### **All UG Courses**

# **Skill Enhancement Course (SEC)**

# **English: Communication in Everyday Life**

Credits: 2

Course title	Credits Credit distribut			on of the course	Eligibility	Pre-requisite of
& Code		Lecture	Tutorial	Practical/ Practice	criteria	the course (if any)
Communication in Everyday Life	2	0	0	2	Class XII	NA

# **Learning Objectives**

The Learning Objectives of this course are as

#### follows:

- To lay down a basic foundation for basic communication that is a part of a student's everyday life.
- To inculcate the fundamentals of communication with the aim to enhance listening, speaking and writing skills.
- To hone practical skills that can be used in day-to-day affairs.

# **Learning Outcomes**

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to improve mediation skills.
- After studying this course, students will be able to building human relationships.
- After studying this course, students will be able to foster societal understanding & develop an independent perspective.
- After studying this course, students will be able to enhance social communication skills of students.

### **SYLLABUS**

### **Course Contents:**

# UNIT 1

Theory of Communication

- Meaning, Features, Uses, Cycle, Feedback, Advantages
- Barriers
- 7 C's of Communication

# UNIT 2

Listening Skills

- Netiquettes
- Audio-book Listening & Discussions
- Note-taking

#### UNIT 3

### **Speaking Skills**

- Oral Presentation- Audio-Visual aids, Audience & Feedback, Delivery of Presentation, Handling Questions
- Group Discussion- Culture & History, Current Affairs, Society-related
- Public Speaking- Public Speech, Extempore

• Interview- Personal, Conversational, Public

#### **UNIT 4**

# **Reading Skills**

- Close Reading
- Skimming
- Scanning

### UNIT 5

# **Writing Skills**

- Summarising
- Paraphrasing
- Note-making
- Essays- Expository Essay, Descriptive Essay, Narrative Essay
- Letter Writing- Formal Letter, Informal Letter
- Reports- Incidence, Newspaper, Organisational Report
- Analysis & Interpretation- Textual
- Intra & Inter-personal Skills Monologue, Dialogue

# **Suggested Readings**

- Chaudhary, Shoma. "Understanding Interviews, Billy Elliot is my Story, Only Less Happy". Tehelka: The People's Paper, 18 February 2006.
- Kumar, Dinesh. "Understanding Values, Our Muddled Generation". The Hindu, 26 March 2006.
- Learning to Write I, "Free Writing". In Fluency in English II, ed. Varma, Pramodini and Mukti Sanyal, pp. 1-5, Oxford, New Delhi, 2015.
- Learning to Write II, "Editing". In Fluency in English II, ed. Varma, Pramodini and Mukti Sanyal, pp. 25-27, Oxford, New Delhi, 2015.
- Learning to Write III, "What makes Good Writing Good". In Fluency in English II, ed. Varma, Pramodini and Mukti Sanyal, pp. 48-51, Oxford, New Delhi, 2015.

#### **Examination scheme and mode:**

Evaluation scheme and mode will be as per the guidelines notified by the University of Delhi.