

COMMUNICATION SKILLS			
Programme: Undergraduate Programme		Year: 1	Semester :1
Subject:Co-curricular Course			
CourseCode: CCS 01		Course Title: Communication Skills	
Course outcomes: <ul style="list-style-type: none">To understand the concept of Personality.To learn what personal groomingpertains.To learn to make good resume and prepare effectively forinterview.To learn to perform effectively in groupdiscussions.To explore communication beyondlanguage.To learn to manage oneself whilecommunicating.To acquire good communication skills and developconfidence.			
Credits: Nil		Core Compulsory	
Max. Marks: 100		Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): 4-0-0			
Unit	Topic	No. of Lectures	
Unit I	PERSONALITY AND PERSONAL GROOMING Understanding Personality Definition and Meaning of Personality Types of Personality Components of Personality Determinants of Personality Assessment of Personality GroomingSelf Dress for success Make up & skincare Hair care & styles for formal look Art of accessorizing Oral Hygiene	7 All topics will include practical learning	
Unit II	INTERVIEW PREPARATION AND GROUP DISCUSSION Meaning and Types of Interviews [Face to Face, Telephonic,Video] Interview procedure [Opening, Listening, Closure] Preparation for Interview Resume Writing LinkedInEtiquette Meaning and methods of Group Discussion Procedure of Group Discussion. Group Discussion simulation Group discussion commonerror	8 Mock Interviews Included	

Unit III	BODY LANGUAGE AND BEHAVIOUR Concept of human behavior Individual and group behavior Developing Self-Awareness Behavior and body language Dimensions of body language: Proxemics Haptics Oculistics Paralanguage Kinesics Sign Language Chromatics Chronemics Olfactics Cultural differences in Body Language Business Etiquette & Body language Body Language in the Post Corona Era Virtual Meeting Etiquette Social Media Etiquette	07
Unit IV	ART OF GOOD COMMUNICATION Communication Process Verbal and Non-verbal communication 7 Cs of effective communication Barriers to communication Paralinguistics Pitch Tone Volume Vocabulary Word stress Pause Types of communication Assertive Aggressive Passive Listening Skills Questioning Skills Art of Small Talk Email Writing	08

Suggested Reading:

1. Cloninger, S.C., "Theories of Personality: Understanding Person", Pearson, New York, 2008, 5th edition.
2. Luthans F, "Organizational Behaviour", McGraw Hill, New York, 2005, 12th edition.
3. Barron, R.A. & Brian D, "Social Psychology", Prentice Hall of India, 1998, 8th edition.
4. Adler R.B., Rodman G. & Hutchinson C.C., "Understanding Human Communication", Oxford University Press : New York, 2011.

Suggested Online Link: None

Suggested equivalent online courses: None

This course can be opted as a co-curricular course by the students of following subjects:

B.A.
 B. Com
 B.B.A
 B.Sc.
 B.F.A
 B. Lib
 B.A.LL.B. (Hons)
 .A.LL. B

B.B.A.LL.B.
B. Pharm

Suggested Continuous Evaluation (25 Marks):

Internal Assessment	Marks	External Assessment	Marks
Midterm Test	10	Written Examination	75
Assignment	5		
Presentation	5		
Attendance & class performance	5		

Course Prerequisites:

No pre-requisite required, open to all.