



**SANT GADGE BABA AMRAVATI UNIVERSITY,  
AMRAVATI**

**संत गाडगे बाबा अमरावती विद्यापीठ, अमरावती**

**(FACULTY OF HUMANITIES)**

**मानवविज्ञान विद्याशाखा**

**P.G. Diploma Communication Skills in  
English  
Semester – I & II**

**Syllabus**

**(NEP -v23)**

**Session – 2023-24**

**Sant Gadge Baba Amravati University, Amravati**  
**Faculty: Humanities**  
**One Year – Two Semester Post Graduate Diploma Programme – NEPv23**  
**Programme: P. G. Diploma in Communication Skills in English**

**Part A**

As per the provisions in the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) Clause 45(1), Lifelong Learning and Extension is to create skilled and learned human resources through its various teaching-learning and skills development programmes in higher education. As a part of this initiative Sant Gadge Baba Amravati University propose to launch Two years P. G. Diploma in Communication Skills in English programme from the academic year 2019-20 through Department of Lifelong Learning & Extension under the Faculty of Humanities. P. G. Diploma in Communication Skills in English is an innovative programme which provides the set up for bringing the real world of work in to classroom and gives the opportunities to learner directly involved in development process in community. It would learners a wider and more comprehensive understanding of P. G. Diploma in Communication Skills in English as a field of knowledge and would accommodate a wide variety of learners' needs. It is emphasized on knowledge generation process and provide the suitable learning culture to the capabilities enhancement for lifetime and generating social capital.

**OBJECTIVE OF THE PROGRAMME (POs) :**

The P. G. Diploma in Communication Skills in English programme aims at producing the well-trained individuals knowledgeable in English Communication Skills and its various dimensions; more specifically, the **P. G. Diploma in Communication Skills in English** programme intends to:

- PO1: Develop Advanced Proficiency in Written and Oral Communication in English Language.
- PO2: Demonstrate Critical Thinking and Analytical Skills in Comprehending and Responding to Various Forms of Communication.
- PO3: Apply Communication Strategies Effectively in Professional and Interpersonal Settings.
- PO4: Display Cultural Sensitivity and Adaptability in Interpersonal Communication Contexts.
- PO5 : Develop Comprehension, Composition, Phonetics
- PO6 : Develop Business, Official Correspondence Required in Contemporary Technical Era

**ELIGIBILITY:**

A bachelor's degree in any discipline from a recognized University. The intake capacity being limited for 40 seats only.

**DURATION:**

The P. G. Diploma in Communication Skills in English Programme of full time One years (Two Semester).

**SPECIAL CHARACTERISTICS OF THIS PROGRAMME (PSo):**

Commitments for learner:

1. Student commits that he/she will attend the classes regularly.
2. Student commits that he/she will go thoroughly comprehensive learning activities and try out them in scenario of lifelong learning.
3. Student commits that he/she will find more information about Lifelong Learning theories on own basis.
4. Student commits that he/she will involve Community Learning Programme.
5. Student commits that he/she will go thoroughly the methods of teaching learning for adult learner
6. Student commits that he/she will find more tools and techniques to teach adult learner.

**Part – B**

**Sant Gadge Baba Amravati University, Amravati.**

**Faculty: Humanities**

**One Years - Two Semester Post Graduate Diploma Programme-NEPv23**

**P.G. Diploma in English Communication Skills**

**Semester I**

<b>Sr. No</b>	<b>Code of the Course/Subject</b>	<b>Title of the Course/Subject</b>	<b>(Total Number of Period)</b>	<b>Credit</b>
1	RM and IPR	Research Methodology	60	4
2	Discipline Specific Core I.1	Communication Skills in English - I (CSE-I)	60	4
3	Discipline Specific Core II.1	Practical English-I (CSE-II)	60	4
4	Discipline Specific Core III.1	Functional Grammar Paper-I	60	4
5	Discipline Specific Elective I.A Or Discipline Specific Elective I.B	Interview and Presentation Or Personality Development and Soft Skills Components	60	4
6	DSC-I.1 (Short Term Course)	Functional Grammar Paper-II	30	2
<b>Total Credit</b>				<b>22</b>

