



SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S
R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RNGPIT

An Autonomous Institute u/s UGC Act 1956

Approved by AICTE & affiliated to Gujarat Technological University

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Program Name: Post graduation

Branch: iMSC.IT

Course / Subject Code: 2BS201

Course / Subject Name: Communication Skills- 2

w. e. f. Academic Year:	2025-2026
Semester:	II
Category of the Course:	AEC

Prerequisite:	Basic knowledge of English language communication and an interest in improving communication skills.
Rationale:	The course is designed to develop essential communication skills required for academic and professional contexts, enabling students to communicate effectively in organizational and real-world environments.

Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				SEE (TH)	IAT	CCE	SEE (P)	
2	1	0	3	70	30	20	00	120

Course Content:

Unit No.	Unit title & Contents	CO	Concern Question	Marks Weightage
1.	Unit 1- Listening Skills (Theory) 1.1 Distinguishing between Hearing and Listening 1.2 Effective Listening 1.3 Process of Listening 1.4 Types of Listening 1.5 Advantages of Listening	1	Q.3(A) Q.3(B) Q.3(C)	14
2.	Unit 2- Reading Skills (Theory) 2.1 Need for Developing Efficient Reading 2.2 Developing Efficient Reading skills 2.3 Reading skills and its types 2.4. Basic steps To Effective Reading 2.5 Benefits of Effective Reading	2	Q.2(A) Q.2(B) Q.2(C)	14
3.	Unit 3- Group Discussion 3.1 Elements of Group Discussion 3.2 Types of group discussion 3.3 Process of GD 3.4 Body Language and Expressions used during a GD 3.5 Group Discussions on Different topics (Practical)	3	Q.1 (A) Q.1 (B)	07
4.	UNIT 4- Business Communication 4.1 Preparing Agenda and Minutes for Meetings 4.2 Writing Notices and Memos 4.3 Drafting an E-mail, Press Release 4.4 Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies) 4.5 CV Writing	4	Q.6(A) Q.6(B) Q.6(C)	14
5.	UNIT 5- Leadership Essentials and Intrapersonal Skills 5.1 Qualities of a Good Leader 5.2 Leadership Styles 5.3 Decision Making 5.4 Intrapersonal skills	5	Q.5(A) Q.5(B) Q.5(C)	14
6.	UNIT 6 - Interpersonal and Strategic Skills for Team Management 6.1 Interpersonal skills 6.2 Problem solving 6.3 Critical thinking 6.4 Negotiation skills	6	Q.4 (A) Q.4 (B)	07

Course Outcomes (Cos):

After Completion of the course, students will able to:

Sr no.	CO No	Course Outcomes	BL
01	05	List out leadership qualities, styles, decision-making, and intrapersonal skills for self-development.	R
02	06	Recognize interpersonal, problem-solving, critical thinking, and negotiation skills for effective teamwork.	R
03	01	Comprehend and enhance effective listening skills in academic and professional contexts.	U
04	02	Explain and improve reading skills for effective comprehension and interpretation.	U
05	03	Implement group discussion principles and techniques in formal communication settings.	A
06	04	Execute written business communication skills in corporate and real-world situations.	A

Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
35	35	30	00	00	00

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

References/Suggested Learning Resources:**(a) Books:**

1. Communication Skills, Sanjaykumar and Pushplata, Oxford University Press, 2011.
2. Chaturvedi, P.D. and Chaturvedi, M. (2017). The art and science of business communication: skills, concepts, and applications. Uttar Pradesh, India: Pearson India Education Services.

(b) Open source software and website:

1. Search Tutorials: spoken-tutorial.org
2. LearnEnglish (britishcouncil.org)
3. Useful apps on Google Play Store
