



**Anand Law College**  
 (An Autonomous Institute, Under UGC Regulation 2023)  
 Managed by Shri Ramkrishna Seva Mandal  
 SRKSM Campus, Near Electric Grid, Anand, Gujarat  
 (Affiliated to S. P. University & Approved by BCI, New Delhi)  
 NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1<sup>st</sup> Cycle



<b>Name of Course:</b> LLB 3 year	<b>Type of Course:</b> GIA
<b>Year</b> : 1 <sup>st</sup> Year	<b>Semester</b> : 2 <sup>nd</sup> Semester
<b>Subject Code</b> : ALCUG2ALLB1	<b>Subject:</b> Communication & Counselling Skills
<b>W.E.F.</b> : 2025-26	<b>Teaching Hours:</b> 30 Hours

**Teaching & Examination Scheme:**

Credit	Lec	Lab	Tut	Internal Marks			External Marks		Passing Marks	Passing Marks	Total Marks
				T	P	CE	T	P	Internal	External	
2	1	1	-		20			30	8/20	12/30	20/50

Lect= Lecture, Tut= Tutorial, Lab= Lab, T- Theory, P= Practical Theory Passing%: 40, Practical Passing%: 40

<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>To train students in professional legal communication, including client interviews, courtroom interaction, and professional correspondence. (L3–Applying)</li> <li>To develop practical legal writing skills required for drafting pleadings, opinions, notices, and professional emails. (L6 – Creating)</li> <li>To enhance oral advocacy and persuasive speaking skills necessary for courts, negotiations, mediations, and conferences. (L3 – Applying)</li> <li>To strengthen analytical reading skills for effective interpretation of statutes, judgments, contracts, and case files. (L4 – Analyzing)</li> <li>To equip students with counselling and client-handling skills, including managing emotions, confidentiality, and ethical responsibilities. (L2–Understanding)</li> </ol>
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**Course Outcome (CO):**

Upon completion of the course, student shall be able to

<b>CO 1</b>	Conduct effective client interviews using active listening and structured questioning techniques
<b>CO 2</b>	Draft clear, precise, and professional legal documents suited to litigation and advisory practice.
<b>CO 3</b>	Communicate persuasively through oral submissions, negotiations, and professional interactions.
<b>CO 4</b>	Read, interpret, and summarize legal texts, case files, and judgments efficiently



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<b>CO 5</b>	Apply counselling techniques to manage client expectations, emotional distress, and ethical dilemmas.
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**Detailed Syllabus: Communication & Counselling Skills**

**Total Teaching Hours: 30 Hours**

Unit	Description	Weightage/ Credits / Hours
<b>1</b>	<b>Professional Communication &amp; Active Listening</b>	25%
1.1	Nature of communication in the legal profession	(2)
1.2	Listening vs hearing in client conferences and courtrooms	7 Hours
1.3	Active listening techniques for client interviews	
1.4	Note-taking from court proceedings, depositions, and client meetings	
1.5	Understanding verbal and non-verbal cues in legal interactions	
1.6	Practical exercise: simulated client interview and briefing	
<b>2</b>	<b>Speaking, Advocacy &amp; Legal Reading</b>	25%
2.1	Professional greetings, introductions, and courtroom etiquette	(2)
2.2	Structured conversation techniques for client counselling and negotiations	7 Hours
2.3	Extempore speaking on legal and ethical issues	
2.4	Oral communication in courts, tribunals, and ADR forums	
2.5	Reading comprehension of statutes, judgments, and contracts	
2.6	Practical exercise: case summary presentation and oral briefing	
<b>3</b>	<b>Legal Writing &amp; Drafting Skills</b>	25%
3.1	Clarity and precision in legal language	(2)
3.2	Grammar essentials for legal drafting (tenses, reported speech, concord)	8 Hours
3.3	Vocabulary building for legal and professional contexts	
3.4	Drafting professional emails, legal notices, and short opinions	
3.5	Writing case briefs, summaries, and short legal essays	
3.6	Practical exercise: drafting a client advice note or legal notice	
<b>4</b>	<b>Counselling, Client Management &amp; Ethics</b>	25%
4.1	Meaning and importance of counselling in legal practice	(2)
4.2	Client interviewing and intake process	8 Hours
4.3	Emotional intelligence and empathy in lawyer-client relationships	
4.4	Managing distressed, aggressive, or vulnerable clients	



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4.5	Confidentiality, ethics, and professional responsibility	
4.6	Practical exercise: role-play on client counselling and ethical dilemmas	

**Suggested References:**

Sr. No.	References
	<ol style="list-style-type: none"><li>1. Developing Communication Skills – K. Mohan &amp; M. Banerji, Macmillan</li><li>2. Effective Business Communication – Murphy &amp; Peck, Tata McGraw Hill</li><li>3. Legal Drafting – Thakur, Eastern Book Company</li><li>4. Advocacy and Legal Ethics – Prof. N.R. Madhava Menon</li><li>5. Professional Ethics and Professional Accounting System – Dr. K.L. Bansal</li><li>6. Communication Skills for Law Students – Oxford / Cambridge resources</li></ol>
<b>Online Reference</b>	
	<ol style="list-style-type: none"><li>1. Bar Council of India materials,</li><li>2. legal drafting guides,</li><li>3. Court practice manuals, and professional ethics resources.</li></ol>

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