

**Open Elective Paper for Second Semester B.A, B.Com, B.B.M, BCA,  
B.Sc, B.S.W, B.Sc in Fashion Technology, B.H.M**

**English**

**Title of the paper: Soft Skills for English Communication**

**Objectives: 1. Introduce the students to various skills in Communication**

**2. Facilitate the students to learn speaking, reading, listening and writing skills in English**

**End Semester: 70 Marks**

**Internal Assessment: 30 Marks**

**Total: 100 Marks**

**Teaching hours: 4 hours for week**

**Modules: 04**

**Module -I**

**16 hours**

**20Marks**

1. Communication Skills:
  - a) One on one communication.
    1. Telephone Conversation
    2. Conversation with doctor/lawyer/banker etc
    3. Conversation with the government official
    4. Conversation with the teachers
2. Listening Skill
  - a. Speeches of great personalities
  - b. English news - T.V, Radio

**Module -II**

**20Marks**

**16 hours**

3. Oral Communication
  - a. group discussion on public issues
  - b. facing an interview
  - c. peer group conversation
4. Stress and Intonation: meaning and examples

**Module -III**

**20Marks**

**16 hours**

5. Letter Writing

- a. Leave letter
- b. Letters to college/ University authority
  - 1. To the Exam Cell : Correction in marks card, Convocation Certificate. Etc...
  - 2. To the Administration Cell : Migration Certificate, late fee etc.
- 6. Email correspondence

#### **Module -IV**

**10Marks**

**16 hours**

- 7. Reading Comprehension (10 Passages for reading)
- 8. Essay writing: on general topics

Reference books:

- 1. Ashan Academy- *Communication analysis Skills*
- 2. Beena V.Rathi Sushil R.Dhuldhhar Amol Bute , *Integrated communication skills*
- 3. David R Evans and Margaret T Etal, *Essential interviewing: a programmed approach to effective communication*
- 4. John C Maxwell, *Everyone communicates , Few Connect: what the most effective people do differently*
- 5. Kevin T Mc Camey, *The Secret of successful communication: A simple guide to effective encounter in business*

Model Question Paper

Second Semester B.A/B.Com/B.Sc/B.B.M/B.C.A/B.H.M Degree Examination

English

Open Elective: Soft Skills for English Communication

Time: 3 Hrs

Marks:70

Section A

5x4=20

Answer any four questions

- 1.
- 2.
- 3.
- 4
- 5
- 6

Section B

5x4=20

Answer any four questions

- 7.
- 8
- 9
- 10
- 11
- 12

Section C

10x2=20

Answer any two questions

- 9.
- 10.

11.

12

### Section D

Questions on an unseen passage

13. Objective type questions.

1x10=10

a.

b

c

d

e

f

g

h

i

j