

St. Xavier's College (Autonomous), Ahmedabad
Syllabus of Semester – I of the following departments under the Faculty
of Arts based on NEP to be implemented from the Academic Year 2026-

27.

FACULTY OF ARTS
DEPARTMENT OF ENGLISH

Skill Enhancement Course : ENHSE111C Oral and Written Communication

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credit Distribution of The Course			Eligibility Criteria	Prerequisite(s) of the Course (if any)
	Lecture	Tutorial	Practical / Practice		
ENHSE111C Oral and Written Communication	2	0	0	10 + 2 from a recognized board in any stream	Nil

LEARNING OBJECTIVES (LO)	
LO-1	Introducing different forms and types of direct and indirect communication
LO-2	Introducing students the nuances and subtleties of oral and written communication
LO-3	Through discussions and practical training, engaging students in presenting themselves through both oral and written communication.
COURSE OUTCOMES (CO)	
On Completion of this course, the student will be able to	
CO-1	Overcome stage fear, fear of public expression and shyness
CO-2	See non-verbal communication signs.
CO-3	Understand the importance of non-verbal communication.
CO-4	Train themselves for public-speaking and interviews.

CO-5	Become eloquent speakers.
------	---------------------------

Unit 1:

Communication: Meanings and Definition

1. Different meanings of communication, types and forms of communication
2. Objectives and types of communication
3. Processes of communication
4. Barriers to communication
5. Verbal and non-verbal communication

Listening and Feedback

1. Types of listening
2. Types of feedback

Unit 2:

Non-verbal Communication

1. Body language
2. Signs and gestures
3. Civic sense and public behaviour

Indirect Communication

1. Interpretations, Assumptions, Idioms
2. Communicating facts versus communicating emotions
3. Communicating through music, art and performances

Assessment Mode:

Written theory exam – 70%

Practical test (through activities like anchoring, script writing, brochures and invitations writing, report writing, college media liaising, etc) – 30%