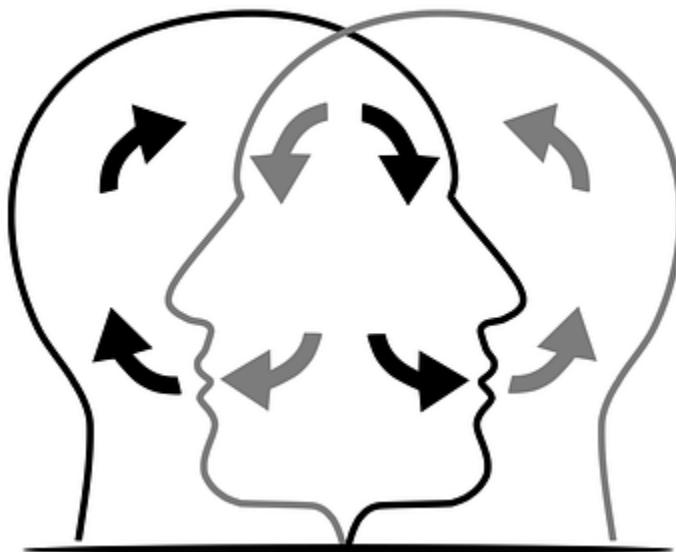


Add-on Course

COMMUNICATION SKILLS IN ENGLISH LANGUAGE



Department Of English
Rural Institute of Higher Studies (RIHS), Bhograi

Course Objectives:

Communication helps us construct our social world. It allows us to create and maintain relationships, it helps us participate in civic activities in our community, and strong communication skills allow us to advance in our careers. Communication influences all aspects of our public and private lives.

When a student completes the add-on course on *Communication Skills in English Language* at RIHS, Bhograi, they should be able to:

- ☐ Understand and apply communication theory
- ☐ Critically think about communication processes and messages
- ☐ Write effectively for a variety of contexts and audiences
- ☐ Interact skillfully and ethically
- ☐ Develop and deliver professional presentations
- ☐ Engage in scholarly inquiry and social scientific research
- ☐ Recognize the effects of diversity, access, and power on communication

Duration: The entire course will be of three months. The classes will be conducted on off-hours. There will be 25 classes to cover the entire courses. Each class will be of one and half hour duration.

Attendance: 75% attendance is mandatory.

Certificate: “Certificate of Participation” will be given to each student having 75% of attendance.

Acknowledgement: This syllabus has been adapted from the syllabus suggested by DHE, Govt. of Odisha as a short term course and is being continued as an Add-on Course.

COURSE I: BASICS OF COMMUNICATION

Unit 1: Concept of Communication

- ❖ Definition, Scope, and Nature of Communication
- ❖ Importance of Communication
- ❖ Process of Communication
- ❖ Types of Communication

Unit-2: Non-verbal Communication

- ❖ Personal Appearance
- ❖ Gesture
- ❖ Posture
- ❖ Face Expression
- ❖ Eye Contact
- ❖ Paralanguage

Unit 3: Effective Communication

- ❖ Communication Techniques

Unit 4: Communication Network

- ❖ Intra-personal Communication
- ❖ Inter-personal Communication

Unit 5: Communication Network in Organisation

- ❖ Horizontal Communication
- ❖ Vertical Communication

Unit 6: Communication in English

- ❖ Need of Communication in English
- ❖ Learning English as Second Language

COURSE II: VERBAL COMMUNICATION

Unit 7: Listening Skill - I

- ❖ Purpose of listening
- ❖ Listening and hearing
- ❖ Active Listening
- ❖ **Listening to Real Life Activities**

Unit 8: Listening Skills – II

- ❖ Academic Listening
- ❖ Listening to Talks and Presentations
- ❖ **Note Taking Tips**

Unit 9: Oral Communication -I

- ❖ Importance of Speaking Skill
- ❖ IPA Symbols
- ❖ Spelling and Pronunciation

Unit 10: Oral Communication Skill-II

- ❖ Asking for and Giving Information
- ❖ Offering and responding to Offers
- ❖ Requesting and Responding to Requests
- ❖ Congratulating People on their Success
- ❖ Expressing Condolences
- ❖ Apologizing and forgiving

Unit 11: Oral Communication Skill-III

- ❖ Giving Instructions
- ❖ Seeking and Giving Permission
- ❖ Expressing Opinions
- ❖ Agreeing and Disagreeing
- ❖ Demanding Explanations

- ❖ Asking for and Giving Advice and Suggestions
- ❖ Expressing Sympathy

Unit 12: Reading Skill

- ❖ Purpose, Process, Methodologies
- ❖ Skimming and Scanning
- ❖ Levels of Reading
- ❖ Reading Comprehension
- ❖ Academic Reading Tips

COURSE 3: WRITTEN COMMUNICATION

Unit 13: Writing Skill-I

- ❖ Elements of Writing
- ❖ Sentence, Phrase, Clause
- ❖ Types of Sentences

Unit 14: Writing Skill-II

- ❖ Forms of Written Communication
- ❖ Cohesion & Coherence in writing
- ❖ Letter Writing
- ❖ Essay Writing
- ❖ Notices

Unit 15: Writing Skill-III

- ❖ Summarizing
- ❖ Precis Writing
- ❖ Note-making

Unit 16: Vocabulary

- ❖ Word Formation
- ❖ Prefix and Suffix
- ❖ One Word Substitution
- ❖ Synonyms and Antonyms

COURSE 4: COMMUNICATION SKILLS FOR MAKING CAREER

Unit 17: Building a Career

- ❖ Identifying Job Opening
- ❖ Applying for a Job
- ❖ Preparing Cover Letters
- ❖ Preparing a CV/Resume

Unit 18: Presentation Skills

- ❖ Preparing PPTs
- ❖ Beginning a Presentation
- ❖ Group discussion
- ❖ Facing a Job Interview

Unit 19: Business Communication

- ❖ Preparing Agenda
- ❖ Minutes of Meetings
- ❖ Writing Notices and Memos
- ❖ Drafting an email
- ❖ Drafting a Press Release
- ❖ Correspondence with Govt.\Authorities

Unit 20: Telephone Skill

- ❖ Basics of Telephone Communication
- ❖ Telephonic Manners
- ❖ Leaving a Message
- ❖ Greeting and Leave Taking over phone
