

**S.S. Jain Subodh P.G. College, Jaipur**

**SEC-51T-105- Effective Communication Skills**

**II Semester**

**Detailed Syllabus**

**Unit-1**

(8 Hours Lecture)

- Communication Process
- Meaning of Communication and its Components, Types of Communication, Barriers of Communication, Activity-based Learning

**Unit-II**

(7 Hours Lecture)

- Non-Verbal Communication
- Meaning of non-verbal communication, Introduction to modes of non-verbal communication, Do's and Don'ts, Activity-based Learning

**Unit-III**

(8 Hours Lecture)

- Listening and Speaking Skills
- Techniques of Effective Listening, Listening and Comprehension, Understanding English Sounds, Tone and Intonation, Activity-based Learning

**Unit-IV**

(7 Hours Lecture)

- Reading and Writing Skills
- Techniques of Effective Reading, Reading and Comprehension, Common Errors, Activity-based Learning

**Suggested Books and References -**

1. English Communication- A Textbook for AECC-2 (Cambridge). Somak Mandal/ Sharmishtha Chatterjee Sriwastav (Cambridge)
2. Interact A Course in Communicative English, Malathy Krishnam/ Zinia Mitra/ Binayak Ray (Cambridge)
3. English Fluency I, Pooja Khanna/ Neerja Deswal
4. Sen Madhuchanda (2010), An Introduction to Critical Thinking, Pearson, Delhi
5. Silvia P.J. (2007), How to Read a Lot, American Psychological Association, Washington DC

**Suggested E-resources:**

1. Online Lecture Notes and Course Materials: Online platform SWAYAM