

COURSE DETAILS

Course Name: Communication Skills
Semester: 2
Course Code: BVU201
CIE Marks: 100
SEE Marks: 0
Teaching Hours/Week (L:T:P:S): 1:0:0:2
Total Pedagogy Hours: 25 (each module 5 hours)
Total Marks: 100
Credits: 2
Exam Hours: 03
Examination Type: Theory

COURSE LEARNING OBJECTIVES

CLO1: Develop effective verbal and nonverbal communication skills.
CLO2: Develop proficiency in using grammatical structures and vocabulary for everyday communication.
CLO3: Improve interpersonal communication: building relationships, resolving conflicts, and collaborating effectively.
CLO4: Understand intercultural communication and promote cross-cultural understanding.

MODULES

Module 1: Introduction

- What is communication?
- Why communication?
- How do we communicate?
- Communication Theory and Process
- Barriers to communication
- Building blocks of communication

Module 2: Verbal Communication

- Different types of verbal communication
- Listening Skills: Types of Listening (theory/definition)
- Tips for Effective Listening
- Academic Listening (lecturing), Listening to Talks and Presentations
- Basics of Telephone communication

Module 3: Non-Verbal Communication

- Body Language
- Art of Professional writing