

Communication Skills2(1+1)

Objective :-

1. To acquire competence in oral, written and non-verbal communication, develop strong personal and professional communication skill and demonstrate positive group communication

Theory :-

Communication Process: The magic of effective communication; Building self-esteem and overcoming fears; Concept, nature and significance of communication process; Meaning, types and models of communication; Verbal and non-verbal communication; Linguistic and non-linguistic barriers to communication and reasons behind communication gap/miscommunication.

Basic Communication Skills: Listening, Speaking, Reading and Writing Skills; Precis writing/Abstracting/Summarizing; Style of technical communication Curriculum vitae/resume writing; Innovative methods to enhance vocabulary, analogy questions.

Structural and Functional Grammar: Sentence structure, modifiers, connecting words and verbals; phrases and clauses; Case: subjective case, possessive case; objective case; Correct usage of nouns, pronouns and antecedents, adjectives, adverbs and articles; Agreement of verb with the subject: tense, mood, voice; Writing effective sentences; Basic sentence faults.

Practical :-

Listening and note taking; Writing skills: precis writing, summarizing and abstracting; Reading and comprehension (written and oral) of general and technical articles; Micro-presentations and Impromptu Presentations: Feedback on presentations; Stage manners: grooming, body language, voice modulation, speed; Group discussions; Public speaking exercises; vocabulary building exercises; Interview Techniques; organization of events.

Suggested readings :-

- Allport, G. W. 1937. Personality: A Psychological Interpretation. Holt, New York.
- Brown Michele and Gyles Brandreth. 1994. How to Interview and be Interviewed. Sheldon Press, London.
- Dale, Carnegie. 1997. The Quick and Easy Way to Effective Speaking. Pocket Books, New York.

- Francis Peter, S. J. 2012. Soft Skills and Professional Communication. Tata McGraw Hill, New Delhi.
- Kumar, S and Pushpa Lata. 2011. Communication Skills. Oxford University Press.
- Neuliep James, W. 2003. Intercultural Communication A Contextual Approach. Houghton Mifflin Co Boston.
- Pease, Allan. 1998, Body Language. Sudha Publications, Delhi.
- Raman, M. and Singh, P. 2000. Business Communication. Oxford University Press.
- Seely, J. 2013. Oxford Guide to Effective Writing and Speaking. Oxford University Press.
- Thomson, A. J. and Martinet, A. V. 1977. A Practical English Grammar. Oxford University