**P.G. Diploma in English Communication Skills**

**Semester II**

<b>Sr. No</b>	<b>Code of the Course/Subject</b>	<b>Title of the Course/Subject</b>	<b>(Total Number of Period)</b>	<b>Credit</b>
1	Discipline Specific Core I.2	Specialized Communication Skills in English	60	4
2	Discipline Specific Core II.2	Communication Skills in English - II (CSE-III)	60	4
3	Discipline Specific Core III.2	Practical English -II (CSE-IV)	60	4
4	Discipline Specific Elective II.A Or Discipline Specific Elective II.B	Dialogue Writing and Comprehension Skills Or Practical Uses of English	60	4
5	DSC-I.2 (Short Term Course)	Functional Grammar -III	30	2
<b>Total Credit</b>				<b>18</b>

**Sant Gadge Baba Amravati University, Amravati.**  
**Faculty: Humanities**  
**One Years - Two Semester Post Graduate Diploma Programme -NEPv23**  
**P.G. Diploma in English Communication Skills**  
**Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
1	RM & IPR	CSE-101	Th-Major	Research Methodology	60	4

**COs**

1. Able to understand and comprehend the basics in research methodology and applying them in research/ project work.
2. Able to select an appropriate research design.
3. Able to collect the data, edit it properly and analyse it.
4. Able to develop skills in qualitative and quantitative data analysis and presentation.
5. Able to demonstrate the ability to choose methods appropriate to research objectives.

Unit	Content	Period
Unit I	<b>Research Methodology: An Introduction</b> Meaning of Research; Objectives of Research; Motivation in Research; Types of Research; Research Approaches; Significance of Research; Research Methods versus Methodology; Research and Scientific Method; Importance of Knowing How Research is Done; Research Process; Criteria of Good Research; Problems Encountered by Researchers in India.	12
Unit II	<b>Defining the Research Problem</b> What is a Research Problem? Selecting the Problem; Necessity of Defining the Problem; Technique Involved in Defining a Problem; An Illustration; Conclusion.	12
Unit III	<b>Research Design</b> Meaning of Research Design; Need for Research Design; Features of a Good Design; Important Concepts Relating to Research Design; Different Research Designs; Basic Principles of Experimental Designs; Conclusion; Appendix: Developing a Research Plan.	12
Unit IV	<b>Interpretation and Report Writing</b> Meaning of Interpretation; Why Interpretation? Technique of Interpretation: Precaution in Interpretation; Significance of Report Writing Different Steps in Writing Report; Layout of the Research Report;	12
Unit V	Types of Reports Oral Presentation; Mechanics of Writing a Research Report; Precautions for Writing Research Reports; Conclusions.	12

**Books Recommended:**

1. Kothari, C. R. Research Methodology: Methods and Techniques. New Age International, 2004.
2. Kumar, Ranjit. Research Methodology: A Step-by-Step Guide for Beginners. SAGE, 2010.
3. Mukherjee, Shyama P. A Guide to Research Methodology: An Overview of Research Problems, Tasks and Methods. CRC P, 2019.
4. Nagar, Parul. Research Methodology Made Easy: A Handbook on Research Methodology. Exceller Books,
5. Research Methodology Made Easy: A Handbook on Research Methodology Exceller Books
6. MLA Handbook 9<sup>th</sup> Edition.

**P.G. Diploma in English Communication Skills**  
**Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
2	DSC-I.1	CSE-102	Th-Major	<b>Communication Skills in English - I (CSE-I)</b>	60	4

**COs**

1. Able to Construct Grammatically Correct and Coherent Sentence Applying the Rules.
2. Able to Strengthen Understanding of English Grammar Rule, Usage Language Accurately and Appropriately
3. Able to Understand Correct Sentence Pattern.
4. Able to Enrich Vocabulary

