

4-Year U.G. Degree Syllabus  
**B Design – Foundation Course**  
Semester - I

Subject	Credits	Hours	Marks			
Communication Skills	4	90	Th 25	Pr 25	Th 50	Pr -
Theory and Practical			Internal		External	Total

**OBJECTIVE: -**

The learner will be able to

1. Apply communication skills in different linguistic functions
2. Apply the skills related to listening reading, writing, and speaking
3. Effectively use the business communication skills.

**CONTENT**

Block No.	Objectives	Topic/Content Analysis	Assignments	Marks
1	Extract relevant and useful information for a specific purpose after listening.	<b>Listening skills</b> 1. Understanding of main idea. 2. Specific factual information 3. Recognizing opinions/attitudes and purpose of a speaker 4. Abstract formation of verbal speech	To listen to a specific conversation and then write the summary of the same for main idea factual information, and abstract- Two speech analysis.	25
2	Apply perception for reading with sensitivity and drawing conclusions and differentiate between key ideas and supporting details in reading.	<b>Reading Skills</b> 1. Reading for main ideas, 2. Reading for details 3. Understanding inferences and implied meaning 4. Recognizing a writer's opinions, attitudes and purpose.	To read a short passage, take notes on a short lecture and then write a summary including main idea, inference, writer's opinion and attitude and abstract.	25
3	Examine a text and comment on different aspects of it.	<b>Writing Skills</b> 1. Construct an argument based on a critical analysis of the text. 2. Develop that argument in essay format by : - Limiting the topic - Formulating a clear thesis - Developing well-constructed paragraphs - Integrating textual support	To write on a particular topic, to explain a preference, to give a description, to explain what student might do in a given situation, or to compare and contrast one idea or option with another and give a preference. The essay should be four to five paragraphs long (app.300	25

		through quotation, paraphrase and summary - Editing for unity, coherence, organization, and thoroughness.	words)-2 assignments	
<b>4</b>	Express the ideas and opinions in an effective way.	<b>Speaking Skills</b> 1. Answering a range of questions. 2. To speak at length on a given topic 3. To express and justify opinions. 4. To analyze and discuss the issues.	To give a topic to students for debate and give 30 minutes to respond to a topic on which they may speak about their views.-3 assignments	<b>25</b>

#### EVALUATION PATTERN –

Internal Assessment: Class Assignments and Class Test –To Be Converted into 25 marks (Theory 25, Practical 25)  
External Assessment: Final Exam - 50Marks. (Theory).

#### REFERENCE BOOKS:

1. Dr. Loughheed Lin,(2013),” *Barron’s IELTS*”, Barron’s education, Canada, 2nd Edition.
2. Educational Testing Service, (2012), “*Official Guide to the TOEFL Test*”, The McGraw- hill companies.inc, fourth edition.
3. Dahama O.P. & O.P. Bhatnagar, (2014) “*Education & Communication for Development*”, Oxford & Ibh Publications, 2nd Edition.
4. Dr. Rodrigue, “*Business communication*”.
5. Mohan K. & Banerjee M., 2009, “*Developing Communication Skills*”, MacMillan India Ltd., Delhi