

## **Communication Skills and Personality Development 2(1+1)**

### **Theory-**

Communication Skills: Structural and functional grammar; meaning and process of communication, verbal and non-verbal communication; listening and note taking, writing skills, oral presentation skills; field diary and lab record; indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles, precis writing, summarizing, abstracting; individual and group presentations, impromptu presentation, public speaking; Group discussion. Organizing seminars and conferences.

### **Practical-**

Listening and note taking, writing skills, oral presentation skills; field diary and lab record; indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles, precis writing, summarizing, abstracting; individual and group presentations.

### **Suggested Readings-**

- Balasubramanian T. 1989. A Text book of Phonetics for Indian Students. Orient Longman, New Delhi.
- Balasubrmanyam M. 1985. Business Communication. Vani Educational Books, New Delhi.
- Naterop, Jean, B. and Rod Revell. 1997. Telephoning in English. Cambridge University Press, Cambridge.
- Mohan Krishna and Meera Banerjee. 1990. Developing Communication Skills. Macmillan India Ltd. New Delhi.
- Krishnaswamy., N and Sriraman, T. 1995. Current English for Colleges. Macmillan India Ltd. Madras.
- Narayanaswamy V R. 1979. Strengthen your writing. Orient Longman, New Delhi.