



Anand Law College
(An Autonomous Institute, Under UGC Regulation-2023)
Managed by Shri Ramkrishna Seva Mandal
Near Grid, Anand, Gujarat
(Affiliated to S. P. University & Approved by BCI, New Delhi)
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle
Syllabus with effect from the Academic Year 2024-25



Name of Course: LLB 3 year	Type of Course: Honors
Year : 1 st Year	Semester : 2 ND Semester
Subject Code : ALCH02ABLLB1	Subject: Communication & Counselling Skills
W.E.F. : 2025-26	Teaching Hours: 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	Int+ Ext
2	1	1	-	20	-	20	30	-	8/20	12/30	20/50

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

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

Upon completion of the course, student shall be able to

CO 1	Conduct effective client interviews using active listening and structured questioning techniques
CO 2	Draft clear, precise, and professional legal documents suited to litigation and advisory practice.
CO 3	Communicate persuasively through oral submissions, negotiations, and professional interactions.
CO 4	Read, interpret, and summarize legal texts, case files, and judgments efficiently
CO 5	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
1	Professional Communication & Active Listening	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	
2	Speaking, Advocacy & Legal Reading	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	
3	Legal Writing & Drafting Skills	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	
4	Counselling, Client Management & Ethics	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	
4.5	Confidentiality, ethics, and professional responsibility	
4.6	Practical exercise: role-play on client counselling and ethical dilemmas	

Suggested References:	
Sr. No.	References



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1. Developing Communication Skills – K. Mohan & M. Banerji, Macmillan
2. Effective Business Communication – Murphy & Peck, Tata McGraw Hill
3. Legal Drafting – Thakur, Eastern Book Company
4. Advocacy and Legal Ethics – Prof. N.R. Madhava Menon
5. Professional Ethics and Professional Accounting System – Dr. K.L. Bansal
6. Communication Skills for Law Students – Oxford / Cambridge resources

Online Reference

1. Bar Council of India materials,
2. legal drafting guides,
3. court practice manuals, and professional ethics resources.
