

19HS125

COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT



Hours Per Week :

L	T	P	C
1	0	2	2

Total Hours :

L	T	P	WA/RA	SSH/HSH	CS	SA	S	BS
15	-	30	5	40	5	8	5	5

COURSE DESCRIPTION AND OBJECTIVES:

To develop effective communication skills. Presentation skills and acquire grooming techniques. Students self-confident individuals by mastering inter-personal skills, teammanagement 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 behavioural dimensions that has far reaching significance in the direction of organizational effectiveness.

COURSE OUTCOMES:

Upon completion of the course, student will able to achieve the following outcomes:

COs	Course Outcomes	POs
1	Understand students to the specific use of english for technical Communication.	----
2	Apply the overall english proficiency of students and enable them to function effectively in different professional contexts.	10
3	Analyse student skills in the areas of reading, writing, listening and speaking and help them function effectively in their professional sphere.	9
4	Evaluate and development of all round personalities with nature outlook.	12
5	Knowledge of different new technologies of communication tools.	5

SKILLS:

- ✓ *Able to speak fluently and confidently.*
- ✓ *Body language will be improved.*
- ✓ *able to rewrite the sentences.*

Source :

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- UNIT - I** **P-03**
 Communication Skills: Structural and functional grammar, meaning and process of communication, verbal and non-verbal communication.
- UNIT - II** **P-03**
 Listening and note taking: Writing skills, oral presentation skills, field diary and lab record; indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles.
- UNIT - III** **P-03**
 Precis writing: Summarizing, abstracting, individual and group presentations, impromptu presentation, public speaking, group discussion, role of ICT in communication organizing seminars and conferences.
- UNIT - IV** **P-03**
 Recent advances in communication: Print and electronic, internet, e-mail, fax, mobile, interactive video and teleconferencing, computer, e-governance.
- UNIT - V** **P-03**
 Meaning and definition of personality: Theoretical perspectives on personality- Behavioural trait and humanistic personality pattern; moulding the personality patterns. Personality development- Self-perception, self-concept, self-esteem and gender stereotyping, persistence and changes in personality determinants (physical, intellectual, emotional, social, educational and family). Aspirations, achievements and fulfilment. Dressing for formal and informal occasions.

LABORATORY EXPERIMENTS

LIST OF EXPERIMENTS	TOTAL HOURS-30
1. Listening and note taking.	
2. Writing skills.	
3. Oral presentation skills.	
4. Field diary and lab record.	
5. Indexing, footnote and bibliographic procedures.	
6. Reading and comprehension of general and technical articles.	
7. Precise writing.	
8. Summarizing, abstracting.	
9. Individual and group presentations.	
10. Developing questionnaire to study impact of physique, educational institutions aspirations on personality.	
11. Developing questionnaire to study social prescriptions, gender and family on personality, aspirations and achievements.	
12. Collecting data through the questionnaires on small samples.	
13. Report writing and presentation.	
14. Case study of an individual suffering with personality disorders.	
15. Practical examinations.	

TEXT BOOKS:

1. Balasubramanian T. 1989, "A Text book of Phonetics for Indian Students". Orient Longman, New Delhi.
2. Balasubramanyam M. 1985, "Business Communication". Vani Educational Books, New Delhi.
3. Krishnaswamy, N and Sriraman, T. 1995, "Current English for Colleges". Macmillan India Ltd. Madras.

REFERENCE BOOKS:

1. Naterop, Jean, B. and Rod Revell. 1997, "Telephoning in English". Cambridge University Press, Cambridge.
2. Narayanaswamy V R. 1979, "Strengthen your writing". Orient Longman, New Delhi.
3. Mohan Krishna and Meera Banerjee. 1990, "Developing Communication Skills". Macmillan India Ltd. New Delhi.
4. Sharma R C and Krishna Mohan. 1978, "Business Correspondence". Tata McGrawHill publishing Company, New Delhi.