



Savitribai Phule Pune University, Pune
(Formerly University of Pune)

Syllabus

First Year Bachelor of Science (FYBSC)

Subject – English : Professional Communication

Skills

(Semester I and II)

Choice Based Credit System

NEP 2020

2024

Ability Enhancement Course

Subject : English : *Professional Communication Skills*

(Board of Editors) Orient BlackSwan, 2024

Course outcomes:

- CO-1 Read and understand texts in English
- CO-2 Enrich and use vocabulary effectively
- CO-3 Understand and Develop Communicative Competence
- CO-4 Use body language in different situations
- CO-5 Acquaint with digital platforms and technology
- CO-6 Write letter, notice, agenda, minutes and blog

Semester – I

Vertical	Ability Enhancement Course
Course Code	AEC-101
Course Title	English : Professional Communication Skills
Credit	2
Total Hours	30 hours

Unit No.	Topic	Allotted Lectures (L)
1.	Basic Language Skills: A) Grammar 1. Sentence Structures/Patterns 2. Subject - Verb agreement 3. Tenses	10
2.	B)Vocabulary : 1. Synonyms and Antonyms 2. Homonyms 3. One-word substitutes	10

Unit No.	Topic	Allotted Lectures (L)
	4. Idioms 5. Suffixes and prefixes 6. Collocations.	
3.	C) Speaking for Different Purpose: a) Meeting and Greeting People 1. Introducing your Self 2. Introducing People to One another 3. Apologies and Responses 4. Agreeing and Disagreeing 5. General Speaking Strategies b) Group Discussion, Interview and Interviewing Skills 1. Initiating a Group Discussion 2. Continuing a Group Discussion 3. Concluding Group Discussion 4. Preparing for an Interview 5. Facing an Interview 6. Interviewing Techniques c) Presentation Skills 1. Kinds of Presentation 2. Structuring Content 3. Visual Aids 4. The Language of Presentations 5. Making a Presentation	10

Semester – II

Vertical	AEC
Course Code	AEC-102
Course Title	English : Professional Communication Skills
Credit	2
Total Hours	30 hours

Unit No.	Topic	Allotted Lectures (L)
1.	<p>Forms of Writing:</p> <ol style="list-style-type: none"> 1. Letter Writing 2. Writing Resume 3. Report Writing 4. Notice/ Agenda and Minutes 5. Email 6. Blog Writing 	10
2.	<p>Soft Skills</p> <p>a) Introduction to Soft Skills</p> <ol style="list-style-type: none"> 1. Definitions and Nature 2. Soft Skill vs Hard Skill 3. Importance of Soft Skill 4. Types of Soft Skill <p>b) Soft Skills in Career Prospects</p> <ol style="list-style-type: none"> 1. Role of Soft Skills in Professional Success 2. Time and Stress Management 3. Decision Making and Moral values 4. Leadership Skills and Team Building 5. Negotiation Skills and Etiquettes 	10
3.	<p>Business Communication:</p> <ol style="list-style-type: none"> 1. Nature and Importance of Business Communication 2. Process of Communication 3. Types of Communication 4. Channels of Communication 5. Digital Communication 	10

References

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- Amos, Julie-Ann. *Handling Tough Job Interviews*. Mumbai: Jaico Publishing, 2004.
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- Monippally, Matthukutty, M. *Business Communication Strategies*. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
- Neuliep, James W. *Intercultural Communication: A Contextual Approach*. Boston: Houghton Mifflin Co., 2003.
- Prasad, H. M. *How to Prepare for Group Discussion and Interview*. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2001.
- Pease, Allan. *Body Language*. Delhi: Sudha Publications, 1998
- Raman, Meenakshi & Sangeeta Sharma. *Technical Communication: Principles and Practice*. Second Edition. New Delhi: Oxford University Press, 2011.
- Raymond Murphy. *Essential Grammar in Use with Answers: A Self-Study Reference and Practice Book for Elementary Learners of English*. Cambridge University Press, 2015
- Seely, John. *Writing Reports*. New York: Oxford University Press, 2002.
- Sharma, R. C. & Krishna Mohan. *Business Correspondence and Report Writing*: Third Edition. New Delhi: Tata McGraw-Hill Publishing company Limited, 2007.
- Thill, John V. & Courtland L. Bovée, *Excellence in Business Communication*, 10th edition. Boston : Pearson, 2013.
- Thorpe, Edgar & Showick Thorpe. *Winning at Interviews*. 2nd Edition. Delhi: Dorling Kindersley, 2006.