

SRI A S N M GDC(A) PALAKOL



SYLLABUS OF

**COMMUNICATION SKILLS AND SOFT SKILLS-1  
(CSS -1)**

**2016-17**

AS PART OF LIFE SKILLS COURSES

UNDER CBCS FRAMEWORK

**SRI A S N M GDC(A) PALAKOL.**

**Revised Syllabus under CBCS  
Pattern**

**A Mandatory Course for BA/BCom/BSc etc.**

**COMMUNICATION SKILLS AND SOFT SKILLS**

**(Three papers spread over three Semesters)**  
(Each Paper: Total 30 hours of Teaching Learning)

**Unit I: Vocabulary Building**

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
- 1d. Analogy

**One-Word Substitutes**

1. Words Often Confused
2. Synonyms and Antonyms
3. Phrasal Verbs

**Unit II: Grammar - 1**

1. Types of Verbs
2. Subject-Verb Agreement

**Unit III: Grammar – 2**

1. Meanings of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

**Unit IV: Listening Skills**

1. The Importance of Listening
2. Types of Listening
3. Barriers/Obstacles to Effective Listening
4. Strategies for Effective Listening

**Unit V: Reading Skills**

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension