



**YASHASWI EDUCATION SOCIETY'S
INTERNATIONAL INSTITUTE OF
MANAGEMENT SCIENCE, CHINCHWAD
IN ASSOCIATION WITH
SAVITRIBAI PHULE PUNE UNIVERSITY**

VALUE ADDED COURSE: COMMUNICATION AND SOFT SKILLS - II

**COURSE COORDINATOR -
PROF AMAR GUPTA**

YEAR : 2020 - 21



Syllabi for the Value Added Course: Communication and Soft- Skills II

Semester-II

Semester II	LTP: 2:2:1	Communication and Soft Skills
2 Credit		

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO1	REMEMBERING	Highlight the different components of Verbal Communication
CO2	UNDERSTANDING	Summarising various types of Verbal Communication
CO3	APPLYING	Examine the role of Verbal Communication in real-life scenario
CO4	ANALYSING	Distinguish between Verbal and Non-Verbal Communication
CO5	EVALUATING	Assessing Effective Writing Skills
CO6	CREATING	Building a sound foundation of Verbal Communication using role plays and simulation games

1. Verbal Communication Listening Skills Purpose of Listening, Listening to Conversation (Formal and Informal), Active Listening an Effective Listening Skill, Benefits of Effective Listening, Barriers to Listening, Listening to Announcements (railway/ bus stations/ airport /sports announcement/ commentaries etc.), Academic Listening (Listening to Lectures), Listening to Talks and Presentations, Note Taking Tips

(10)

2. Verbal Communication Oral Communication Skills (Speaking Skills)- Importance of Spoken English, Spelling and Pronunciation, Asking for and giving information, Offering and responding to offers Requesting and responding to requests, Congratulating people on their success, Expressing condolences Asking questions and responding politely, Apologizing and forgiving Giving instructions, Seeking & giving permission, Expressing opinions (likes and dislikes), Agreeing and disagreeing, Demanding explanations, Asking for and giving advice and suggestions, Expressing sympathy. **(12)**

3. Verbal Communication Effective Writing Skills Elements of Effective Writing, the Sentence, Phrases and Clauses Types of Sentences, Main Forms of Written Communication, Paragraph Writing (Linkage & Cohesion), Letter Writing (formal and informal), Essay writing, Notices, Summarizing, Précis Writing, Note making **(8)**

