



**Elective (DCE)-
MCJ-21109 DCE**

**Semester 1st
Communication Skills**

Course Objectives

- To equip the students with the essential communication skills
- To encourage the students to make creative use of various communication techniques

Course Outcome:

- The students shall be able to communicate effectively with coherence and relevance
- They shall be proficient with the Soft Skills so as to use language to suit different contexts

Unit I

Communication: Definition, nature and scope, importance and purpose

Communication and personal identity

Process of Communication

Types of Communication

Unit II

Essentials of Effective Communication

Barriers to Communication

Effective Reading

Effective Listening

Unit III

Public Speaking: Speech techniques, types –informative and persuasive

Use of quotations and anecdotes, Body Language

Organizing seminars /conferences, Audio-Visual Aids, Welcome Address and Vote of Thanks

Anchoring, conducting live interviews

Unit IV

Report Writing: General and Journalistic

Summarizing, Note-Making, Minutes of the Meeting

Letter writing, Resume Writing, E-Mail Communication

Online Communication Etiquettes



Suggested Readings

- *In Hargie, O. (2019). The handbook of communication skills.*
- *Beebe, S. A., & Beebe, S. J. (2016). Public speaking handbook.*
- *Burke, M. J., & Bradley Univ., Peoria, Il. Coll. of Education. (1973). Communication Skills Training.*
- *Manzoor, M. O. I. D. E. E. N. G. I. R. I. S. H. J. A. I. N. (2021). Decoding communication: a complete Handbook for Effective Communication. S.l.: notion press.*
- *Jude, B. (2011). Communication skills. Johannesburg: Freeman Productions.*
- *DeVito, J. A. (1996). Messages: Building interpersonal communication skills. New York, NY: HarperCollins College Publishers.*

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Total Marks: 100 (Term Examination: 80, Continuous Internal Assessment: 20)