Unit	Content	Period
Unit I	<b>Basic Language Skills</b> Basic Tenets of English Grammar <ul style="list-style-type: none"> <li>• Fill in the Blanks, Clauses, Modal Auxiliary.</li> <li>• Correct Errors, Orders of Sentences, One Word Substitution.</li> </ul>	12
Unit II	<b>Language Acquisition Skills</b> <ul style="list-style-type: none"> <li>• <b>Listening Skills</b> : Uses of Audio Aids</li> <li>• <b>Speaking Skills</b> : Pygmalion Act-I By G.B. Shaw</li> <li>• <b>Reading Skills</b> : Monkey's Paw By W.W. Jacobs</li> <li>• <b>Writing skills</b>: News , Report , Advertisement writing and Note taking</li> </ul>	12
Unit III	<b>English Pronunciation and Phonetics</b> <ul style="list-style-type: none"> <li>• Tools and Techniques for Learning English as Second Language.</li> <li>• Phonology and Stress Management, Training of Sounds and Correct Pronunciations</li> </ul>	12
Unit IV	<b>Comprehension Skills</b> <ul style="list-style-type: none"> <li>• Reading Comprehension - Analysing and Interpretation of Written Text</li> <li>• Writing Comprehension.</li> <li>• Listening Comprehension</li> <li>• Cross Cultural Comprehension</li> </ul>	12
Unit V	<b>Presentation Skills</b> <ul style="list-style-type: none"> <li>• Planning, Structuring And Delivering Presentation</li> <li>• Elocution and Debates techniques</li> </ul>	12

**Books Recommended:**

1. B.K. Das and A. David, A Remedial Course in English, Book C.I.E.F.L. (O.U.P.)1980.
2. A. S. Hornby, Oxford Advanced Learner's Dictionary of Current English(O.U.P.)
3. A Textbook of English Phonetics for Indian Students by T. Balasubramanian.
4. English Pronouncing Dictionary by Daniel Jones

**P.G. Diploma in English Communication Skills  
Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
3	DSC-II.1	CSE-103	Th-Major	Practical English - I (CSE-II)	60	4

**COs**

1. Able to Understand Coherent Business Communication.
2. Able to Enhance Verbal and Business Communication Skills.
3. Able to Become Aware about Communication Skills in Business Etiquette and Professional Skills
4. Able to Interpret Figurative and Digital Data.
5. Able to Overcome Communication Pitfall.

Unit	Content	Period
<b>Unit I</b>	<b>Communication for Business and Official Correspondence</b> <ul style="list-style-type: none"> <li>• Letters, Memos, Proposals, Enquiries, E-Mails, Reports, Notice, Agenda, Minutes, Formal &amp; Informal Communication in Business Context.</li> </ul>	<b>12</b>
<b>Unit II</b>	<b>Logical Structure in English Language</b> <ul style="list-style-type: none"> <li>• Comparisons and Contrast, Cause and Effects of Logical Interpretation, Expansion of Ideas</li> </ul>	<b>12</b>
<b>Unit III</b>	<b>Interpretation of Technical Data</b> <ul style="list-style-type: none"> <li>• Interpretation of Table, Charts, Maps, Diagrams, Graphs.</li> </ul>	<b>12</b>
<b>Unit IV</b>	<b>Interpersonal Communication Skills</b> <ul style="list-style-type: none"> <li>• Salutation, Greeting, Apologies, Complaints, Request, Orders, Manners Etiquettes, Sympathy, Empathy</li> </ul>	<b>12</b>
<b>Unit V</b>	<b>Uses Of Audio Visual Sources</b> <ul style="list-style-type: none"> <li>• Use of Information and Communication Technology (ICT) in Communication Skills</li> </ul>	<b>12</b>

**Books Recommended :**

1. Developing communication skills in English (krisnamohan, Mira Banarji)
2. Wren n Martin, High scroll English Grammar (S. Chand publication)
3. Communication Skills.(prof. V. B. Pathak)...NiraliPrakashan
4. Business Communication-K.K.Sinha (Galgotia Publishing Company)
5. Oxford Practice Grammar-(Oxford University Press)
6. Effective Business Communication Asha Kaul-(Prentice Hall Of India)
7. Effective Presentation-Antony Joy Risjay (University Press)

**P.G. Diploma in English Communication Skills  
Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
4	DSC-III.1	CSE-104	Th-Major	Functional Grammar Paper-I	60	4

**COs**

1. Able to Face Interview
2. Able to Get Mastery Over Presentation.
3. Ability to Become Editor.
4. Able to Become Content and Creative Writer.

