

**SYLLABUS FOR ONE YEAR CERTIFICATE COURSE IN
COMMUNICATION SKILLS, Session 2020-21**

SCHEME OF STUDY

Name of the Paper	Periods/Week
1. Oral Communication	4 Periods
2. Written Communication	4 Periods
3. Personality Development	4 Periods
4. Open Elective (Hindi Bhasha Aur Vyakaran)	2 Periods

**Scheme of One Year Certificate Course in Communication Skills w.e.f. session 2020-21
under Choice Based Credit System (CBCS)**

Paper No.	Name of the Subject	No. of Credit	Teaching Scheme (Hrs./Week)	Examination Scheme (Marks)			
				Theory Exam.	Internal Assessment	Total	Duration
CCCS-101	Oral Communication	4	4	60	15	75	3 Hrs
CCCS-102	Written Communication	4	4	60	15	75	3 Hrs
CCCS-103	Personality Development	4	4	60	15	75	3 Hrs
CCCS-104	Open Elective (Hindi Bhasha Aur Vyakaran)	2	2	40	10	50	2 Hrs
Total Credit Marks		14	14	-	-	275	-

- 60 Marks for External Examination and 15 Marks for Internal Assessment.
- In Open Elective Paper : 40 Marks for External Examination and 10 Marks for Internal Assessment.

CCCS - 101
Oral Communication

Credit: 4
Time : 3 Hours

Max. Marks: 60+15
Theory: 60, Internal Assessment : 15

- Note: -**
1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.
 2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus. Phonetic Transcription (10 Marks), other short answer type questions (10 Marks) (10+10 = 20 Marks)
 3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question (10 marks each) from each unit. (10 * 4 = 40 Marks)

UNIT-I: Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Cross Cultural Communication Language as a tool of Communication, Technology based Communication Tools.

UNIT-II: The Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening, Note Taking and Note Making.

UNIT-III: Spoken English in India, The Organs of Speech, Description and Articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech, Spelling and Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of H.S. Hornby.

UNIT-IV: Presentation Skills; Interview Skills- Preparing for an Interview, Interview Techniques, Public Speaking, Preparing the Speech, Organising the Speech, Delivering the Speech.

Classroom Practice:

- Greeting and introducing.
- Practising Short Dialogues.
- Group Discussions, Seminars/Paper-Presentations.
- Listening News/Conversations/Telephonic Conversation.

*** Internal assessment will be marked on the basis of Presentations in the class.**

Suggested Readings:

1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad, P. Communication Skills, S.K. Kataria & Sons.
4. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language.
5. Roach Peter. English Phonetics and Phonology.
6. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 7th Edition.

CCCS - 102
Written Communication

Credit: 4
Time : 3 Hours

Max. Marks: 60 + 15
Theory: 60, Internal Assessment : 15

Note:- 1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.

2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus. (20 marks)

3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question from each unit. (10 * 4 = 40 Marks)

UNIT-I: Reading Skills: Purpose, Process, Methodologies Strategy, Reading Comprehension.

UNIT-II: Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing, Dialogue writing, Essay writing.

UNIT-III: Idioms and Phrases, Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Appropriate Words, Idioms and Phrases.

UNIT-IV: Remedial Grammar and Usage, Important Aspects of English Grammar and Usage, Phrases and Clauses.

Classroom Practical:

- Based on entire syllabus.

*** Internal assessment will be marked on the basis of writing tests in the class.**

Suggested Readings:

1. Prasad, P. The Functional Aspects of Communication Skills, Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. McCarthy, Michael. English Vocabulary in Use, Cambridge University Press.
4. Rajinder Pal and Prem Lata. English Grammar and Composition, Sultan Chand Publication.

CCCS - 103
Personality Development

Credit: 4
Time : 3 Hours

Max. Marks: 60 +15
Theory: 60, Internal Assessment : 15

- Note:-**
1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.
 2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus. (20 marks)
 3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question from each unit. (10 * 4 = 40 Marks)

UNIT-I: Soft Skills: Improving soft skills; Personality Development-Personality Analysis, Vivekananda's Concept of Personality Development, Personality Traits and Leadership Qualities; Personality Types.

