

BVPA1102T**COMMUNICATION SKILLS**

Pass percentage: 35%

External Examination Time: 3 Hours

External Exam Marks: 70 Marks

Internal Assessment: 30 Marks

- Course objectives:**
1. To develop effective communication, listening, reading, and writing skills.
 2. To enhance self-awareness and improve personality traits for personal and professional growth.
 3. To learn strategies for managing stress and time effectively.

- Course Outcomes:**
1. Communicate clearly using verbal, non-verbal, and written forms.
 2. Apply active listening and reading strategies for better understanding.
 3. Recognize and improve personality patterns for positive interactions.
 4. Manage stress and use time efficiently.

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections. Section A, B and C. Section A and B will have four questions each from the respective sections of the syllabus out of which the candidate will be required to attempt two questions each. Each question will carry 12 marks.

Sections C will be compulsory with 11 objective/short-answer type questions of 02 marks each which will cover the entire syllabus.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Section A and Section B of the question paper. Each question in these sections should be answered in about 450–500 words. Each question carries 12 marks, making a total of 24 marks for Section A and 24 marks for Section B.

Section C is compulsory and consists of eleven short-answer questions. All questions in Section C must be attempted. This section carries a total of 22 marks.

SECTION-A**Communication Skills: -**

- Definition
- Importance of Communication
- Verbal Communication and Non-Verbal Communication
- The 7C's of Effective Communication
- Barriers to communication and how to overcome them

Listening Skills:

- The role of active listening in effective communication,
- Techniques for active listening

Writing Skills:

- Basics of Writing
- Effective writing definition
- Steps for effective writing
- Types of effective writing

Reading Skills:

- Skimming and Scanning
- Intensive and Extensive Reading
- The SQ3R method

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SECTION-B

Essential Soft Skills:

- Group discussion
- Presentation skills
- Team Work
- Time Management
- Public Speaking

Letter Writing:

- Informal letter and Formal Letter
- Characteristic and layout
- Essential parts of a letter

Report Writing:

- Format and Structure
- Technical Report
- Kinds of Reports (long and short Reports)

Recommended Book and Suggested Readings:

- How to Win Friends and Influence People" by Dale Carnegie
- Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron
- Nonviolent Communication: A Language of Life" by Marshall B. Rosenberg
- The Art of Public Speaking" by Stephen E. Lucas
- Brian Luke Seaward – Managing Stress: Principles and Strategies for Health and Well-Being – Jones & Bartlett
- David Allen – Getting Things Done: The Art of Stress-Free Productivity – Penguin Books

Teaching Learning Activities:

Assignments: Class assignments focus on a strong foundation of conceptual knowledge, better understanding of the subject and development of problem-solving skills.

Guest lectures: Guest lectures are conducted for overall development of students and a strong foundation of the subject.

Role Plays: Builds real-life speaking and body language skills.

Presentations: Enhances public speaking and clarity.

Listening Activities: Develops careful listening and comprehension.

Group discussions: Group discussions are conducted to develop and boost the self confidence comparative aptitude and enhance the problem solving skills seminar seminars are conducted for overall personality development for interviews and class teaching this will help them in for the placement

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