



Paper Code : CMS:102

Paper Name : Communication Skills

Teaching Hours (Per Week)		Examination Scheme		
TH. (hours)	Pr. (hours)	Internal Th. (marks)	External Th. (marks)	Total
3		30	70	100 (marks)

Lectures = 51 Hours

Objective

1. To be competent in communication skills and also to realise one's capabilities.
2. To acquire the fundamentals of Grammar and a comprehensive grasp of modern English usage.
3. To master the fundamentals of writing, speaking and listening traits, which will enable the students to communicate effectively on an interpersonal level
4. To enhance the range of expression, how, when, where to communicate.
5. To develop ability to communicate clearly and correctly in English, on matters having relevance to day-to-day business/social operations.

Detailed Syllabus

UNIT I

Learning Skills

11 Hrs.

- Nature of Communication
- Objectives of Communication
- Principles of Communication
- Barriers of Communication

UNIT II

- Types of Communication
- Media of Communication
- Communication Technology

11 Hrs.

UNIT III

Written Communication

12 Hrs.

- Enquiries & Replies
- Quotations & Offers



- Placing & Cancellation of Orders
- Complaints & Adjustments

UNIT: IV

Grammar & Usages

12 Hrs.

- Sentences
- Articles: Usage of 'A', 'AN', 'THE'
- Tenses
- Prepositions
- Subject – Verb Agreement
- Voice: Active & Passive
- Modals

UNIT: V

Pronunciation

5 Hrs.

- Enriching Vocabulary

RECOMMENDED BOOKS

1. Essentials of Business Communication – Rajendra Pal, J.S. Korlahalli (S. Chand & Sons)
2. Business Communication – Asha Kaul
3. Effective Business Communication – Asha Kaul
4. A course in English Communication – Madhavi Apte
5. Business Correspondence and Report Writing – RC Sharma. Krishna Mohan
6. Modern Business Correspondence in Business English – Barin M.H.Robinson, V.S. Netrakanti (Orient)
7. Contemporary English Grammar Structures and Composition – David Green
8. A Senior English Grammar and Composition – N.K Aggarwala
9. Creative English Communication – N. Krishnaswami and T. Sriraman
10. A Text Book of English Phonetics for Indian Students –T. BalaSubramanian
11. A course in Phonetics & Spoken English- J. Sethi, P. V. Dhamija