

VALUE ADDED COURSE

Professional Communication

COURSE CODE – 24CSS150

(Skill based paper for students to enhance professionalism & effective Communicators)

(For IV & V Semester Students)

Course Overview

The rationale of Professional Communication helps students to understand the concept of communication in link with Non-verbal communication. The curriculum also targets the understanding of different barriers that creep into communication process. Moreover, units covered on LSRW skills development will help students acquire competence over linguistic skills. This would be developed through balanced and integrated tasks.

Course Objectives:

The Professional Communication will prepares students to

1. Improve the dynamics of professional presentations.
2. Develop the ability to compeer professional occasions.
3. Enable to read newspaper for their communicative competence.
4. Equip with effective business correspondence.
5. Develop in them communication and social graces necessary for functioning.

* employable ready skills * win in the job interviews * build confidence to handle professional tasks.

Course Outcomes (CO):

At the end of the course, the students would be able to:

1. Become confident of speaking in English impeccably and with utmost enthusiasm.
2. Be familiar with different styles of communication
3. Practice different types of communication and successfully confront the different barriers of communication.
4. Involve in conversations without fear, shy and apprehension and become more self-confident and develop strong determination.
5. Understand and practice interview etiquettes and socialize with ease and comfort.

Detailed Syllabus:

Contents	Hours
UNIT-I Understanding Communication: Concept and Process of Communication, Types: Formal-Informal; Technical-Common-Place, Verbal-Nonverbal, Scope (Uses and limitations) of verbal and non-verbal communication.	02
Developing Listening Skills: Concept and types, Barriers to effective listening, Tasks and Activities to improve: Listening in informal situations: Listen & Do/Draw, Correct Me, Instructions and Announcements, songs, short talks and dialogues.	02
Developing Speaking Skills: Examples of Speech Acts: Conversations, small talks, speeches, debates, group discussions, elocution, extempore, etc.–their unique features. Tasks and Activities: Language Games, Cue – Cards, Strip stories, Jig – saw exercises, Role Plays, Group Discussions, authentic materials, Pronunciation Practice through reading aloud of short paragraphs and recitation of songs, tongue twisters, minimal pairs, etc.	04
UNIT-II Developing Reading Skills: Concept, Types: Intensive reading, extensive reading, scanning, skimming (to be illustrated through practicum), Tasks and Activities: Cloze reading, vocabulary replacement, identifying opinions and facts, jig-saw, strip stories, authentic materials, proverbs(from and into English /Hindi), etc.	04

<p>Developing Writing Skills: Difference between speech and writing, Guided writing: paragraph, story, essay, letter, report, e-mail, etc. Grammatical Accuracy: Linkers of addition, contrast, comparison, result, summary, time, place, etc. appropriate use of tenses</p>	05
<p>Integrating Language Skills: Use of dictionaries, thesaurus and other resources to enrich language, Understanding Phonetic symbols to interpret/ study pronunciation in dictionaries, Preparation and presentation of skits and scripts for role plays, presenting one's opinion through debates on newspaper articles followed by performance analysis by self and peers.</p>	03
<p>UNIT-III Career skills: Resume & Cover letter. Interview - The purpose & preparation for an interview. Discover oneself - Self Introduction - Social background (family, home and town) - interests, Hobbies, likes & dislikes (persons, places, food, music, etc.) - Strengths, Weaknesses, Skills, Qualities, Achievements – Opinions (love, life, marriage, politics, India, etc.) what is life according to me? A creative narration with factual information is expected. Effective Resume writing: structure and presentation – Planning and defining the career objective - strengths and skills set - format - cover letter. Facing Interviews: Interview Process - Understanding employer expectations – Pre-interview planning - Opening strategies - Answering strategies, Frequently Asked Questions (FAQs).</p>	10

List of Activities to be conducted:

1	Everyday Situations: Conversation and Dialogues and Role Play
2	Listening Comprehension along with variety of tasks
3	Communication at Workplace, language games
4	Practice of speaking skills through cue cards, strip stories, Group discussion, Small talks
5	Reading Comprehension
6	Developing reading through a variety of reading tasks
7	Communication at Work place
8	Reading Comprehension
9	Writing: Tasks at sentential and Paragraph levels
10	Writing: Developing coherence and cohesion through linkers
11	Theater components to enhance their overall language skills
12	Negotiation Skills, debates
13	Mock GD Sessions
13	Presentation skills
14	Resume writing – Hands on Training
15	Interview Etiquette-Tips and Technique
16	Mock Interview Sessions

Total- 30 Hours

Pedagogy:

- Direct Classroom teaching
- Audio Visual presentations/demonstrations
- Assignments/Quiz
- Continuous assessment
- Interactive methods
- Seminar/Poster presentation