



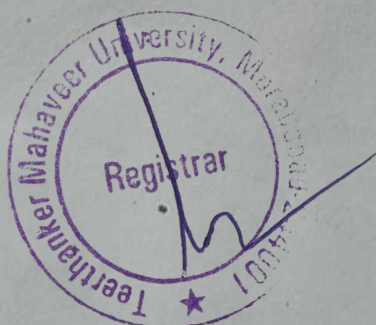
**Teerthanker Mahaveer University,
Moradabad**

Faculty of Education

Present

Value Added Course
Communication Skill

Duration - 16 Hours



COMMUNICATION SKILL

Course Code: VACE101

Contact Hours: 16

Course Outcomes:

- CO1- Understanding situations to overcome anxiety and nervousness when preparing for public speaking.
- CO2- Applying skillsApplying skills in speaking.
- CO3- Analyzing Analyzing quality speeches/presentations.
- CO4- Developing Developing grammar, vocabulary and fluency in speaking.

MODULE I:

Effective Communication: Concept of Effective Communication, Components of Effective Communication, Conviction, confidence & enthusiasm, Type of communication, verbal, Non-Verbal Communication - its importance and Nuances :-Facial Expression, Posture, Gesture, eye contact, Appearance barriers in communication feedback.

MODULE II:

Listening Skills: Good and Bad listening, Listening Communication Process, Advantage of listening, How to become a good listener.

MODULE III:

Writing Skills: Language and Communication; General Principles of Writing: Improving Writing Skills, Essentials of good style, Expressions and words to be avoided; Grammar and Usage.

MODULE IV:

Reading Skills: Purpose of Reading: Types of Reading: Techniques for Effective Reading.

MODULE V:

Language Lab: Students will be taken in language lab and every student will go through all the module available in the lab.

General Guidelines for students:

1. The students are advised to read the guidelines very carefully before proceeding.
2. The courses are open for all the students of Undergraduate Courses of the university.
3. The interested students are free to register in the Course.
4. Interested students are required to fill the registration form and the admission for a course will be done on first come first serve basis.
5. On the commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course.
6. The students will not be eligible for certificate if the attendance in the opted course is less than 75%.

