



**DETAILED SYLLABUS of M. A. (EDUCATION)  
THIRD SEMESTER**

**MAEduF-321 COMMUNICATION SKILL**

**COURSE OBJECTIVES :**

The students will be able to :

- To enhance the learners' communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills
- To impart better writing skills by sensitizing the learners to the dynamics of effective writing
- To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation

UNIT	COURSE CONTENT	Credit
<b>1</b>	<b>Communication: An Introduction</b>	<b>1</b>
1.1	Meaning, Definition, Nature and Scope of Communication	
1.2	Types of Communication and Main Elements of Communication	
1.3	Process of Communication	
1.4	Importance and Purpose of Communication	
<b>2</b>	<b>Reading Skills</b>	<b>1</b>
2.1	Definition of Reading and Importance of Reading	
2.2	Levels of Reading	
2.3	Requirements of Reading	
2.4	Types and Techniques of Reading and Academic Reading Tips	
<b>3</b>	<b>Writing Skills</b>	<b>1</b>
3.1	Writing - The Sentence, The Phrase, Kinds of Sentences, Parts of Sentence Parts of Speech, Articles, Types of Sentences	
3.2	Time Management Tips, Test Preparation Tips, Tips for Taking Exams,	
3.3	Paragraph- Construction of Paragraph, Linkage and Cohesion	
3.4	Academic Essay Writing – Thesis and Dissertation, Procedure for Thesis/dissertation Approval and Deposit	
3.5	Precise Writing, Report Abstracts, Letter Writing, Memo, Cover Letter, Resume writing	
<b>4</b>	<b>Communication Skills- Speaking and listening Skills</b>	<b>1</b>

4.1	Speaking Skill- Definition	
4.2	Types of Communication, Traits of a Good Speaker	
4.3	Elements of Communication- Fact to Face, Tone of Voice, Body Language, Verbal and Physical Communication	
4.4	Barriers of Communication	

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