

L. D. Arts College (Autonomous), Ahmedabad
Detailed Syllabus
(Self-Finance Programme)
SEC 1 – Semester I

Semester	I
Course	SEC Communication Skills
Credits	2 (Theory 15 + Practical 15)
Category	Skill Enhancement Course
Teaching Hours	30

Course Objectives

Number	Objective
Objective 1	Develop effective verbal and written communication skills
Objective 2	Enhance academic and professional writing abilities
Objective 3	Build confidence in speaking and presentations
Objective 4	Enable workplace communication competence
Objective 5	Prepare students for employability
Objective 6	Integrate theory with practical communication tasks

Course Outcomes

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO1	REMEMBERING	Recall communication principles
CO2	UNDERSTANDING	Explain communication processes
CO3	APPLYING	Apply language skills
CO4	ANALYSING	Analyse communication situations
CO5	EVALUATING	Evaluate communication effectiveness
CO6	CREATING	Create structured communication

Course Contents

Unit	Theory	Practical	Hours
1 Basics of Communication	Communication process, types, barriers	Role play, non-verbal exercises	6
2 Writing Skills	Sentence structure, Grammar: Tenses, Prepositions, Auxiliaries	Writing exercises, Editing tasks	6
3 Listening & Speaking	Listening skills, Pronunciation and articulation	Conversation practice, classical passages	6
4 Reading Skills	Reading comprehension	Passage analysis, response writing	6
5 Workplace Communication	Professional basics, Report writing	Report drafting, workplace tasks	6

References

No.	Author / Editor	Text
1	Wren & Martin	<i>English Grammar</i>
2	Krishna Mohan	<i>Communication Skills</i>
3	A. P. J. Abdul Kalam	<i>Wings of Fire</i>
4	Oxford University Press (Ed.)	<i>Indian Prose: An Anthology of Contemporary Essays and Short Stories</i>

E-Resources

No.	Category	Resource	Details / Link
1	MOOCs / Structured Learning	SWAYAM / NPTEL	Communication Skills, Technical Writing, Employability Skills
		Coursera	Business Communication, Writing in the Workplace
		LinkedIn Learning	Resume Writing, Interview Skills, Professional Communication
2	Writing & Professional Communication	Purdue Online Writing Lab (OWL)	https://owl.purdue.edu
		Harvard Business Review (Communication Section)	https://hbr.org
		Grammarly Writing Handbook	https://www.grammarly.com/blog
3	Career & Employability Skills	Indeed Career Guide	https://www.indeed.com/career-advice
		Glassdoor Career Resources	https://www.glassdoor.com/blog
		Naukri Learning	https://www.naukri.com
4	Speaking & Presentation Skills	TED Talks	https://www.ted.com
		Toastmasters International	https://www.toastmasters.org
		BBC Learning English	https://www.bbc.co.uk/learningenglish
5	Digital Learning Tools	Let's Talk – English Speaking & Soft Skills	Spoken English and interview preparation
		BBC Learning English (YouTube)	Grammar, pronunciation, vocabulary

		Skillopedia	Soft skills and workplace communication
		Harvard i-lab	Presentations and pitching skills
		Grammarly	Writing and editing support
		LinkedIn	Professional networking and communication
		Canva	Presentation design
		Duolingo / Hello English	Language learning support
6	Institutional Resources	English GUETA Website	Official academic resource
		English GUETA Mobile App	Mobile learning support
		English GUETA YouTube Channel	Lecture videos and tutorials