



**Ganpat University**  
॥ विद्यया समाजोत्कर्षः ॥

Faculty of  
**Computer Applications**



<b>Programme</b>	B.Sc. IT Honours (Artificial Intelligence & Machine Learning)				<b>Branch</b>	Computer Applications																																																															
<b>Semester</b>	I				<b>Version</b>	1.0.0.0																																																															
<b>Effective from the Academic Year</b>	2026-27				<b>Effective for the batch Admitted in</b>	June 2026																																																															
<b>Subject code</b>	U81D5CS		<b>Subject Name</b>		Communication Skills																																																																
<b>Teaching scheme</b>					<b>Examination scheme (Marks)</b>																																																																
<b>(Per week)</b>	<b>Lecture (DT)</b>		<b>Practical (Lab.)</b>		<b>Total</b>		<b>CCE</b>	<b>SEE</b>	<b>Total</b>																																																												
	L	TU	P	T W																																																																	
Credit	2	-	-	-	2	Theory	25	25	50																																																												
Hours	2	-	-	-	2																																																																
<b>Objective:</b>																																																																					
Understand the role of communication in personal and professional success. Develop awareness of appropriate communication strategies. Prepare and present messages with a specific intent. Analyze a variety of communication acts. Ethically use, document and integrate sources.																																																																					
<b>Pre-requisites:</b>																																																																					
Familiarity with the basics of English language, strong determination and willpower for skill-set enhancement.																																																																					
<b>Learning Outcome:</b>																																																																					
<table border="1"> <thead> <tr> <th>Name of CO</th> <th colspan="9">Description</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td colspan="9">Understand the process of communication and its effects on giving and receiving information</td> </tr> <tr> <td>CO2</td> <td colspan="9">Understand the basic vocabulary and Grammatical concepts</td> </tr> <tr> <td>CO3</td> <td colspan="9">Understand, Evaluate and apply basic listening skills</td> </tr> <tr> <td>CO4</td> <td colspan="9">Be able to read and comprehend various reading materials</td> </tr> <tr> <td>CO5</td> <td colspan="9">Express their ideas and speak confidently in the English language</td> </tr> </tbody> </table>										Name of CO	Description									CO1	Understand the process of communication and its effects on giving and receiving information									CO2	Understand the basic vocabulary and Grammatical concepts									CO3	Understand, Evaluate and apply basic listening skills									CO4	Be able to read and comprehend various reading materials									CO5	Express their ideas and speak confidently in the English language								
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<b>Mapping of CO and PO:</b>																																																																					
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12																																																									
CO1	0	1	1	1	1	2	3	2	3	0	3	2																																																									
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<b>Unit</b>	<b>Content</b>									<b>Hrs.</b>																																																											
1	<b>Basics of Communication:</b> Definition and Principles ,Process of communication ,Functions ,Forms of communication (Formal – Informal, Verbal – Non-verbal, Electronic and Visual) ,Flow of Communication ,Language as a Tool of Communication, Barriers to communication with remedies									10																																																											

2	<b>Functional Grammar and Vocabulary</b> Articles, Parts of Speeches, Tenses, Synonyms-Antonyms, One Word Substitution, Eponyms	05
3	<b>Listening Skills</b> Definition and process of listening, Rudiments of effective listening, Modes of listening, Barriers to listening, Tips for effective listening, Traits of good listening. Listening comprehension practice using audio-visuals (IELTS Listening) Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.) Listening to Speeches of Leaders, TED Talks, TED-Ed, Educational Videos	05
4	<b>Reading Skills</b> Definition, Purposes & types of reading, KWL method of reading, Techniques for effective reading comprehension, Reading Blogs, Website content	05
5	<b>Oral Communication in Context:</b> Greetings and Introduction, Know your Buddy (Knowing about a partner, asking for information, likes and dislikes, etc.), Just a Minute (JAM), Asking for and giving information, offering and responding to offers, requesting and responding to requests, congratulating people on their success, expressing sympathy, expressing condolences, apologizing and forgiving, giving instructions, seeking and giving permission, expressing opinions (likes and dislikes), agreeing and disagreeing	05
<b>Practical Content:</b>		
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<b>Reference Books:</b>		
1	Technical Communication - Principles and Practice by Meenakshi Raman & Sangeeta Sharma, Oxford University Press	
2	Effective Technical Communication by M Ashraf Rizvi , TMH Publication	
3	Leadership Lessons from the Bhagavad Gita by Mohan Murti	
4	Intermediate English Grammar with Answers, 2nd Edition by Raymond Murphy, Cambridge University Press	
<b>Web Reference:</b>		
1	Online resources: YouTube - Daily Video Vocabulary, Vocab 24, TED Lectures, Inspirational speeches/addresses of successful people, parliamentary speeches, interviews, various internet channels devoted to learning and improving communication in English	
<b>MOOC/Certificate Course:</b>		
1	Finding Your Professional Voice: Confidence & Impact   Coursera	
2	Top Communication Skills Courses - Learn Communication Skills Online (coursera.org)	
3	Free Online Bhagavad Gita Course - Gita Quest	
<b>Question Paper Scheme:</b>		
<b>End Semester Examination Duration:</b> (1 Hour Theory Examination)		
<b>Note for Examiner: -</b> Q-1 Any one out of Two (05 Marks) Q-2 Any one out of Two (05 Marks) Q-3 Any one out of Two (05 Marks) Q-4 Any one out of Two (05 Marks) Q-5 Any one out of Two (05 Marks)		
*The question paper must comprehensively address all Course Outcomes (COs), align with Bloom's Taxonomy levels, and ensure complete syllabus coverage.		