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https://gettalkative.com/info/
communication-channels

22BEAS108 COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

Hours Per Week :

L	T	P	C
1	0	2	2

PREREQUISITE KNOWLEDGE: Basics of ethics and communication.

COURSE DESCRIPTION AND OBJECTIVES:

The objective of this course is to develop effective communication skills. Presentation skills and acquire grooming techniques. Students self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills. Develop all-round personalities with a mature outlook to function effectively in different circumstances. Bring about personality development with regard to the different behavioral dimensions that has far reaching significance in the direction of organizational effectiveness.

MODULE-1

UNIT-1   **4L+0T+8P=12 Hours**

COMMUNICATION SKILLS:

Communication Skills: Structural and functional grammar; meaning and process of communication.

UNIT-2   **4L+0T+8P=12 Hours**

VERBAL AND NON-VERBAL COMMUNICATION:

Verbal and non-verbal communication; listening and note taking, writing skills, oral presentation skills.

PRACTICES:

- Listening and note taking, writing skills, oral presentation skills.
- Field diary and lab record.
- Field indexing.
- Footnote and bibliographic procedures.

MODULE-2

UNIT-1   **4L+0T+8P=12 Hours**

FOOTNOTE AND BIBLIOGRAPHIC:

Field diary and lab record; indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles, precis writing, summarizing, abstracting

UNIT-2   **4L+0T+8P=12 Hours**

INDIVIDUAL AND GROUP PRESENTATIONS:

Individual and group presentations, impromptu presentation, public speaking; Group discussion. Organizing seminars and conferences.

PRACTICES:

- Reading and comprehension of general and technical articles.
- Reading and comprehension of precis writing.
- Reading and comprehension of summarizing.

- Reading and comprehension of abstracting;
- Individual and group presentations.

COURSE OUTCOMES:

Upon successful completion of this course, students will have the ability to:

CO No.	Course Outcomes	Blooms Level	Module No.	Mapping with POs
1	Apply specific use of english for technical Communication	Apply	1	5, 6, 7, 9, 12
2	Apply the overall english proficiency of students and enable them to function effectively in different professional contexts	Apply	1	5, 6, 7, 9, 12
3	Apply knowledge of different new technologies of communication tools	Apply	2	1, 2, 3, 6, 7, 9, 12
4	Analyze student skills in the areas of reading, writing, listening and speaking and help them function effectively in their professional sphere	Analyze	2	5, 6, 7, 9, 12
5	Evaluate and development of all round personalities with nature outlook	Evaluate	2	5, 6, 7, 9, 12

TEXT BOOKS:

1. Balasubramanian T. "A Text book of Phonetics for Indian Students" Orient Longman, New Delhi, 2002.
2. Balasubrmanyam M. "Business Communication", Vani Educational Books, New Delhi, 2009.

REFERENCE BOOKS:

1. Naterop, Jean, B. and Rod Revell. "Telephoning in English", Cambridge University Press, Cambridge, 2009.
2. Mohan Krishna and Meera Banerjee, "Developing Communication Skills" Macmillan India Ltd. New Delhi, 1999.
3. Krishnaswamy,. N and Sriraman, T. "Current English for Colleges" Macmillan India Ltd. Madras, 2009.
4. Narayanaswamy V R. "Strengthen your writing" Orient Longman, New Delhi, 2012.
5. Sharma R C and Krishna Mohan, Business Correspondence. Tata Mc Graw Hill publishing Company, New Delhi, 1997.

SKILLS:

✓ *Able to speak fluently and confidently*

✓ *Body language will be improved.*