Unit	Content	Period
Unit I	• Verb and Its Type	12
Unit II	• Tense and Their Uses	12
Unit III	• Conditional Modals and Auxiliaries	12
Unit IV	• Use of definite and indefinite articles	12
Unit V	• Phrasal expression , use of preposition, Vocabulary Building – Antonyms and Synonyms	12

**Books Recommended:**

1. Developing Communication Skills (Krishna Mohan MeeraBanrjee)
2. Phonetics For Indian Students-T. Balsubramaniam (Macmillan)
3. Written Communication In English—Sarah Freeman (Orient Longman)

**P.G. Diploma in English Communication Skills  
Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
5	DSE-IA	CSE-105	Th-Major Elective	Interview and Presentation	60	4

**COs**

1. Able to develop the ability of effective communication & presentation.
2. Able to use the interpersonal skills confidently.
3. The student will actively participate in interviews will prepare & deliver presentation

Unit	Content	Period
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• Interview Skills : Definition and Examples</li> <li>• Time Management</li> </ul>	<b>12</b>
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• Active Listening and Confidence with positive attitude</li> <li>• Types of Interview</li> </ul>	<b>12</b>
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• Presentation Skills : Definition and Examples</li> </ul>	<b>12</b>
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• Elements of Powerful Presentation</li> </ul>	<b>12</b>
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• Qualities of presentation and Explain seven C's</li> </ul>	<b>12</b>

**Books Recommended:**

1. Personality development & soft skills
2. Effective Presentation-Antony Joy Risjay (University Press)
3. Professional English by Meenakshi Raman



**P.G. Diploma in Communication Skills in English  
Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
5	DSE-IB	CSE-106	Th-Major Elective	<b>Personality Development and Soft Skills Components</b>	60	4

**COs**

1. Communicate effectively with confidence to the surroundings.
2. Enhance team work & leadership.
3. Develop problem solving approach.
4. Develop decision making ability.

Unit	Content	Period
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• <b>Soft Skills:</b> An Introduction – Definition and Significance of Soft Skills; Process and Assessment of Soft Skill Development.</li> <li>• <b>Self-Discovery:</b> Discovering the Self, Setting Goals, Beliefs, Values, Attitude.</li> <li>• <b>Positivity and Motivation:</b> Developing Positive Thinking and Attitude; Meaning and Theories of Motivation; Enhancing Motivation Levels.</li> </ul>	12
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• <b>Interpersonal Communication &amp; Public Speaking:</b> Interpersonal relations; Interpersonal communication methods. Skills, Methods, Strategies and Essential tips for effective public speaking.</li> <li>• <b>Group Discussion:</b> Selection of Topics, Dos &amp; Don'ts of Group Dissuasion .</li> <li>• <b>Verbal &amp; Non-Verbal Communication, Team work and Leadership Skills:</b> Types, Advantages, Disadvantages &amp; Significance. Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.</li> </ul>	12
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• <b>Interview Skills:</b> Interview script, Dos &amp; Don'ts of interview skills. Pre and Post preparation.</li> <li>• <b>Presentation Skills &amp; Etiquette and Manners:</b> Stages, Process &amp; Techniques. Social and Business etiquette.</li> <li>• <b>Personality Development &amp; Time Management –</b> Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills. Concept, Matrix, Effective tools of time management.</li> </ul>	12
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• <b>Decision-Making:</b> Meaning, Types and Models, Group and Ethical Decision-Making.</li> <li>• <b>Problem-Solving Skills:</b> Problems and Dilemmas in application of these skills.</li> <li>• <b>Stress Management:</b> Types, Symptoms and Causes of Stress Management.</li> </ul>	12
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• <b>Psychological techniques to measure personality status.</b> Developing EQ, IQ, SQ &amp; MQ</li> <li>• Tests related to personality.</li> <li>• Improvement techniques.</li> </ul>	12

**Books Recommended:**

- 1) Dale Carnegie, How to win Friends And Influence people, 1936
- 2) Dale Carnegie, Personality Development to transform your Life,1936.
- 3) James Allen, as a man thinkith ,1903

**P.G. Diploma in English Communication Skills  
Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
6	DSC-I.1	CSE-107 (STC)	Short term Course	Functional Grammar-II	30	2

**COs**

1. This course aims to help students to understand tribal society and its distinct cultural characteristics.
2. It also intends to enhance the knowledge about current scenario of tribal society and its changing culture.

