

# Communication Skills

*B.A.: Optional*

## **Outlines of Tests**

<b>Paper</b>	<b>Title of Course</b>	<b>Marks</b>
'A':	Communication Skill (Written):	100

## **Syllabi and Courses of Reading**

### **Course Contents**

1. What is Communication?
2. Types of Communication
3. Effective steps of Communication
4. Problems in Communication
5. Basic skills (Four Basic Skills)
6. Writing Skill
7. Reading Skill
8. Speaking Skill
9. Listening Skill
10. Sentence Structure, Kind of Sentences,
11. Parts of Speech
12. Correct use of Tenses
13. Change of Narration
14. Report Writing / Paragraph Writing
15. Idioms

### **Book Recommended**

High School Grammar by Wren and Martin