

GANPAT UNIVERSITY										
FACULTY OF ARCHITECTURE DESIGN & PLANNING										
Programme		Bachelor of Design				Branch/Spec.		INSTITUTE OF DESIGN		
Semester		I				Version		3.0.0.0		
Effective from Academic Year			2021-2022			Effective for the batch Admitted in			June 2021	
Subject code		3IA07CS		Subject Name		COMMUNICATION SKILLS - I				
Teaching scheme					Examination scheme (Marks)					
(Per week)	Lecture(DT)		S/W/T		Total		CIE	SE	UE	Total
	L	TU	S/W/T	TW						
Credit	2	-	-	-	2	Theory	40	20	40	100
Hours	2	-	-	-	2	Jury/Viva /TW	-	-	-	-
Objectives :										
<p>The course Objective is to developing effective communication skills through improved reading, Speaking and listening skills based on interactive exercises and experience based curriculum. The focus is on understanding and applying various techniques and strategies in oral and written context For improved skills. The course aims to build confidence in speaking situations, write lucidly using Appropriate vocabulary and grammar and to listen for comprehension. It aims to hone both verbal and non-verbal communication.</p>										
Learning Outcome:										
<p>LO1: Demonstrate a better understanding of the communication process by identifying, explaining and applying strategies as they relate to a variety of contexts. (interpersonal, group, public and professional)</p> <p>LO2: Display competence in oral, written and visual communication.</p> <p>LO3: Identify ways to constructively manage speaking anxiety and apply methods while presenting in public</p> <p>LO4: Identify and apply strategies for listening with attention.</p> <p>LO5: Demonstrate the ability to write fluently while making an optimum use of correct vocabulary and grammar.</p> <p>LO6: Demonstrate improved interpersonal skills by identifying and developing a repertoire of</p> <p>LO7: Strategies in oral and written contexts.</p>										
Unit	Content									HRS
1	<p>Speaking Module</p> <ul style="list-style-type: none"> • Significance of Communication skills • Communication Process - significant features involved • Personal Introduction • Retention and reproduction of texts • Debates, Public speaking & Questioning skills • 7 steps to effective messages & other activities 									7
2	<p>Reading Module</p> <ul style="list-style-type: none"> • Reading process - four basic steps • The art of effective reading -its types • Overcome common reading obstacles • Reading for better Comprehension • Building vocabulary 									8

3	Listening <ul style="list-style-type: none"> • Types of listening & good listening practices • Summary of spoken texts • Writing from oral instructions • Listening games / Activities 	7
4	Writing Module <ul style="list-style-type: none"> • Paragraph Writing – Re-order paragraphs and sequential ordering • Creative writing – blogs/movie reviews, letters & paragraphs • Building arguments • Common grammatical mistakes, usage of grammar 	10
5	Non-verbal <ul style="list-style-type: none"> • Communicating through Pictorial representations, illustrations, spatial arrangements of words, interpreting gestures, body language, facial expressions • Interactive exercises 	4
Text Books		
1	NA	
Reference Books		
1	Kumar, Sanjay, Lata Pushp, 2015. Communication Skills. Oxford University Press, New Delhi	
2	Suresh Kumar, E, 2012. Communication Skills and Soft skills. Pearson, New Delhi	

Note: Continuous Internal Evaluation shall be divided into A. 20% -Attendance B. 80% -Periodic Evaluation

CIE- Continuous Internal Evaluation, SE-Summative Evaluation (Jury/Viva/TW/Theory Exam), UE- University Exams (Jury/Viva/TW/Theory Exam)