

COMMUNICATION SKILLS (Practical)

The following learning modules are to be conducted using words worth® English language lab software

Basic communication covering the following topics

Meeting People
Asking Questions
Making Friends
What did you do?
Do's and Dont's

Pronunciations covering the following topics

Pronunciation (Consonant Sounds)
Pronunciation and Nouns
Pronunciation (Vowel Sounds)

Advanced Learning

Listening Comprehension / Direct and Indirect Speech
Figures of Speech
Effective Communication
Writing Skills
Effective Writing
Interview Handling Skills
E-Mail etiquette
Presentation Skills

Recommended Books: (Latest Edition)

1. Basic communication skills for Technology, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
2. Communication skills, Sanjay Kumar, Pushpalata, 1st Edition, Oxford Press, 2011
3. Organizational Behaviour, Stephen .P. Robbins, 1st Edition, Pearson, 2013
4. Brilliant- Communication skills, Gill Hasson, 1st Edition, Pearson Life, 2011
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, Gopala Swamy Ramesh, 5th Edition, Pearson, 2013
6. Developing your influencing skills, Deborah Dalley, Lois Burton, Margaret, Green hall, 1st Edition Universe of Learning LTD, 2010
7. Communication skills for professionals, Konar nira, 2nd Edition, New arrivals – PHI, 2011
8. Personality development and soft skills, Barun K Mitra, 1st Edition, Oxford Press, 2011
9. Soft skill for everyone, Butter Field, 1st Edition, Cengage Learning india pvt.ltd, 2011
10. Soft skills and professional communication, Francis Peters SJ, 1st Edition, Mc Graw Hill Education, 2011
11. Effective communication, John Adair, 4th Edition, Pan Mac Millan, 2009

12. Bringing out the best in people, Aubrey Daniels, 2ndEdition, Mc Graw Hill, 1999
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