

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: This includes both oral and written
- CLO2: Develop proficiency in using grammatical structures and vocabulary for everyday communication
- CLO3: Improve interpersonal communication: This involves building relationships, resolving conflicts, and
- CLO4: Understand intercultural communication: This includes appreciating cultural differences, adapting

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