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

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| 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 | *English Grammar* |
| 2 | Krishna Mohan | *Communication Skills* |
| 3 | A. P. J. Abdul Kalam | *Wings of Fire* |
| 4 | Oxford University Press (Ed.) | *Indian Prose: An Anthology of Contemporary Essays and Short Stories* |

## 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 |

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| | | 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 |