



बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Arts

B.A. (Economics) Programme

Subject Name & Code: BA02MDECO2 Communicative English

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
4	-	-	4	50	-	50	-

Programme Name	B.A.
Semester	II
Course Code	BA02MDECO2
Course Title	Communicative English
Course Content Type (Th./Pr.)	Theory
Course Credit	4
Sessions+ Lab. Per Week	4
Total Teaching/Lab. Hours	60 Hours
* 2 Laboratory = 1 Session	

Learning Objectives

1. To develop proficiency in listening, speaking, reading, and writing.
2. To enhance students' ability to communicate effectively in various situations.
3. To improve comprehension and analytical skills.
4. To build confidence in using English in both academic and professional contexts..

Prerequisites (if any)

Learning Outcomes

On the Completion of this course, students will able to:

1. demonstrate enhanced proficiency in listening, speaking, reading, and writing.
2. communicate in both academic and professional settings and effectively participating in discussions and presentations.
3. exhibit improved writing skills, including professional documentation.
4. gain the confidence and competence required to navigate real-world communication challenges.





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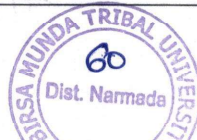
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Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	Unit 1: Communication A. Definition and process of communication B. Verbal and non-verbal communication C. Levels of Communication D. Objectives of communication E. Flow of Communication F. Barriers of communication	15
II	Unit 2: Written Communication A. Understanding the basic of letter writing B. Netiquettes C. Digital Portfolio D. Report writing E. Email writing F. Memo, Agenda Writing G. Job Application & Resume Writing	15
III	Unit 3: Listening Skills A. Importance of Listening B. Types of Listening: Active and Passive C. Barriers to Listening D. Strategies to Improve Listening Skills	15
IV	Unit 4: Speaking and Reading Skills A. Fundamental of Speaking Skills B. Public Speaking ; Techniques and Tips C. Reading Strategies ; Skimming, Scanning, Intensive and Extensive Reading D. Reading Comprehension ; Techniques and Practice E. Critical Reading and Analysis	15
Reference Books		
1. Adair, John. Effective Communication. London: Pan Macmillan Ltd.,2003. 2. Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012 3. Bovee, Courtland L.; Thill, John V. Business Communication Today, Pearson Education. 2021 4. Rai Urmila. English Language Communication Skills, Himalaya Publishing House. 2011		





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Web Resources

1. https://onlinecourses.swayam2.ac.in/cec24_lg08/preview

L:: Lecture, **T::** Tutorial , **P::** Practical

CCE:: Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/surprised), attendance etc. or any combination of these)

PWE:: Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

SEE:: Semester End Evaluation

