

GANPAT UNIVERSITY									
FACULTY OF AGRICULTURE, ALLIED SCIENCES & TECHNOLOGY									
Programme		B.Sc. (Hons) Agriculture			Branch/Spec		Agriculture		
Semester		I			Version		1.0.0.0		
Effective from Academic Year			2025-26		Effective for the batch Admitted in			July 2025	
Subject code		IA02CSS		Subject Name		Communication Skills			
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	1	-	1	-	2	Theory	40	40	80
Hours	1		2	-	3	Practical	20	00	20
Objectives of the course:									
To acquaint the students with the basic concepts of Comprehension & Communication Skills in English and their application in agriculture. The subject aims, CO-1. To study the communication process. CO-2. To study the different skills like listening, speaking, writing, reading through communication and articles CO-3. To study of Structural and Functional Grammar. CO-4. To develop grammatical skill of students									
Theory Syllabus									
Unit	Content								Hrs
1	Communication Process: The magic of effective communication; Building self-esteem and overcoming fears; Concept, nature and significance of communication process; Meaning, types and models of communication; Verbal and non-verbal communication; Linguistic and non-linguistic barriers to communication and reasons behind communication gap/ miscommunication.								5
2	Basic Communication Skills: Listening, Speaking, Reading and Writing Skills; Precis writing/ Abstracting/Summarizing; Style of technical communication Curriculum vitae/resume writing; Innovative methods to enhance vocabulary, analogy questions.								4
3	Structural and Functional Grammar: Sentence structure, modifiers, connecting words and verbal; phrases and clauses; Case: subjective case, possessive case; objective case;								3
4	Correct usage of nouns, pronouns and antecedents, adjectives, adverbs and articles; Agreement of verb with the subject: tense, mood, voice; Writing effective sentences; Basic sentence faults;								3
Practical Content									
<ol style="list-style-type: none"> 1. Listening Comprehension: Listening to short talks lectures, speeches (scientific, commercial and general in nature). 2. Oral Communication: Phonetics, stress and intonation, Conversation practice. 3. Conversation: rate of speech, clarity of voice, speaking and Listening, politeness 4. Reading skills: reading dialogues, rapid reading, intensive reading, improving reading skills. 5. Mock Interviews: testing initiative, team spirit, leadership, intellectual ability. 6. Micro-presentations and Impromptu Presentations: Feedback on presentations; 7. Stage manners: grooming, body language, voice modulation, speed; 8. Group Discussions. 									
Reference book									

1. Allport, G. W. 1937. Personality: A Psychological Interpretation. Holt, New York.
2. Brown Michele and Gyles Brandreth. 1994. How to Interview and be Interviewed. Sheldon Press, London.
3. Carnegie Dale. 1997. The Quick and Easy Way to Effective Speaking. Pocket Books, New York.
4. Francis Peter S J. 2012. Soft Skills and Professional Communication. Tata McGraw Hill, New Delhi.
5. Kumar S and Pushpa Lata. 2011. Communication Skills. Oxford University Press.
6. Neuliep James W. 2003. Intercultural Communication A Contextual Approach. Houghton Mifflin Co Boston.
7. Pease, Allan. 1998. Body Language. Sudha Publications, Delhi.
8. Raman M and Singh P. 2000. Business Communication. Oxford University Press.
9. Seely J. 2013. Oxford Guide to Effective Writing and Speaking. Oxford University Press.
10. Thomson A J and Martinet A V. 1977. A Practical English Grammar. Oxford University