

Vidarbha Shikshan Prasarak Mandal's

G. S. SCIENCE, ARTS & COMMERCE COLLEGE, KHAMGAON 444 303

SHORT TERM COURSE IN COMMUNICATION SKILLS IN ENGLISH

SYLLABUS

SR NO	UNIT	HOURS	TOTAL
01	Listening Techniques of effective listening • Listening and comprehension • Asking probing questions • Barriers to listening	05 Hours	30 Hours
02	Speaking -Introducing self and others -Building a conversation -Describing events, people and places -Seeking and giving permission	05 Hours	
03	Reading -Reading for details. -Skimming -Understanding different kinds of texts	05 Hours	
04	Common Errors Understanding common errors in Spoken and Written English and how to avoid them.	05 hours	
05	Understanding Interpersonal Communication -Meaning and definition of communication -Types of Communication -Purposes of Communication -Communication Process -Communication Networks -Feedback and its importance -Barriers to Effective Communication - Rumours and Grapevine -Overcoming the Barriers to Communication	05 Hours	
06	Presentation Skills	05	

PP Thakur
(P. P. THAKUR)

Course Coordinator



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