Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in Light of NEP-2020
Skill Enhancement Course (SEC)
Vocational Course - Humanities

COURSE CODE	CATEGORY	COURSE NAME	THEORY END SEM University Exam	THEORY Two Term Exam	THEORY Teachers Assessment*	PRACTICAL END SEM University Exam	PRACTICAL Teachers Assessment*	L	T	P	CREDITS
VUHU101	SEC	Communicative English	-	-	-	60	40	0	2	4	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical; **C** - Credit; ***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives (CEOs): The students will be able to

- **CEO1** Develop and understand the features of listening skill.
- **CEO2** Understand reading through texts
- **CEO3** study the essential aspects of effective written communication for professional success.
- **CEO4** Develop proficiency in Informal and professional communication
- **CEO5** Develop key elements of structure and style of professional writing and presentation

Course Outcomes (COs): The students should be able to

- **CO1** Apply and demonstrate listening skills
- **CO2** Practice reading based on comprehension of Text.
- **CO3** Apply grammatical rules in speech and writing.
- **CO4** Demonstrate different strategies for using Formal and informal communication skills.
- **CO5** Apply and demonstrate standard principles of structure, style and mechanics of professional writing and presentation.

Chairperson	Chairperson	Controller of Examination	Joint Registrar
Board of Studies	Faculty of Studies	Shri Vaishnav Vidyapeeth	Shri Vaishnav Vidyapeeth
Shri Vaishnav Vidyapeeth	Shri Vaishnav Vidyapeeth	Vishwavidyalaya, Indore	Vishwavidyalaya, Indore
Vishwavidyalaya, Indore	Vishwavidyalaya, Indore		

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			THEORY			PRACTICAL					
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*	L	T	P	CREDITS
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VUHU101
Communicative English

COURSE CONTENTS:

Unit I
Listening Skills
Types of Listening, Barriers to Listening, Comprehending audio, videos, Enhancing Vocabulary and Grammar.

Unit II
Reading Skills
Reading comprehension- Types of Texts- Persuasive, Argumentative, Narrative, Descriptive, Expository

Unit III
Writing Skills
Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume

Unit IV
Speaking Skills
Importance of Communication Skills, Types of Conversations- Telephonic, Informal, Formal

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Unit V
Introduction to Computer Application
Application of MS Word, Power Point, Email Etiquettes, Blogging

SUGGESTED READINGS:
- Adair, John. (2003). **Effective Communication**. London: Pan Macmillan Ltd.
- Bonet, Diana. (2004).**The Business of Listening:** Third Edition. New Delhi: Viva Books,
- Hasson, Gill. (2012**). Brilliant Communication Skills**. Great Britain: Pearson Education.
- Lesikar, Raymond V and Marie E. Flatley. (2002).**Basic Business Communication: Skills for Empowering the Internet Generation**: Ninth Edition. New Delhi: Tata McGraw-Hill.