

**Choice Based Credit System (CBCS)**

**Maharaja Ganga Singh University**

**SKILL BASED COURSE FOR ALL UG PROGRAMMES**

**SEMESTER-V**

**COMMUNICATION SKILLS**

**2025-26**



**Prepared by**

**Board of Studies in English**

**SEMESTER -V**  
**COMMUNICATION SKILLS**  
**Course Code- 5.5 SDCT51**

**Course Objectives:-**

- To develop foundational communication skills for academic, professional, and personal contexts.
- To enhance listening, speaking, reading, and writing abilities through practical application.
- To prepare students for real-world scenarios, including digital and multicultural environments.
- To foster critical thinking and employability skills as per NEP 2020 and UGC frameworks.

**Course-Level Learning Outcomes :-**

On the successful completion of the Course , the students shall be able to:

- Understand and apply principles of effective communication.
- Demonstrate active listening in diverse situations.
- Express ideas fluently in speaking and writing.
- Comprehend and analyze written texts efficiently.
- Produce structured written content for various purposes.

**Course Description:**

**UNIT-I**

**Orientation :**

- Importance and purpose of communication
- Types of communication (verbal, non-verbal, digital)
- Essentials of communication
- Barriers to communication and strategies to overcome them

## **UNIT-II**

### **Listening Skills:**

- Benefits of effective listening
- Barriers to listening
- Listening to announcements (railway, bus station, airport, sports, podcasts)

## **UNIT-III**

### **Speaking Skills:**

- Asking for and giving information
- Offering and responding to offers
- Congratulating people on success
- Asking questions and responding politely (role-plays)

## **UNIT-IV**

### **Reading Skills:**

- Purpose, process, and methodologies of reading  
Skimming and scanning techniques
- Reading comprehension (Academic texts, News, Instructions)

## **UNIT- V**

### **Writing Skills:**

- Paragraph writing (descriptive, narrative)
- Letter writing (formal/informal, emails)
- Notices and Posters
- Report writing (event summaries, incident reports)

### **Suggestive Readings:**

1. Hasson, Gill. Brilliant- Communication skills, Pearson Life, 2011
2. Kumar , Sanjay and Pushpalata. Communication skills. Oxford Press, 2011

3. Crystal, David. *A Little Book of Language*. Hyderabad: Orient Blackswan, 2010.
4. Denys and Thomson. *Reading and Discrimination*, Chatto & Windus, 1954
5. Denny Richard. *Communicate to Win*. Kogan Page India Private Limited, 2009.
6. Owen Hargie, *The Handbook of Communication Skills* 3rd Edition .Sussex: Routledge, 2006
7. Richard Ellis, *Communication Skills: Stepladders to Success for the Professional* .Bristol: Intellect Books, 2020
8. *Effective Communication Skills*. Arnold Woolf, 2024

## Assessment and Evaluation

- **This is a two-credit practice-based course, with internal assessment only and a total of 50 marks.**
- The evaluation shall be completely based on continuous internal assessment/ MCQ via Google form/ Submission of a Project Report/ Assignment etc (As decided by the concerned college).
- **No examination will be conducted by the University.**
- **Suggestive markers for Internal Assessment (The colleges can plan as per availability of their physical resources and the number of students):**

### ➤ MCQ Assessment via Google Form

- Students will complete a Multiple Choice Question (MCQ) quiz using Google Form as part of the internal assessment.
- The quiz will cover key concepts from all units of the course and will be conducted online to ensure accessibility and ease of evaluation.
- Questions will be designed to assess understanding, application, and analytical skills related to communication principles, listening, speaking, reading, and writing.
- The Google Form will be configured as a quiz, allowing for instant feedback and automated grading.

### ➤ Project Options for Internal Assessment

Students can be assessed on the basis of submission of one of the following project options to demonstrate their communication skills.

- Interview-Based Research Project: Students can be asked to conduct interviews (in-person or virtual) on a relevant topic, compile their findings, and submit a 500–800 word report.
- A short audio or video presentation: Students can be asked to create a short audio or video presentation (such as a news report, commentary, or skit), integrating all four communication skills (listening, speaking, reading, and writing).
- Report Writing on Real-Life Events: Students can be guided to observe or research a local event and write a detailed report, and present their findings orally in class.