

# **SYLLABUS**

## **COMMUNICATION SKILLS**

### **UNIT-I: BASICS OF COMMUNICATION**

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

### **UNIT-II: PRESENTATION SKILLS**

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation
4. Visual aids/Materials in presentation
5. Analyzing audience and managing questions

### **UNIT- III: INTERVIEWS AND GROUP DISCUSSIONS**

1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions
5. Structure and process of Group Discussions
6. Role functions, Do's and Don'ts