



The Basics of communication skills

The online course on Basics of communication skills is essential for a successful career and are most sought after in business organizations. They are crucial for getting a good start for career, jobs and professional life. When we communicate well, people understand the message in actual sense, what we are trying to convey. This can be achieved by mastering communications skills such as writing, Listening, Speaking and Reading. Good communication cut down misunderstandings and cuts the costs due to mistakes, by building relationships among employees, both on a professional and personal level. By improving your communication skills, you will gain confidence and refinement in dealing with various contingencies. You are already a winner if you know what is to be said and how. This course helps you in acquiring communication skills by learning informative and practical's provided in this course. It aims to explore the dexterity required for effective communication, by helping you build it up with clarity, impact and also enlarge your sphere of Influence. The online course on The Basics of communication skills, is designed for beginners, fresher's, and working professionals, who want to improve their skills. This Course contains ample of content on communications skills. Every module contains interesting information for proper understanding of topic. At the end of every module there is practice session for evaluation.

Course Outcome

- You will understand the essentials of effective communication
- You can identify your weakness & strengths in communication skills
- It will help build your confidence.
- You will be able to build healthy relationships with your improved skills.
- It will bring positive attitude in your personality
- It will help you resolve your communications problems.

Course Structure

- **Module 1 – Introduction to course**
- **Module 2 – Introduction to communications skills**
- **Module 3 – Introduction to Listening skills**
- **Module 4 – Introduction to Speaking skills**
- **Module 5 – Introduction to Reading skills**
- **Module 6 – Introduction to Writing skills**
- **Module 7 – Final Assessment**



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Evaluation Criteria

Progress report will be evaluated by way of MCQ's and assignments at the final assessment module. Learner must attempt the exam and secure at least 70% marks to obtain course certificate.

Course Price:

Rs. 890/-