

**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 Maxwel, *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