

Foundation Course FC-101 Communication Skills

Course Introduction:

Communication has to keep pace with people's life style, business and occupations. There are changes in communication style as technology influences everything that we do: business, industry, education, entertainment and our daily lives. As it is used in every walk of life the course is designed keeping in mind all the four language skills – Listening, Reading, Writing and Speaking. The syllabus covers four units named Theory of Communication, Written Communication, Speaking Strategies and Language Work. These four units fulfill the requirement of the communication subject.

Objectives:

Communication is a very essential skill for everyone to be successful in their professional carrier and daily life. The objective is to acquaint the students with the basic concept of communication, how to draft formal and business letters, polishing their speaking abilities and revising their grammatical and word power.

No. of Credits: 2

Theory Sessions per week: 3

Teaching Hours: 40

| UNIT | TOPICS / SUBTOPICS | TEACHING HOURS |
|----------|---|-----------------|
| 1 | Theory of Communication | 10 hours |
| | • Definition & process of Communication | 1 hrs |
| | • Verbal – Non-verbal Communication | 2 hrs |
| | • Dimensions of Communication | 2 hrs |
| | • Features of effective Communication | 2 hrs |
| | • Barriers to effective Communication | 2 hrs |
| | • Objectives of Communication | 1 hrs |
| 2 | Written Communication | 10 hours |
| | • Understanding the basics of letter writing | 2 hrs |
| | • Business Letters <ul style="list-style-type: none"> ○ Inquiry & Reply letters ○ Placing, Execution and Cancellation of an orders | 3 hrs |
| | • Non Business formal letters <ul style="list-style-type: none"> ○ Letter to the Post Master ○ Letter to the Police Commissionaire ○ Letter to the Municipal Health Commissionaire ○ Letter to the Editor ○ Letter to the Director of your college | 3 hrs |
| | • Job Application | 2 hrs |

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| 3 | Speaking Strategies | 10 hours |
| | • Vowels and Consonants | 2 hrs |
| | • Braking words into syllabus and making accent/stress (Elementary level) | 2 hrs |
| | • Interview <ul style="list-style-type: none"> ○ Introduction ○ General preparation for an Interview ○ Types of questions generally asked ○ Types of Interviews | 3 hrs |
| | • Presentation <ul style="list-style-type: none"> ○ Preparing an outline of the presentation ○ Using visual aids ○ Body language and effective presentation | 3 hrs |
| 4 | Language Work | 10 hours |
| | • Tenses | 4 hrs |
| | • Preposition | 2 hrs |
| | • Confusables * | 2 hrs |
| | • One word substitute | 1 hrs |
| | • Homonyms | 1 hrs |

Textbook:

1. Communication Skills
Publisher:Oxford University press.
By: Meenakshi Raman, Sangeeta Sharma
Unit - 1 : Chapter-1 Communication Theory
Unit - 2 : Chapter-11 Basic Official Correspondence
Unit - 3 : Chapter-3 Phonetics
Unit - 4 : Chapter-10 Grammar & Vocabulary

Reference Books:

1. Communication Skills
Publisher: Prentice Hall of India Pvt Ltd.
By Leena Sen,
2. Effective Technical Communication
Publisher: Tata Mac. Co. Ltd
By M Ashraf Rizvi
3. Oxford Business English Dictionary
Publisher: Oxford Uni. Press.
4. Business English & Communication
Publisher: Mac Graw Hill International edition
By Lyn R. Clark, Kenneth Zimmer and Joshoph Tinervia,

List of Confusables *

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|------------------------------|-------------------------------|-----------------------------------|
| (1) Aboard Abroad | (18) Check Cheque | (35) Draft Draught |
| (2) Abstain Refrain | (19) Cite Site | (36) Economic Economical |
| (3) Accept Except | (20) Coast Cost | (37) Eligible Illegible |
| (4) Access Excess | (21) Commitment Commission | (38) Emigrant Immigrant |
| (5) Adapt Adopt | (22) Complement Compliment | (39) Extant Extent |
| (6) Addition Edition | (23) Confidant Confident | (40) Facilitate Felicitate |
| (7) Affect Effect | (24) Continual Continuous | (41) Fair Fare |
| (8) Alternate Alternative | (25) Credible Creditable | (42) Foreword Forward |
| (9) Amiable Amicable | (26) Curb Kerb | (43) Hoard Horde |
| (10) Appraise Apprise | (27) Damage Damages | (44) Industrial Industrious |
| (11) Ascent Assent | (28) Dear Deer | (45) Intermediary Intermediate |
| (12) Avoid Evade | (29) Defer Differ | (46) Irrecoverable Irrevocable |
| (13) Bail Bale | (30) Deficit Deficiency | (47) Judicious Judicial |
| (14) Berth Birth | (31) Deny Refuse | (48) Loose Lose |
| (15) Beside Besides | (32) Depose Dispose | (49) Minute Minutes |
| (16) Boast Boost | (33) Deprecate Depreciate | (50) Official Officious |
| (17) Carton Cartoon | (34) Descent Dissent | |