

## Communication Skills-Sem 1

### UNIT 1: Basics of Communication

- \*Define communication. Explain its types.
- \*What are the elements/components of communication?
- \*Explain the communication process with a neat diagram.
- \*What are the barriers to effective communication?
- \*Write a short note on verbal and non-verbal communication.
- \*Difference between oral and written communication.

### UNIT 2: Listening and Speaking Skills

- \*Define listening. What are the types of listening?
- \*How does active listening help in communication?
- \*What are the barriers to effective listening?
- \*Write a short note on tone, pitch, and clarity in speaking.
- \*What is the role of feedback in communication?

### UNIT 3: Reading and Writing Skills

- \*What are the different types of reading?
- \*Write the steps to improve reading comprehension.
- \*What are the principles of effective writing?
- \*Write a paragraph on the importance of communication in career.
- \*How to write an email professionally?

### UNIT 4: Non-Verbal Communication & Soft Skills

- \*Define non-verbal communication with examples.
- \*Explain body language, eye contact, gestures, and posture.
- \*What are soft skills? How are they different from hard skills?
- \*Write about interpersonal skills and their role in communication.
- \*What is the importance of positive attitude and empathy in the workplace?

### UNIT 5: Interview and Presentation Skills

- \*How to prepare for an interview?
- \*What are the common interview questions?
- \*Explain the DOs and DON'Ts of presentation skills.
- \*How to overcome stage fear and nervousness during presentations?
- \*Write a short speech introducing yourself in an interview.