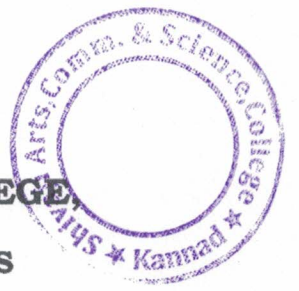


SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE

Kannad, Tq. Kannad, Dist. Chhatrapati Sambhajinagar

COURSE TITLE: BASICS OF COMMUNICATION SKILLS



Conducted by Department of English

(Academic year 2025-2026)

Total Duration: 30 Hours

Course Objectives:

After completing this course, learners will be able to:

- Understand the fundamentals of communication.
- Develop effective verbal and non-verbal communication skills.
- Improve listening, speaking, reading, and writing abilities.
- Communicate confidently in personal, social, and professional settings.
- Overcome barriers to communication and enhance interpersonal relationships.

Unit I: Introduction to Communication

Duration: 6 Hours

Topics:

1. Meaning, Definition and Importance of Communication
2. Process of Communication
3. Elements of Communication
 - Sender
 - Message
 - Channel
 - Receiver
 - Feedback
4. Types of Communication
 - Verbal Communication
 - Non-verbal Communication
 - Written Communication
 - Visual Communication
5. Functions and Objectives of Communication

Learning Outcomes:

- Explain the communication process.
 - Identify different types and functions of communication.
-

Unit II: Verbal and Non-Verbal Communication

Duration: 6 Hours

Topics:

1. Verbal Communication Skills
 - Oral Communication
 - Voice Modulation
 - Pronunciation and Clarity
2. Non-Verbal Communication
 - Body Language
 - Facial Expressions
 - Eye Contact
 - Gestures and Posture
3. Etiquette in Communication
4. Cultural Aspects of Communication

Learning Outcomes:

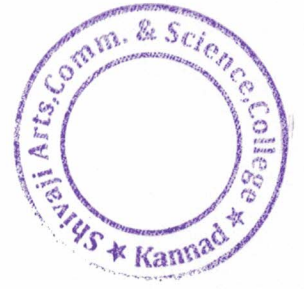
- Demonstrate effective speaking skills.
 - Interpret and use non-verbal cues appropriately.
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Unit III: Listening and Reading Skills

Duration: 6 Hours

Topics:

1. Importance of Listening
2. Types of Listening
 - Active Listening
 - Passive Listening
 - Critical Listening
3. Barriers to Effective Listening
4. Techniques for Effective Listening
5. Reading Skills
 - Skimming



- Scanning
- Intensive Reading
- Extensive Reading

6. Developing Reading Habits

Learning Outcomes:

- Practice active listening techniques.
 - Improve reading comprehension and information extraction skills.
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Unit IV: Writing Skills

Duration: 6 Hours

Topics:

1. Principles of Effective Writing
2. Paragraph Writing
3. Report Writing
4. Letter and Email Writing
5. Notice and Circular Writing
6. Common Errors in Written Communication
7. Proofreading and Editing Techniques

Learning Outcomes:

- Draft clear and concise written messages.
 - Apply correct grammar and formatting in professional communication.
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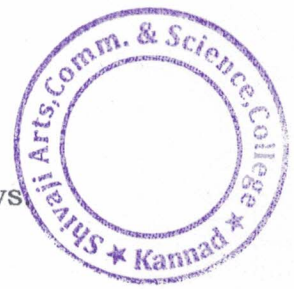
Unit V: Interpersonal and Professional Communication

Duration: 6 Hours

Topics:

1. Interpersonal Communication Skills
2. Group Discussion Techniques
3. Public Speaking and Presentation Skills
4. Interview Skills
5. Communication in the Workplace
6. Barriers to Communication and Their Remedies
7. Developing Confidence and Positive Attitude

Learning Outcomes:



- Participate effectively in group discussions and interviews.
- Deliver presentations with confidence.
- Apply communication skills in workplace situations.

Suggested Practical Activities

1. Self-Introduction Presentation
2. Group Discussion Sessions
3. Role Plays
4. Mock Interviews
5. Listening Exercises
6. Email and Letter Writing Practice
7. Presentation using Visual Aids

Evaluation Pattern

Component	Marks
Class Participation	10
Assignments/Activities	20
Practical Communication Tasks	20
Written Test	25
Oral Presentation/Viva	25
Total	100

Head

Department of English
Shivaji Arts, Commerce & Science
College Kannad, Dist. Aurangabad