Unit	Content	Period
<b>Unit I</b>	• Tenses and Its Types	6
<b>Unit II</b>	• Types of sentence	6
<b>Unit III</b>	• Subject-Verb Agreement	6
<b>Unit IV</b>	• Degree of Comparison And Question Tag	6
<b>Unit V</b>	• Gerund , Infinitives & Linking Words	6

**Books Recommended:**

1. English Grammar Master by Dorota Guzik
2. All about tenses: Tenses for Beginners by Ramandeep Kaur.
3. A handbook for Tenses and Verbs by Dr.AvinashPratapShrivastav.
4. Practical English usage by Michael Swan.

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**P.G. Diploma in English Communication Skills**  
**Semester II**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
1	DSC-I.2	CSE-201	Th-Major	Specialized Communication Skills in English	60	4

**COs**

1. Able to Face Interview
2. Able to Get Mastery Over Presentation.
3. Ability to Become Editor.
4. Able to Become Content and Creative Writer

Unit	Content	Period
<b>Unit I</b>	<b>Professional Development And Career Skill</b> <ul style="list-style-type: none"> <li>• Interview Preparation and Communication, Resume and Covering Letter Writing.</li> </ul>	12
<b>Unit II</b>	<b>Presentation Skill</b> <ul style="list-style-type: none"> <li>• Compering the Function, Extempore, Power Point Presentations, Keynote Address, Story Telling, Event Management.</li> </ul>	12
<b>Unit III</b>	<b>Principals of Editing</b> <ul style="list-style-type: none"> <li>• Punctuation Rules, Recognizing and Reconstructing Sentence, Coherence and Comprehensions, Spelling Rules.</li> </ul>	12
<b>Unit IV</b>	<b>Content And Creative Wiring</b> <ul style="list-style-type: none"> <li>• Academic Writing, Research Papers, Creative Writing and Storytelling, Blogs, Pamphlets, Leaflet, Booklet, Brochures and Advertisements</li> </ul>	12
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• Essay Writing and Speech Writing</li> <li>• Paragraph Translation : from Marathi to English</li> </ul>	12

**Books Recommended:**

1. Developing Communication Skills (Krishna Mohan Meera Banerjee)
2. Phonetics for Indian students-T. Balsubramaniam (Macmillan)
3. Written Communication in English—Sarah Freeman (Orient Longman)

**P.G. Diploma in Communication Skills in English  
Semester II**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
2	DSC-II.2	CSE-202	Th-Major	Communication Skills in English - II (CSE-III)	60	4

**COs**

1. Learning out comes
2. Able to develop of the sense of creative writing.
3. Able to differentiate creative of non-creative academic writing
4. The student would create original work of writing report, story

Unit	Content	Period
Unit I	<ul style="list-style-type: none"> <li>• Creative Writing</li> </ul>	12
Unit II	<ul style="list-style-type: none"> <li>• The art of script Writing</li> </ul>	12
Unit III	<ul style="list-style-type: none"> <li>• Modes of creative writing</li> </ul>	12
Unit IV	<ul style="list-style-type: none"> <li>• Writing for media</li> </ul>	12
Unit V	<ul style="list-style-type: none"> <li>• Preparing for publication</li> </ul>	12

**Books Recommended:**

1. Creative writing –Beginners manual AnjanaNeiraDev –Pearson Delhi 2009.
2. The Cambridge introduction to creative writing –David Morley – Cambridge – New York.

**P.G. Diploma in Communication Skills in English  
Semester II**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
3	DSC-III.2	CSE-203	Th-Major	<b>Practical English - II (CSE-IV)</b>	60	4

**Cos**

1. Able to learn various types, trends and in English writing.
2. Able to developed the ability of effective communication and presentation
3. Able to use interpersonal skills confidently.
4. Able to actively participate in Group Discussion, Meetings, Interviews and Deliver Presentation.

Unit	Content	Period
<b>Unit I</b>	• Mock Interviews	<b>12</b>
<b>Unit II</b>	• Group Discussion	<b>12</b>
<b>Unit III</b>	• Delivering a Speech	<b>12</b>
<b>Unit IV</b>	• Extempore speech	<b>12</b>
<b>Unit V</b>	• Body Language	<b>12</b>

