



(Shri Ramkrishna Seva Mandal's)  
**ANAND COMMERCE COLLEGE**

An Autonomous College (2025-26 to 2034-35)

(Affiliated to Sardar Patel University)

NAAC ACCREDITED 'A' GRADE (3.04 CGPA)

ISO 9001:2015

Syllabus as per NEP 2020 with effect from the Academic Year 2025-26



**Bachelor of Commerce**  
**B COM Semester – I**

<b>Course Code</b>	<b>UC01SECOM01</b>	<b>Title of the Course</b>	<b>Communication Skills I</b>
<b>Total Credit of Course</b>	<b>02</b>	<b>Hours Per Week</b>	<b>02</b>

<b>Course Objectives</b>	<ol style="list-style-type: none"><li>To motivate the students to learn Basic concepts of Communication skills.</li><li>To explain the barriers of Communication and help the students to overcome the barriers of Communication</li></ol>
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<b>Unit</b>	<b>Description</b>	<b>Weightage</b>
1.	<b>Grammar</b> <ul style="list-style-type: none"><li>Sentence Structure-Simple, Compound and Complex Sentences, Affirmative, Interrogative and Negative Sentences</li><li>Subject Verb agreement</li><li>Different types of Verbs-Regular Verbs, Irregular Verbs, Modal Auxiliaries</li><li>Prepositions of time, place, direction and manner</li></ul>	35%
2.	<b>Barriers to Communication:</b> <ul style="list-style-type: none"><li>Introduction</li><li>Meaning</li><li>Concept of Noise</li><li>Effects of barriers in Communication Process</li><li>Classifications of Barriers</li></ul>	35%
3.	<b>Basics of Communication Skills:</b> <ul style="list-style-type: none"><li>Communication Process</li><li>Meaning</li><li>Definition</li><li>Concept of Communication</li><li>Formal Communication, Informal Communication</li><li>Roles of -Speaker, listener, Message and Feedback</li><li>Use of Audio-visual Aids for learning Communication Skills</li></ul>	30%

<b>Teaching – Learning Methodology</b>	Learner-centered Instructional methods, Direct method Quiz, Group Discussion, Assignments Interactive sessions, seminars, visual presentations, Project based learning Use of e-resources, including films
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## Internal and / or External Examination Evaluation

<b>Evaluation and Exam Pattern</b>			
Sr. No.	Details of Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1.	<b>Class Test</b>	<b>15</b>	<b>10</b>
2.	<b>Quiz</b>	<b>15</b>	<b>5</b>
3.	<b>Active Learning</b>	<b>5</b>	<b>-</b>
4.	<b>Home Assignment</b>	<b>5</b>	<b>5</b>
5.	<b>Class Assignment</b>	<b>5</b>	<b>-</b>
6.	<b>Attendance</b>	<b>5</b>	<b>5</b>
<b>Total Internal (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>
<b>Total External (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>

<b>Course Outcomes: Having completed this course, the learners will be able to</b>	
1.	Understand meaning and process of Communication.
2.	Know barriers of communication and overcome the barriers.

<b>Suggested References</b>	
Sr. No.	References
1	Rodrigues, M. V. (1992). Effective business communication. Concept Publishing House.
2	Mohan, K., & Banerji, M. (2000). Developing communication skills. Macmillan.
3	Doctor, R. A., & Doctor, A. H. (2009). Principles and practice of business communication (19th ed.). A. R. Sheth & Company.
4	Kaul, A. (2009). Business communication (21st impression). Prentice Hall of India Pvt Ltd.
5	Pal, R., & Korlahalli, J. S. (2013). Essentials of business communication (13th rev. & enl. ed.). Sultan Chand & Sons.
6	Kaul, A. (2015). Effective business communication (Economy ed.). Prentice Hall.
7	Macmillan. (2017). Gems of wisdom: An anthology of short stories.
8	Wren, P. C., & Martin, H. (2017). High school English grammar & composition (Rev. by N. D. V. Prasada Rao). S. Chand Publishing.
9	Rai, U. S., & Rai, S. M. (2019). Business communication (2nd rev. ed.). Himalaya Publishing House.
<b>On-line resources to be used as and when required.</b>	
<ul style="list-style-type: none"> <li>• Schramm's model of communication - Wikipedia</li> <li>• <a href="https://www.brainkart.com/article/Business-Communication_37713/">https://www.brainkart.com/article/Business-Communication_37713/</a></li> <li>• Tenses Chart With Examples, Rules, Usage • Englishan</li> <li>• ALL PRESENT Verb Tenses: Simple, Progressive, Perfect and Perfect Continuous - English Speaking 360</li> <li>• Business communication - Wikipedia</li> </ul>	

  
**Chairman**  
**BOS of English**  
**Anand Commerce College**

  
**Academic Coordinator**  
**Anand Commerce College**

  
**Principal**  
**Anand Commerce College**