



Marwadi University

Master of Science

Department of Microbiology

Semester III

Subject Code: 02SL0501 - Subject Credits: 02

Subject Name: Effective Communication Skills - II

Course Description

The course aims at developing student's ability to communicate in English in formal contexts. It will also help students enhance their language skills with reference to interviews. The course will include different interactive activities on diverse aspects of spoken and written communication through experiential learning.

Course Objectives

The course will enable students

- to become proficient in formal communication in English
- to prepare for group discussions and personal interviews

Unit 1: Effective Writing Skills

1. Email Writing
2. Writing a Research Proposal
3. Writing a Cover Letter and Resume
4. Writing Minutes of Meetings
5. Writing Notices
6. Proof Reading and Editing

Unit 2: Effective Interview Skills

1. Group Discussion
2. Decoding Interview Questions (FAQs)
3. How to answer information based questions?
4. How to answer opinion based questions?
5. How to answer (handle) tricky questions?
6. Simulated Interview (Mock Interview)



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Teaching Scheme

Teaching Scheme (Hours per week)	Evaluation Scheme					Total Marks	
	Theory	ESE	IA	CSE	Viva		Term Work
02 Hours		00	30	20	25	25	100

- 1. IA will consist of the following components (30 marks):**
 - a. Assignments (20 Marks):** Students will prepare three oral assignments.
 - b. In-Class Participation (10 Marks)**
- 2. CSE (20 marks):**
 - (Term End Simulation):** Students will carry out simulated tasks at the end of the semester. It would comprise individual and group tasks.
- 3. Viva (25 Marks):** Viva will be conducted at the end of the semester. It will be based on the CSE, Term Work, Assignments and topics covered in the syllabus.
- 4. Term Work (25 Marks):**
 - (Term-End Presentation):** Students will make a presentation based on topics provided by the faculty, at the end of the semester.



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Recommended Readings

- Online article: Letterbarn: Sample Employment and Workplace Letters: <http://letterbarn.blogspot.in/2008/12/sample-recruitment-letters-training-and.html>
- Online article: Business letter examples: <https://www.thebalance.com/business-letter-examples-samples-and-writing-tips-2059673>
- BBC Learning English video: Writing an Email-18-English at work: <https://youtu.be/aO3Det4ir8U>
- BBC Article: English for Email: <https://learnenglish.britishcouncil.org/en/english-emails>
- Blog: My School: How to write notice and circular: <http://english-cbse.blogspot.in/2011/09/how-to-write-notice-and-circulars.html>
- Online article: Drafting of Notices, Circulars, Minutes and Resolutions: <http://www.yourarticlelibrary.com/business/reports/drafting-of-notices-circulars-minutes-and-resolutions/75904/>