



**Sh. L. N. Hindu College, Rohtak (Haryana)**  
**Affiliated to M.D. University, Rohtak**  
**A Govt. Aided Post Graduate Co-Educational College Accredited by NAAC**

**COURSE PLAN**  
**ENGLISH**  
**Skill Enhancement Course**  
**Semester - I**  
**Session: 2024-25**

<b>Name of Program</b>	BA	<b>Course Coordinator</b>	Dr Shikha
<b>Name of the Course</b>	Basics of Communication and Soft Skills	<b>Course Code</b>	24ENG401SE01
<b>Hours per Week</b>	03	<b>Credits</b>	03 (L- 3-T- 0-P- 0)
<b>Maximum Marks</b>	50+25=75	<b>Time of Examination</b>	3 Hours

**COURSE OVERVIEW-**

This Skill Enhancement Course is designed to provide undergraduate students with essential communication and soft skills necessary for academic success and professional readiness. Spanning four comprehensive units, the course addresses various aspects of communication, language mechanics, comprehension, writing skills, and personal development.

**Course Outcomes (CO):**

CO 1- To motivate students to develop confidence in order to communicate and connect in multiple contexts

CO 2.- To improve students' basics of grammar by enabling their understanding of key passages/grammar/comprehension.

CO 3. To enable students in order to develop their Soft skills with practical learning ideal for students pursuing diverse careers

**PREREQUISITE**

Basic understanding of literature, language and grammar.

## **COURSE OBJECTIVES-**

**1.Enhance Communication Skills:** Equip students with the ability to communicate effectively in both verbal and non-verbal forms, fostering clarity and understanding in various contexts.

**2.Understand Language Mechanics:** Provide a solid foundation in grammar, including sentence structure and agreement, to improve written and spoken communication.

**3.Develop Comprehension and Writing Skills:** Cultivate skills in comprehension, précis writing, report writing, and essay writing, enabling students to articulate their thoughts clearly and concisely.

**4.Prepare for Professional Situations:** Train students in the preparation of professional documents such as resumes and cover letters, and develop skills for succeeding in interviews and group discussions.

**5.Foster Soft Skills:** Enhance interpersonal skills, time management, stress management, leadership, problem solving, and emotional intelligence to prepare students for personal and professional challenges.

## **COURSE CONTENT**

### **Unit 1:**

- Introduction and Scope of Communication
- Effective Communication
- Verbal and Non-Verbal Communication
- Process of Communication
- Barriers of Communication

### **Unit 2:**

- Subject -Verb Agreement
- Simple, Complex, Compound, Compound-Complex Sentences
- Phrasal Verbs, Idioms and Phrases, One word Substitution
- Homophones , Homonyms and Homographs

**Unit 3:**

- Comprehension Skills
- Précis Writing, Report  
Writing, Essay writing
- Preparing Bio-Data/ Resume/CV
- Interview , Presentation Skills  
and Group Discussion

**Unit 4:**

- Soft Skills
- Time Management and Stress Management
- Leadership Skills
- Problem Solving
- Personality Development and Emotional Quotient

**Pattern of Paper:**

- Question No. 1 Students shall be required to attempt any four Short notes (100-150) words each selecting at least one from Unit I, III & IV out of given six.
- Questions 2, 3, and 4 shall be Questions with internal Choice from Unit 1, 3, and 4
- Question 5 shall be do as directed (any 10 out of given 16) from Unit 2.

## LESSON PLAN

Lecture Number	Topic to be Delivered
1-2	Introduction to Communication
3-4	Effective Communication
5-6	Verbal and Non-Verbal Communication
7-8	Process of Communication
9	Barriers of Communication
10-12	Subject-Verb Agreement
13-14	Simple, Complex, Compound, Compound-Complex Sentences
15	Phrasal Verbs
16	Idioms and Phrases
17	One Word Substitution
18	Homophones.
19-20	Homonyms & Homographs
21	Comprehension Skills
22	Précis Writing
23	Report Writing
24	Essay Writing
25	Preparing Bio-Data/Resume/CV
26	Interview Skills
27	Presentation Skills
28	Group Discussion
29	Introduction to Soft Skills
30	Time Management
31	Stress Management
32	Leadership Skills
33	Problem Solving Techniques
34	Personality Development
35	Emotional Quotient (EQ)

### Practice Questions

#### Unit 1: Communication

1. Define communication and explain its scope in modern society.
2. What are the characteristics of effective communication?
3. Differentiate between verbal and non-verbal communication with examples.
4. Explain the process of communication. How does encoding and decoding function in this process?
5. Discuss five major barriers to communication and provide examples of each.
6. How can one overcome communication barriers in a professional setting?

## **Unit 2: Grammar and Sentence Structure**

1. Explain the rules of subject-verb agreement and provide five examples of correct usage.
2. Differentiate between simple, complex, and compound sentences. Provide two examples for each type.
3. What are compound-complex sentences? Write two examples.
4. Use the following phrasal verbs in sentences: (a) Give up, (b) Look after, (c) Bring about.
5. Define idioms and give the meaning of the following: (a) Break the ice, (b) A blessing in disguise, (c) Burn the midnight oil.
6. Provide one-word substitutions for the following: (a) A person who speaks many languages, (b) One who loves mankind, (c) A person who loves books.
7. What are homophones? Provide five examples along with their meanings
8. Differentiate between homonyms and homographs with examples.

## **Unit 3: Writing and Presentation Skills**

1. Read the following passage and answer the comprehension questions below.
2. What is précis writing? Write a précis of the given passage
3. Write a report on the annual sports event held at your college.
4. What are the essential components of an essay? Write an essay on ‘The Importance of Time Management in Student Life.
5. What is the difference between a bio-data, resume, and CV? Create a sample CV for a job application.
6. Describe five key tips for excelling in interviews.
7. How can you improve your group discussion skills? Discuss the key elements that make a group discussion effective.
8. What are presentation skills? List and explain five tips for delivering an effective presentation.

## **Unit 4: Soft Skills and Personality Development**

1. What are soft skills? Why are they important in the workplace?
2. How does time management contribute to personal and professional success?
3. What is stress management? Describe three techniques to handle stress effectively.
4. Define leadership skills. What are the qualities of a good leader?
5. Explain the steps in problem-solving. Provide an example of a situation where problem-solving skills are essential.
6. What is emotional quotient (EQ)? How does it contribute to personality development?
7. How can one develop a positive personality? Discuss the role of self-awareness in personal growth.
8. What are the key differences between IQ and EQ in terms of their impact on success?

## References:

- *Developing Communication Skills* by Mohan, Krishna, and Meera Banerji
- *English and Soft Skills* by S. P. Dhanvel
- *Step Ahead with English* Orient BlackSwan
- *Soft Skills* S.Chand
- *English Grammar and Composition*. By Wren and Martin
- *Essential English Grammar* by Murphy, Raymond
- *Learn Correct English* by Kumar, Shiv K .
- *Creative Writing* By Dev, Anjana
- *Communication Skills for Professionals* by Konar, Nira
- *English Syntax and Argumentation* by Aarts, Bas
- *Practical English Usage* by Swan, Michael A *Practical English Grammar* by Thomson, A. J. and A. V. Martinet.