

Communication Skills		Semester	2
Course Code	BVU201	CIE Marks	100
Teaching Hours/Week (L: T:P:S)	1:0:0:2	SEE Marks	0
Total Hours of Pedagogy	25 (each module 5 hours)	Total Marks	100
Credits	02	Exam Hours	03 Hours
Examination type (SEE)	Theory		
<b>Course Learning Objectives:</b> <b>CLO1:</b> Develop effective verbal and nonverbal communication skills: This includes both oral and written communication, as well as understanding body language and other nonverbal cues. <b>CLO2:</b> Develop proficiency in using grammatical structures and vocabulary for everyday communication. <b>CLO3:</b> Improve interpersonal communication: This involves building relationships, resolving conflicts, and collaborating effectively with others. <b>CLO4:</b> Understand intercultural communication: This includes appreciating cultural differences, adapting communication styles, and promoting cross-cultural understanding			
Module-1			
<b>INTRODUCTION:</b> <ul style="list-style-type: none"><li>• What is communication?</li><li>• Why communication?</li><li>• How do we communicate?</li><li>• Communication Theory and Process</li><li>• Barriers to communication</li><li>• Building blocks of communication</li></ul>			
Module-2			
<b>Verbal Communication</b> <ul style="list-style-type: none"><li>• <b>Different types of verbal communication</b></li><li>• <b>Listening Skills:</b> Types of Listening (theory /definition), Tips for Effective Listening Academic Listening-(lecturing), Listening to Talks and Presentations, Basics of Telephone communication</li></ul>			
Module-3			
<b>Non-Verbal Communication:</b> <ul style="list-style-type: none"><li>• Body Language</li><li>• Art of Professional writing</li></ul>			
Module-4			