



Semester – 2
Speaking & Writing Skills of Communication

Pre-requisites for the course	12 th Standard in relevant Stream
Course Code	Speaking & Writing Skills of Communication 25329 - ENAEC202-1C
Course Type	AEC-2
Credit	02
Contact Hours	02 Hours in a week
Course focussing on	Speaking Skill, Writing Skill etc...
Relevance of course to	Local, National, Regional and Global level
Relation to	Human Values and Professional Ethics, Skill development etc...

Course Objectives: The course has been designed keeping in view the disciplinary or inter-disciplinary nature of the programme. It is a core course for the B.Com. programme and is also open to students of the university under choice based credit system (CBCS). The course has been designed-

- To enable students to Define 'reading and reading process
- To identify the stages in reading
- To list out important reading comprehension skills;
- To enable students to acquire writing process
- To familiar with different forms of writing; and to distinguish the salient features of each of these types of writing

By the end of this course, students should be able to-

- (i) Get an overview of speaking and writing skill
- (ii) Prepare themselves for group communication and interview
- (iii) Apply theoretical concepts in order to understand importance of writing skill
- (iv) Able to learn informal writing

On completion of the course students will be able to:
LO 1 –Communicate through formal and informal writing
LO 2 –Summarize the broad nature of speaking skills
LO 3 –Understand the relationship Analysis and Interpretation skills

Teaching Methods:

Teaching will take place through lectures and interactions. For students, regular attendance and participation in the class is essential. Group and individual activities from student participants would supplement classroom engagement. ICT tools would be used extensively



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during teaching. Students are expected to participate actively in discussions based on their critical understanding of the assigned readings. 80% attendance is necessary to attend the end semester exam.

	Course Contents	Teaching Hours	Weightage of Marks
Unit-1	Speaking Skills: Monologue, Dialogue, Group Discussion, Effective Communication/Miscommunication, Interview, Public Speech	15	25
Unit-2	Reading and Understanding, Writing Skills Close Reading, Comprehension, Summary, Paraphrasing, Analysis and Interpretation, Translation(from Indian language to English and vice-versa), Literary/Knowledge Texts, Writing Skills- Documenting, Making notes, Letter writing [Informal]	15	25
	Total	30	100

Mode of Evaluation:

For 2 credit course

Continuous and Comprehensive Evaluation (CCE) - 50% (components as prescribed by the University)

Semester End Exam (SEE) - 50% (as prescribed by the University)

List of Reference Books/e-resources/e-content

1. Business Communication by Urmila Rai & S.M. Rai, Himalaya Publication House
2. Fluency in English - Part II, Oxford University Press, 2006.
3. Business English, Pearson, 2008.
4. Language, Literature and Creativity, Orient Blackswan, 2013.
5. Language through Literature (forthcoming) ed. Dr.Gauri Mishra, Dr.Ranjana Kaul, Dr Brati Biswas