

BVFTB1102T/Communication Skills Theory

L T P

Duration:
External Exam Marks: 70
Internal Assessment: 30

Pass percentage: 40%

External Examination Time : 3 Hrs

Course objectives:

1. Understand the Fundamentals of Communication:
2. To introduce students to the basic concepts, types, and elements of communication including verbal, non-verbal, formal, informal, and intercultural communication.
3. Analyze Communication Barriers:
4. To identify common barriers to effective communication (e.g., psychological, physical, cultural, linguistic) and develop strategies to overcome them.
5. 3. To explore the role of communication in organizational settings including teamwork, meetings, business correspondence, and digital communication.

Course Learning Outcomes:

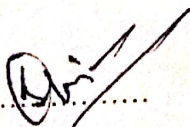
1. Demonstrate understanding of fundamental communication principles
1. Students will be able to explain the process, types, and functions of communication in various contexts.
2. Deliver structured and confident oral presentations.
3. Demonstrate awareness of cross-cultural and ethical communication practices.

INSTRUCTIONS FOR THE PAPER-SETTER


The question paper will consist of three sections: A, B and C. Sections A and B will have four questions each from the respective sections of the syllabus and each carry 12 marks. Section C will consist of one compulsory question having eleven short questions covering the entire syllabus uniformly. Each question in section C will be of 02 marks.

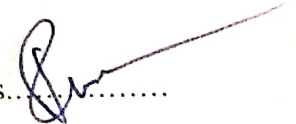
INSTRUCTIONS FOR THE CANDIDATES

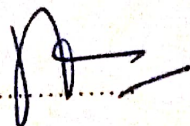
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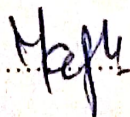
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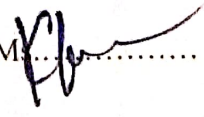


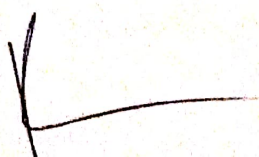
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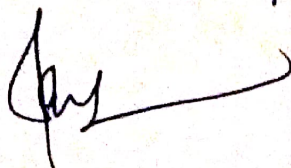
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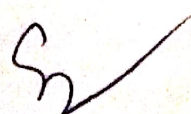
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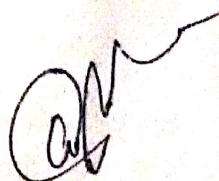
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SECTION-A

Communication

Meaning and objective

Importance and Process

Channels of Communication and Barriers to Communication

Importance of Feedback

Report Writing

Meaning and Qualities

Essentials for Report Writing

Type of Report

Format and Structures of formal Report Writing

Essentials parts of Report

Speeches & Proposition

Meaning

Interview (preparing, appearing, conducting)

How to find Techniques

Factors affecting Presentation

Business Correspondence

Meaning and importance

Effective business writing

Kind of business letters

Job application letter, C.V.

SECTION-B

Personality and personality Development

Introduction

Personality Development

Dynamic of Personality

Personality Analysis through body language and individual habits.

Self-Development Skills

Self-esteem and self – confidence

Thinking and Problem solving skills

Stress Management Goal setting

Interpersonal


Hard skills and Soft skills

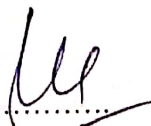
Leadership

Social Empathy

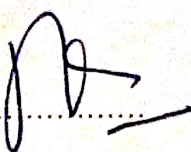
Manners and Art of Living

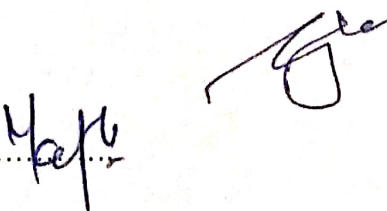
Note: Language Lab (Reading skills and speaking skills)

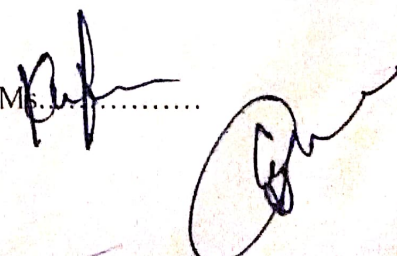
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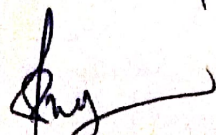
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Recommended Books and Suggested Readings:

1. T. Singh – Communication Skills and Personality Development, New Academic Publishing
2. Vandana R. Singh – The Written Word, New Delhi: Oxford, 2006
3. M.K. Sehgal & Vandana Khetarpal – Business Communication, New Delhi: Excel Books, 2007
4. – A Course in Communication Skills, Bangalore: Cambridge University Press, 2008
5. Subhash Jagota – Succeeding through Communication, New Delhi: Excel Books, 2007


Teaching Learning Activities:

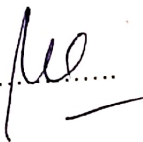
Assignments: Class assignments focus on a strong foundation of conceptual knowledge, better understanding of the subject and development of problem-solving skills.

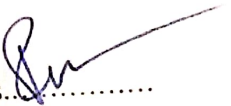
Guest lectures: Guest lectures are conducted for overall development of students and a strong foundation of the subject.

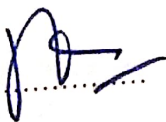
Quizzes: Quizzes are organised to build the bridge between theoretical and practical applications of the learned concepts.

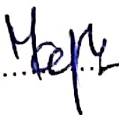
Group discussions: Group discussions are conducted to develop and boost the self-confidence comparative aptitude and enhance the problem solving skills seminar seminars are conducted for overall personality development for interviews and class teaching this will help them in for the placement

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