

AMID05 COMMUNICATION SKILLS

UNIT-1 INTRODUCTION

- 1.1 Orientation for improving the skills of grammar,
- 1.2 Punctuation and vocabulary in English,
- 1.3 Focused primarily on developing communication and presentation skills.

UNIT-2 WRITTEN SKILLS:

- 2.1 Writing skills in essay writing precis writing, Reviews of articles etc.
- 2.2 Types and classification of reports, difference between technical, scientific,
- 2.3 Legal and other types of communication;
- 2.4 Format and elements of reports, structuring of preamble, contents,
- 2.5 Chapterization, bibliography, footnotes, appendices and references.

UNIT-3 FORMAL LETTERS AND SPECIFICATIONS

- 3.1 Business and official letters, styles and format, requests for specifications and other types of business enquirer,
- 3.2 Conduct of meetings and responsibilities of the chairman and secretaries;
- 3.3 Agendas and minutes of meeting and official records.

UNIT-4 LITERATURE SURVEY

- 4.1 Use of libraries, knowledge of indexing and available reference material.

UNIT-5 SPOKEN ENGLISH

- 5.1 Neutralization of accent, pronunciation, formal and informal communication,
- 5.2 Importance of voice and body language.

UNIT-6 LISTENING COMPREHENSION

- 6.1 Role of listening in communication, listening for accent, rhythm and intonation, listening for main idea and specific information.

UNIT-7 USE OF MULTIMEDIA IN COMMUNICATION

- 7.1 Computer adaptive presentations slide shows using the overhead projector, etc.
- 7.2 Style and format for the presentation of the seminar papers, technical reports and dissertations.

Reference Books:

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