



(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 – II

Course Code	UC02SECOM04	Title of the Course	Communication Skills II
Total Credit of Course	02	Hours Per Week	02

Course Objectives	<ol style="list-style-type: none">To motivate the students to learn Basic concepts of Communication Skills.(Spoken)To guide the students to learn effective Speaking Skills.
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Unit	Description	Weightage
1.	Functions of Communication: <ul style="list-style-type: none">InformationMotivationOrderBoosting MoralCounselling	35%
2.	Active Listening: <ul style="list-style-type: none">Listening as one of the Basic SkillsMeaning, concept, Importance of Listening Skills in Communication Skills,Definition of Listening SkillsListening ComprehensionReasons of Poor Listening ComprehensionRemedies for better Listening Comprehension	35%
3.	Effective Speaking: <ul style="list-style-type: none">IntroductionMeaningconcept and importance of Speaking in CommunicationSkills, Sounds -Vowels and ConsonantsStress: Meaning, concept and importance of Stress, Word Stress	30%

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

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

Course Outcomes: Having completed this course, the learners will be able to	
1.	Understand and practice functions of communication.
2.	Understand meaning and process of basic Listening Skills.
3.	Know effective Speaking Skills.

Suggested References:	
Sr. No.	References
1.	Advanced Communication Skills (English, Paperback, Nayan Chaudhary) (2022)
2.	Effective Communication Skills for Personal and Professional Success-Derek Crummy (2024)
3.	Interpersonal Communication Skills - The Power of Connection, Clarity, and Listening Skills in Your Personal and Professional Relationships & Successes Paperback – 2024 Erica May 2024
4.	Essentials of Business Communication –Rajendra Pal and JS Korlahalli (Sultan Chand & Sons) (2011)
5.	Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai) (2000)
6.	Business Communication – US Rai & SM Rai (Himalaya Publishing House, Mumbai) (2015)
7.	Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)(2009)
8.	Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition) (2004)
9.	Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi) (2007)
10.	Effective Business Communication – M V Rodriques (Concept Publishing House) (2013)
11.	Business Communication – Meenakshi Raman & Prakash Singh (Oxford University Press) (2012)
12.	Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata Mcgraw Hill (2002)

Digital Resources:

- 1 <https://www.businessenglishsite.com/>
2. <https://learnenglish.britishcouncil.org/business-english>
3. <https://clariti.app/blog/business-communication/>
4. <https://www.nextiva.com/blog/what-is-business-communication>
5. <https://slack.com/blog/collaboration/effective-business-communication-techniques>



Chairman
BOS of English
Anand Commerce College



Academic Coordinator
Anand Commerce College



Principal
Anand Commerce College