

Course-Code EDFC – 142
SEMESTER- I
Communication Skills

Objectives of the course :

- To sensitize students to their communicative behavior
- To enable them to reflect and improve on their communicative behavior/performance
- To build capacities for self criticism and facilitate growth
- To lead students to effective performances in communication

Unit -I Listening Skills

- Types of Listening (theory /definition)
- Tips for Effective Listening
- Academic Listening- (lecturing)
- Listening to Talks and Presentations
- Listening to Announcements- (railway/ bus stations/ airport /stadium announcement etc.)
- Listening to Radio and Television

Unit-II Reading Skills

- Basic of Reading
- Tips for effective reading
- Vocabulary Building
- Reading & Answering
- Cloze Exercises

Unit -III Writing Skills

- Standard Business letter
- Report writing
- Email drafting and Etiquettes
- Preparing Agenda and writing minutes for meetings
- Making notes on Business conversations
- Effective use of SMS
- Case writing and Documentation