



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. (English) Programme

Subject Code & Name: BA03MDENG1 CONVERSATIONAL SKILLS

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage (%)			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
4	-	-	4	50	00	50	00

Programme Name	B.A.
Semester	III
Course Code	BA03MDENG1
Course Title	CONVERSATIONAL SKILLS
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

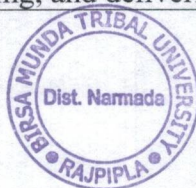
1. To enable students to use greetings, introductions, and polite expressions in everyday conversations
2. To prepare students for practical spoken English situations like markets, banks, and telephone calls
3. To develop students' ability to communicate effectively in professional settings such as interviews and meetings
4. To help students express agreement, apology, advice, compliments, and narrations accurately
5. To enhance students' skills in storytelling, debating, and delivering short speeches

Prerequisites (if any)

Learning Outcomes

Upon completing this course, students will be able to:

1. Engage in everyday conversations using greetings, introductions, and polite expressions
2. Handle practical spoken English situations like markets, banks, and telephone calls confidently
3. Communicate effectively in professional settings such as interviews, meetings, and presentations
4. Express agreement, apology, advice, compliments, and narrations appropriately
5. Develop skills in storytelling, debating, and delivering short speeches with clarity





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Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	Foundations of Effective Conversation: A. What Makes a Good Conversation? B. Types of Everyday Conversations (casual, structured, transactional) C. Greetings, Self-introduction, Introducing Others D. Asking and Answering Questions E. Social Courtesies and Politeness Markers (Thank you, Please, Sorry, Excuse me)	15
II	Practical Spoken English Situations: A. Conversation at the Market, Bank, Hospital, Post Office B. Making and Receiving Telephone Calls C. Asking for and Giving Directions D. Role-plays: Booking tickets, Job Enquiries, Doctor Visits E. Daily Routine Descriptions	15
III	Situational Dialogues for Professional Life: A. Speaking at Interviews and Group Discussions B. Office/Workplace Communication (Meetings, Memos, Discussions) C. Making Presentations: Structure, Language and Delivery D. Handling Complaints, Requests and Suggestions E. Email and Voicemail Conversations (tone, clarity, etiquette)	15
IV	Functions of Language and Performance Skills A. Expressing Agreement/Disagreement, Permission, Apology, Refusal B. Complimenting, Congratulating, Warning, Advising C. Storytelling, Narration and Short Speeches D. Debating and Opinion Sharing (Informal Debates) E. Vocabulary Enrichment for Expressive Communication	15
Text Book(s)		
NA		





बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsā Mūṇḍā Drāyabhal Yūnīvārsīṭī

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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

Web Resources

Online Resources

Required Software(s) (if any)

Practical(s) (if any)

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

