

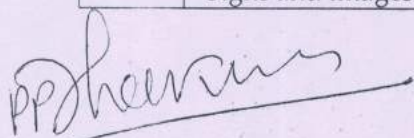
Vidarbha Shikshan Prasarak Mandal's

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

SHORT TERM COURSE IN SOFT-SKILLS

SYLLABUS

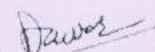
SR NO	UNIT	HOURS	TOTAL
01	Listening Techniques of effective listening • Listening and comprehension • Asking probing questions • Barriers to listening	05 Hours	30 HOURS
02	Speaking -Introducing self and others -Building a conversation -Describing events, people and places -Seeking and giving permission	10 Hours	
03	Reading -Reading for details. -Skimming -Understanding different kinds of texts	05 Hours	
04	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	
05	Non-verbal communication -Body language -Paralanguage -Signs and images and their role in communication.	05 Hours	



(P. P. THAKUR)

Course Coordinator





Principal
G. S. Sci., Arts & Commerce
College, Khamgaon-444303
(Dr. D. S. Talwankar)
Principal