

Suggested Teaching Guidelines for
Effective Communication – PG-DAC August 2018

Duration: 50 class room hours

Objective: To reinforce knowledge of communication

Prerequisites: Knowledge of English.

Evaluation method: Internal Exam – 100% weightage

List of Books / Other training material

Reference:

1. Business Communication by H S Mukerjee / Oxford University Press
2. Business Communication by R K Madhukar / Vikas Publishing House Pvt. Ltd.
3. Business Communication Essentials A skills-Based Approach to Vital Business English by Courtland Bovee, John Thill / Pearson
4. Effective Business Communication by Asha Kaul / Prentice Hall of India
5. Fundamental of Technical Communications by Meenakshi Raman, Sangeeta Sharma / Oxford University Press
6. English is easy by Chetan Anand Singh/ BSC publication Co. Pvt. Ltd
7. Communication Skills Publication Year 2011 Sanjay Kumar, Pushp Lata / Oxford University Press
8. Professional Communication Skills Praveen S R Bhatia / S. Chand Publishing

Note: Each session having 2 Hours

Session 1:

Lecture

Discussion on Soft Skills
Intro to communication
Effective Communication

Session 2:

Lecture

Communication Skills and its practice
Barriers to communication
Kind of communication

Session 3:

Lecture

Pre assessment Test
Official & General Conversation
Confidence building

Session 4:

Lecture

Work place Etiquettes
Official Letter Writing
Confidence building

Session 5:

Lecture

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Official Emailing
Event Reporting
Confidence building

Session 6:

Lecture

Non-verbal Communication
Gestures

Session 7:

Lecture:

Fluency and vocabulary
Essay Writing

Session 8:

Lecture:

Pronunciation
Conversation practice
Polite Conversation

Session 9:

Lecture:

Greeting
Formal Etiquettes
Body Language

Session 10:

Lecture

Writing Covering letter
Email

Session 11:

Lecture

Writing Resume

Session 12:

Lecture

Post Assessment Test
Personal Goal Setting & Career Planning

Session 13:

Lecture

Presentation Skill

Session 14:

Lecture

Formal Speaking (Telephone, Face-to-Face, Public Speaking)
Oral & Digital Presentation Skills

Session 15:

Lecture

Presentation Skill
Developing Positive Attitude

Session 16:

Lecture

What is group discussion?
Group Discussions

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Session 17:

Lecture

Group discussion on at least 4 topics

Session 18:

Lecture

Group discussion on at least 4 topics

Session 19:

Lecture

Interview skills

Job Search Process

Session 20:

Lecture

Interview skills

Listening Skills

Session 21:

Lecture

Interview skills

Audio Synthesis

Session 22:

Lecture

Practice of Mock interview

Session 23:

Lecture

Practice of Mock interview

Session 24:

Lecture

Practice of Mock campus

Session 25:

Lecture

Mock campus

Cross-Cultural Communication

Technology-enabled Communication