

**SYLLABUS FOR ONE YEAR CERTIFICATE COURSE IN  
COMMUNICATION SKILLS, Session 2022-23**

**SCHEME OF EXAMINATIONS**

	<b>Name of the Paper</b>	<b>Periods/Week</b>
1.	Oral Communication	4 Periods
2.	Written Communication	4 Periods
3.	Personality Development	4 Periods

**Scheme of One Year Certificate Course in Communication Skills w.e.f. session 2022-23  
under Credit Based System (CBS)**

Paper No.	Name of the Subject	No. of Credit	Teaching Scheme (Hrs./Week)	Examination Scheme (Marks)			
				Theory Exam.	Internal Assessment	Total	Duration of Exam/ Time
CCCS-101	Oral Communication	4	4	60	15	75	3 Hrs
CCCS-102	Written Communication	4	4	60	15	75	3 Hrs
CCCS-103	Personality Development	4	4	60	15	75	3 Hrs
<b>Total Credit Marks</b>		<b>12</b>	<b>12</b>	<b>180</b>	<b>45</b>	<b>225</b>	-

- 60 Marks for External Examination and 15 Marks for Internal Assessment.

**CCCS - 101**  
**Oral Communication**

**Credit: 4**

**Total Marks: 75**

**Duration of Exam/Time: 3 Hours**

**Theory: 60, Internal Assessment : 15**

- Note: -**
1. Nine questions will be set in all by the examiner and the candidates will be required to attempt five questions in all including one compulsory question.
  2. Question No. 9 will be compulsory consisting of short answer type questions and spread over the entire syllabus. Phonetic Transcription (10 Marks), other short answer type questions (10 Marks) (10+10 = 20 Marks)
  3. The remaining eight questions will be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question (10 marks each) from each unit. (10 \* 4 = 40 Marks)

**UNIT-I:** Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Cross Cultural Communication Language as a tool of Communication, Technology based Communication Tools.

**UNIT-II:** The Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening, Note Taking and Note Making.

**UNIT-III:** Spoken English in India, The Organs of Speech, Description and Articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech, Spelling and Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of H.S. Hornby.

**UNIT-IV:** Presentation Skills; Interview Skills- Preparing for an Interview, Interview Techniques, Public Speaking, Preparing the Speech, Organising the Speech, Delivering the Speech.

**Classroom Practice:**

- Greeting and introducing.
- Practising Short Dialogues.
- Group Discussions, Seminars/Paper-Presentations.
- Listening News/Conversations/Telephonic Conversation.

**\* Internal assessment will be marked on the basis of Presentations in the class.**

**Suggested Readings:**

1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad, P. Communication Skills, S.K. Kataria & Sons.
4. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language.
5. Roach Peter. English Phonetics and Phonology.
6. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 7th Edition.

**CCCS - 102**  
**Written Communication**

**Credit: 4**

**Total Marks: 75**

**Duration of Exam/Time : 3 Hours**

**Theory: 60, Internal Assessment : 15**

**Note:-** 1. Nine questions will be set in all by the examiner and the candidates will be required to attempt five questions in all including one compulsory question.

2. Question No. 9 will be compulsory consisting of short answer type questions and spread over the entire syllabus. (20 marks)

3. The remaining eight questions will be set from 4 units, at least two questions from each unit. The candidate will be required to attempt four questions, selecting at least one question from each unit. (10 \* 4 = 40 Marks)

**UNIT-I:** Reading Skills: Purpose, Process, Methodologies Strategy, Reading Comprehension.

**UNIT-II:** Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing, Dialogue writing, Essay writing.

**UNIT-III:** Idioms and Phrases, Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Appropriate Words, Idioms and Phrases.

**UNIT-IV:** Remedial Grammar and Usage, Important Aspects of English Grammar and Usage, Phrases and Clauses.

**Classroom Practical:**

- Based on entire syllabus.

**\* Internal assessment will be marked on the basis of writing tests in the class.**

**Suggested Readings:**

1. Prasad, P. The Functional Aspects of Communication Skills, Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. McCarthy, Michael. English Vocabulary in Use, Cambridge University Press.
4. Rajinder Pal and Prem Lata. English Grammar and Composition, Sultan Chand Publication.

**CCCS - 103**  
**Personality Development**

**Credit: 4**

**Duration of Exam/Time : 3 Hours**

**Total Marks: 75**

**Theory: 60, Internal Assessment : 15**

**Note:-** 1. Nine questions will be set in all by the examiner and the candidates will be required to attempt five questions in all including one compulsory question.

2. Question No. 9 will be compulsory consisting of short answer type questions and spread over the entire syllabus. (20 marks)

3. The remaining eight questions will be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question from each unit. (10 \* 4 = 40 Marks)

**UNIT-I:** Soft Skills: Improving soft skills; Personality Development-Personality Analysis, Vivekananda's Concept of Personality Development, Personality Traits and Leadership Qualities; Personality Types.

**UNIT-II:** Career Planning- Benefits; Motivation and Achieving goals; SWOT Analysis, Team Building and Team work.

**UNIT-III:** Values-Power of Values, Personal Values, Cultural Values, Social Values, Etiquette; Classification of Etiquette, Practicing good Manners, Significance of Self-discipline.

**UNIT-IV:** Time Management- Analysis of Time Matrix, Effective Scheduling; Stress Management- Effects of Stress; Kinds of Stress, Sources of Stress.

\* Internal Assessment will be marked on the basis of Questions, Group Activity and Self-Assessment test.

**Suggested Readings**

1. Alex, K. (2010) Soft Skills, S. Chand Publishing, New Delhi.
2. Mitra, Barun K. 2011 Personality Development and Soft Skills, Oxford University Press.