UNIT-II: Career Planning- Benefits; Motivation and Achieving goals; SWOT Analysis, Team Building and Team work.

UNIT-III: Values-Power of Values, Personal Values, Cultural Values, Social Values, Etiquette; Classification of Etiquette, Practicing good Manners, Significance of Self-discipline.

UNIT-IV: Time Management- Analysis of Time Matrix, Effective Scheduling; Stress Management- Effects of Stress; Kinds of Stress, Sources of Stress.

* Internal Assessment will be marked on the basis of Questions, Group Activity and Self-Assessment test.

Suggested Readings

1. Alex, K. (2010) Soft Skills, S. Chand Publishing, New Delhi.
2. Mitra, Barun K. 2011 Personality Development and Soft Skills, Oxford University Press.

कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र
(प्रदेश विधायिका एक्ट 12ए 1956 के तहत स्थापित)
(‘ए+ श्रेणी’राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषदद्वारा प्रदत्त)

सी. बी. सी. एस. (चयन-आधारित क्रेडिट पद्धति) एवं LOCF के अंतर्गत

सर्टिफिकेट कोर्स इन कम्युनिकेशन स्किल
के लिए हिंदी पाठ्यक्रम
सत्र 2020-21 से लागू

कोर्स कोड	कोर्स का नाम	क्रेडिट	शिक्षण घंटे / प्रति सप्ताह	परीक्षा की स्कीम (अंक)		
				परीक्षा	आंतरिक मूल्यांकन	कुल अंक
CCCS-104	हिंदी भाषा और व्याकरण	02	02	40	10	50

हिंदी भाषा और व्याकरण

क्रेडिट – 2
समय- 2 घंटे,

कुल अंक-50
परीक्षा अंक – 40, आंतरिक मूल्यांकन – 10

पाठ्यक्रम का उद्देश्य

हिंदी भाषा व व्याकरण का ज्ञान।

पाठ्यक्रम के अपेक्षित परिणाम

- हिंदी भाषा की संरचना से परिचय।
- हिंदी भाषा के विविध रूपों से परिचय।

परीक्षा संबंधी निर्देश –

- निर्धारित पाठ्यक्रम में से 10 प्रश्न दिए जायेंगे। विद्यार्थी को किन्हीं 05 का उत्तर देना होगा। प्रत्येक के लिए 06 अंक निर्धारित हैं।
- निर्धारित समस्त पाठ्यक्रम में 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। विद्यार्थी को प्रत्येक का उत्तर देना होगा। इसमें कोई विकल्प नहीं होगा। प्रत्येक के लिए 01 अंक निर्धारित हैं।

पाठ्य विषय

- हिंदी के विविध रूप (राष्ट्रभाषा, राजभाषा, संपर्क भाषा),
- हिंदी भाषा और भारतीय संविधान,
- हिंदी की बोलियां।
- व्याकरण का स्वरूप और महत्व
- देवनागरी लिपि का मानकीकरण।
- हिंदी की वर्ण-व्यवस्था: स्वर एवं व्यंजन।
- हिंदी भाषा शब्द भंडार - तत्सम, तद्भव, देशज, विदेशी
- शब्द निर्माण – उपसर्ग, प्रत्यय,
- पर्यायवाची शब्द, विलोम शब्द,
- संज्ञा, सर्वनाम, विशेषण, क्रिया
- मुहावरे, लोकोक्तियां
- हिंदी वाक्य रचना, वाक्य और उपवाक्य, वाक्य के भेद
- शब्द शुद्धि और वाक्य शुद्धि
- पारिभाषिक शब्दावली

सहायक पुस्तकें

- हिन्दी व्याकरण – कामता प्रसाद गुरु
- हिन्दी शब्दानुशासन – किशोरीदास वाजपेयी
- हिन्दी भाषा की संरचना – भोलानाथ तिवारी
- परिष्कृत हिन्दी व्याकरण – बदरी नाथ कपूर
- सामान्य हिन्दी – हरदेव बाहरी
- सामान्य हिन्दी – डॉ. पृथ्वी नाथ पाण्डेय