L. D. Arts College (Autonomous), Ahmedabad
Detailed Syllabus
(Self-Finance Programme)
SEC 2 – Semester II

Semester	II
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 Professional Writing	Resume, Cover letter, Reports	Drafting exercises	6
2 Advanced Workplace Communication	Meetings, workplace communication	Role play, case studies	6
3 Presentation Skills	Oral communication, structure, visual	Presentations	6

	communication		
4 GD & Interview Skills	Group discussion, interviews, body language	Mock GD, interviews	6

Recommended Readings

No.	Author	Text
1	Raman & Sharma	*Technical Communication*
2	Sudha Murty	*Selected Essays*
3	Dale Carnegie	*Public Speaking*
4	—	*Business Communication Case Studies*

E- resources

No.	Category	Resource	Details / Link
1	MOOCs / Online Learning	SWAYAM / NPTEL	Communication Skills, Soft Skills, Technical English
2	Language Learning Platforms	British Council LearnEnglish	https://learnenglish.britishcouncil.org
		BBC Learning English	https://www.bbc.co.uk/learningenglish
		Cambridge English	https://www.cambridgeenglish.org/learning-english
3	Writing & Grammar Support	Purdue Online Writing Lab (OWL)	https://owl.purdue.edu
4	Speaking & Communication	TED Talks	https://www.ted.com
5	Digital Learning Tools	Speak English With Mr. Duncan	English speaking and listening skills
		BBC Learning English (YouTube)	Grammar, pronunciation, vocabulary
		Learn English with Let's Talk	Spoken English and soft skills
		Grammarly	Writing and grammar support
		Duolingo	Language learning
		Hello English	Vocabulary and communication skills