### Structure of Syllabus

<table>
<thead>
<tr>
<th>Sno</th>
<th>Foundation Course</th>
<th>Sem</th>
<th>Hrs/Week</th>
<th>Total Hrs</th>
<th>Credits</th>
<th>Marks</th>
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</thead>
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<tr>
<td>5</td>
<td>Information and Communication Technology (ICT) – 2</td>
<td>III</td>
<td>2</td>
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<tr>
<td>6</td>
<td>Communication and Soft Skills (CSS)-2</td>
<td>III</td>
<td>2</td>
<td>30</td>
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<td>7</td>
<td>Communication and Soft Skills (CSS)-3</td>
<td>IV</td>
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<td>8</td>
<td>Analytical Skills</td>
<td>IV</td>
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<td>Entrepreneurship</td>
<td>IV</td>
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<td>Leadership Education</td>
<td>IV</td>
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COMMUNICATION SKILLS AND SOFT SKILLS-2 (CSS -2)

COURSE CONTENT (30 hours)

CSS 02 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

Unit I: Pronunciation - 1
The Sounds of English

Unit II: Pronunciation – 2
1. Word Accent
2. Intonation

Unit III: Speaking Skills -1
1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

Unit IV: Speaking Skills -2
1. Role Play
2. Debate
3. Group Discussion

Unit V: Writing Skills
1. Spelling
2. Punctuation
3. Information Transfer
   o Tables
   o Bar Diagrams
   o Line Graphs
   o Pie Diagrams
   o Flow Charts
   o Tree Diagrams
   o Pictures