

AMID-05 COMMUNICATION SKILLS

Course Overview:

Communication skills impart the art of communicating in English in the professional world.

Objectives of the course:

To improve the skills of grammar, punctuation and vocabulary in writing and speech.

Expected Skills / Knowledge Transferred:

Communicating clearly and effectively with the clients and others. Effective presentations and report writing skills.

Course contents: Unit –I

Introduction – Orientation for improving the skills of grammar, punctuation and vocabulary in English, focused primarily on developing communication and presentation skills.

Unit –II Written Skills: Writing skills in essay writing precis writing, Reviews of articles etc. Types and classification of reports, difference between technical, scientific, legal and other types of communication; Format and elements of reports, structuring of preamble, contents, chapterization, bibliography, footnotes, appendices and references.

Unit – III

Formal letters and specifications – Business and official letters, styles and format, requests for specifications and other types of business enquirer, conduct of meetings and responsibilities of the chairman and secretaries; agendas and minutes of meeting and official records.

Unit – IV

Literature Survey – Use of libraries, knowledge of indexing and available reference material.

Unit – V

Spoken English – Neutralization of accent, pronunciation, formal and informal communication, importance of voice and body language.

Unit –VI

Listening Comprehension – Role of listening in communication, listening for accent, rhythm and intonation, listening for main idea and specific information.

Unit – VII

Use of Multimedia in communication – Computer adaptive presentations slide shows using the overhead

projector, etc. Style and format for the presentation of the seminar papers, technical reports and dissertations.

Expected Outputs and Assignment – Each student shall present a written paper and a seminar at the end of the semester for final assessment on a topic to be finalized in consultation with the concerned faculty. Internal assessment to be in the form of book reviews, exercises in writing comprehensions and group discussions on any relevant topics.

Reference Books:

- Geetha Jajivan, Kiranmai: Course in listening and speaking Skills part I, Foundation Books Pvt Ltd.
- Lorven: Enrich your communication in English