communication skills, it should not be evaluated on MCQ pattern.

MCQ pattern for this course is an inappropriate way of testing communication skills of the learner.