

Communication Skills

2 (1+1)

Objective

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

1. Allport, G. W. 1937. Personality: A Psychological Interpretation. Holt, New York.
2. Brown Michele and Gyles Brandreth. 1994. How to Interview and be Interviewed. Sheldon Press, London.
3. Dale, Carnegie. 1997. The Quick and Easy Way to Effective Speaking. Pocket Books, New York.
4. Francis Peter, S. J. 2012. Soft Skills and Professional Communication. Tata McGraw Hill, New Delhi.
5. Kumar, S and Pushpa Lata. 2011. Communication Skills. Oxford University Press.
6. Neuliep James, W. 2003. Intercultural Communication A Contextual Approach. Houghton Mifflin Co Boston.
7. Pease, Allan. 1998, Body Language. Sudha Publications, Delhi.
8. Raman, M. and Singh, P. 2000. Business Communication. Oxford University Press.
9. Seely, J. 2013. Oxford Guide to Effective Writing and Speaking. Oxford University Press.
10. Thomson, A. J. and Martinet, A. V. 1977. A Practical English Grammar. Oxford University