

# Sant Gadge Baba Amravati University, Amravati

Faculty of Humanities

Subject: English.

Skill Enhancement Course (SEC) (Level 4.5)

BA Part I Semester - II

Course Title- Life Skills –II (Communication Skills)

|                                       |                |   |
|---------------------------------------|----------------|---|
| <b>Skill Enhancement Course (SEC)</b> | Course         | UG BA I Sem II                          |
|                                       | Level          | 4.5                                     |
|                                       | Title of Paper | Life Skills –II ( Communication Skills) |
|                                       | Course Code    | 615203                                  |
|                                       | No. of Credits | 02                                      |
|                                       | Lectures       | 30 (2Hrs/Week/Batch)                    |
|                                       | Total          | 50 Marks                                |

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Course Title- Life Skills II

|                          |   |                       |
|--------------------------|---|-----------------------|
| <b>Course Objectives</b> | 1) To focus on honing of various skills and techniques required for Communication.<br>2) To develop the basic communication skills among the students which will be integral to their, personal, social and professional interactions.                                  |                       |
| <b>Course Outcome</b>    | <b>After Completion of this course students will able to...</b><br>1) Improve their communication and language skills-<br>2) Communicate with their peers and write effectively.<br>3) Make power point presentation.<br>4) Improve their performance in the interview. |                       |
| <b>Unit</b>              | <b>Course Contents</b>  | <b>Learning Hours</b> |
| <b>Unit -I</b>           | <b>Interview Technique and Presentation skills</b>  | 8 Hours               |
|                          | 1) Introduction.<br>2) Personal interview.<br>3) Preparing for an interview.<br>4) Techniques of effective performance in interview.  |                       |
| <b>Unit -II</b>          | <b>PowerPoint Presentation</b>  | 8 Hours               |
|                          | 1) Introduction<br>2) Definition and meaning of Power Point Presentation.<br>3) Format of power point presentation.<br>4) Advantages of PowerPoint Presentation.  |                       |
| <b>Unit-III</b>          | <b>Productive skills - I</b>  | 7 Hours               |
|                          | 1) Developing a story with the help of an idea given.<br>2) Writing a travelogue.   |                       |
| <b>Unit-IV</b>           | <b>Productive skills - II</b>   | 7 Hours               |
|                          | 1) <b>Report writing.</b><br>a) Report of an event.<br>b) News Paper Report.  |                       |

|                                       |                             |                 |
|---------------------------------------|-----------------------------|-----------------|
|                                       | <b>2) Dialogue Writing.</b> |                 |
| <b>Distribution of Marks</b>          |                             |                 |
| Internal Assessment                   |                             |                 |
| Personal Interview                    |                             | 10 Marks        |
| Practical Based on the Syllabus       |                             | 20 Marks        |
| MCQs based Class Test on the Syllabus |                             | 20 Marks        |
| <b>Total</b>                          |                             | <b>50 Marks</b> |

**Prescribed Textbook:**

by Board of Editors &  
published by