**Books Recommended:**

1. Shah S.Y.(2007) - the policy and program of lifelong learning in India : a brief overview, the paper presented at the international conference organised by the Asian Society of lifelong learning held in Seoul during November 14 - 16, 2007.
2. Delhi declaration and Framework for action, education for all Summit 16 December 1993.
3. Pandey, Rameshwari (2011) - spectrum of lifelong education concept publishing Company pvt.Ltd. New Delhi.
4. Dumare , Jaymala (2012) - lifelong learning through skill developmentslected papers from the National seminar on 'lifelong learning through skill development programme' organised by department of containing ,adult education and extension, rashtrasant tukadoji Maharaj Nagpur University February 27 ,28 2012.
5. Towards lifelong learning published by State resource centre Jamia Millia Islamia New Delhi on behalf of National literacy mission and United National education ,scientific and cultural organisation (UNESCO).
6. Dumare, Jaymala (2015)- साक्षरतातेआजीवन selected paper form state level seminar organised by department of containing, adult education and extension,Rashtrasant Tukadoji Maharaj Nagpur University, February 27,28, 2012.

**P.G. Diploma in Communication Skills in English  
Semester II**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
4	DSE-II.A	CSE-204	Th-Major Elective	Dialogue Writing and Comprehension Skills	60	4

**COs**

1. Able to learn various types, trends in English writing.
2. Types of Academic writing.
3. The process of creative writing.

Unit	Content	Period
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• Concept of Dialogue Writing</li> <li>• Format of Dialogue Writing</li> </ul>	<b>12</b>
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• Dialogue Writing and Its Types</li> </ul>	<b>12</b>
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• Rule of Dialogue Writing</li> <li>• Modes of Dialogue Writing</li> </ul>	<b>12</b>
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• Concept of Comprehension</li> <li>• Types of Comprehension</li> </ul>	<b>12</b>
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• GST- General ,Structure, Tone of the Passage</li> <li>• Comprehension strategies</li> </ul>	<b>12</b>

**Books Recommended:**

1. English for practical purposes by Z. N. Patil, B. S. Valke, Thorat and Marchant
2. Essential guide to writing by Thomas S. Kane oxford publication.
3. Winning Interview skills by Anukulvashaney Unique Publishers.
4. How to deliver and effective speech by SurendraDogra V & S publishers.

**P.G. Diploma in Communication Skills in English  
Semester II**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
4	DSE-II.B	CSE-205	Th- Major Elective	Practical uses of English	60	4

**COs**

1. To cultivate and develop valuable life skills to deal effectively with life's problems.
2. Respecting the interconnectedness of human life with understanding.
3. To foster social and cultural values while fostering interpersonal relationships.

Unit	Content	Period
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• Elocution and debates</li> </ul>	12
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• Dialogue Delivery</li> </ul>	12
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• Recitation of short stories,</li> </ul>	12
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• Skit presentation</li> </ul>	12
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• Group Discussion on given topics</li> </ul>	12

**Books Recommended:**

1. The elements of eloquence by Mark Forsyth.
2. Speeches and Debates by MadanSudd.
3. The science of storytelling by Will Storr.
4. The Method of Recitation by Charles A McCurry.

**P.G. Diploma in Communication Skills in English  
Semester II**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Number of Periods	Credit
5	DSC-I.2	CSE-206 (STC)	Short Term Course	Functional Grammar Paper-III	30	2

**COs**

1. Able to acquire the knowledge of basic grammar.
2. Able to construct grammatically correct sentences.
3. Building the ability of speaking correct English.
4. Able to use proper sentences in communication.

Unit	Content	Period
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• What is Voice of a verb</li> <li>• Types of Voices of Verb</li> </ul>	<b>6</b>
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• Concept of Active voice</li> <li>• Use of Active Voice</li> <li>• Rules and Conversation of Active Voice</li> </ul>	<b>6</b>
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• Concept of Active Passive Voice</li> <li>• Use of Active Voice</li> <li>• Rules and Conversation of Passive Voice</li> </ul>	<b>6</b>
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• Definition of Reported Speech</li> <li>• Rules of using Reported Speech</li> </ul>	<b>6</b>
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• Types of Reported Speech</li> <li>• Transforming Direct Speech into Reported Speech</li> </ul>	<b>6</b>

**Books Recommended:**

1. The passive voice and Reported Speech by Robert Brookgarbolt.
2. A Grammar of the English tongue by Samuel Johnson
3. Techniques of teaching English by A.L. Kohli
4. Introduction to linguistics: Language Grammar and semantics by Syal.



