



Yashwantrao
Chavan
Maharashtra
Open University

ENG 547

Communication Skills

M. A. ENGLISH

Second Semester

AUDIT COURSE

Book One : Communication Skills in English

Book Two : Communication Skills in English

Book Three : Communication Skills in English

Important Instructions for Students

The M. A. English Second Semester students are offered the following two "Audit Courses" to provide you additional professional skills. You need to select and successfully complete ANY ONE of the above two "Audit Courses".

1. Communication Skill (ENG 547)

2. Journalism and Mass Communication (ENG 548)

This is Online Self Instructional Material (SIM) provided for the first Audit Course i.e. Communication Skill (ENG 547). You should download this material from the university website and study.

In this Audit Course you would be assessed for 80 marks. There will be 20 questions of 5 marks each in the Semester End Examination. You would need to answer any 16 questions out of those.

There will be "Home Assignments" for 20 marks. The "Home Assignments Questions" would be uploaded on this website. You would need to download your "Home Assignments Questions" from the website and complete your Home Assignments, and submit at the Study Center.

You would be awarded "Grade" for this Audit Course in the Semester End Examination. You would need to score at least "C" grade in this Audit Course. The Grade obtained by you in this course would be mentioned separately in your final Mark Sheet. However, this Grade will not be considered for the overall final result of your Semester End Examination or the aggregate final "Grade" of M.A. English Programme.



ज्ञानगंगा घरोघरी

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Communication Skills

Book One

Communication Skills in English

Authors : Mr. Y. S. Kalamkar, Dr. V. G. Salunke, Prof. H. R. Kadepurkar
Mrs. S. A. Rege, Dr. S. S. Pundalik

| | | |
|--------|-------------------------------|----|
| Unit 1 | : Using a Dictionary | 01 |
| Unit 2 | : Narrating | 07 |
| Unit 3 | : Say it with Please | 16 |
| Unit 4 | : Describing | 25 |
| Unit 5 | : Instructions and Directions | 35 |
| Unit 6 | : Talking on the Telephone | 42 |



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Book Two

Communication Skills in English

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Mrs. S. A. Rege, Dr. S. S. Pundalik

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|--------|-------------------------------|----|
| Unit 1 | : Reading Diagrams and Graphs | 01 |
| Unit 2 | : Taking and Making Notes | 14 |
| Unit 3 | : Writing Letter : Personal | 25 |
| Unit 4 | : Writing Business Letters | 43 |
| Unit 5 | : Reporting | 57 |
| Unit 6 | : Paragraph Writing | 66 |



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Book Three

Communication Skills in English

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|--------|----------------------------------|----|
| Unit 1 | : First Aid | 01 |
| Unit 2 | : Reading a Newspaper | 08 |
| Unit 3 | : Who Am I ? | 19 |
| Unit 4 | : Making Communication Work | 29 |
| Unit 5 | : Crucial Interactions | 36 |
| Unit 6 | : Influencing Others and Arguing | 56 |