



Single Major  
SKILL COURSE (w.e.f. AY 2023-24)  
SEMESTER-I  
COMMUNICATION SKILLS

Theory

Credits: 2

2 hrs/week

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**Course Objectives & Outcomes:**

*Upon the completion of the course the students will be able to:*

- Understand the nature importance of communication.
- Learn the process involved in communication.
- Develop interview skills.
- Acquire presentation skills.
- Effectively play their roles in group discussions.
- Enhance the skills of public speaking.

**Course Content:**

**UNIT-I**

**BASICS OF COMMUNICATION**

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

**UNIT-II**

**PRESENTATION SKILLS**

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation
4. Visual aids/Materials in presentation
5. Analyzing audience and managing questions



**UNIT- III**

**INTERVIEWS AND GROUP DISCUSSIONS**

1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions
5. Structure and process of Group Discussions
6. Role functions, Do's and Don'ts

**Recommended Activities:**

- Presenting seminar papers.
- Mock interviews.
- Using Power point presentations in seminars.

**References:**

- Working in English, Jones, Cambridge
- Business Communication, Raman –Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Anjaneethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill
- Jermy Comfort, Speaking Effectively, et.al, Cambridge



**MODEL QUESTION PAPER**  
**Semester – I**  
**SKILL COURSE (w.e.f. AY 2023-24)**  
**COMMUNICATION SKILLS**

Time: 2 hours

Max. Marks: 50

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**SECTION-A**

**4X5=20M**

**Answer any FOUR of the Questions:**

1. What is the process of communication?
2. What is the nature of communication?
3. Explain verbal communication in presentation?
4. Explain Nonverbal communication and presentation?
5. What are the do's and don'ts in an interview?
6. Mention basic interview questions?
7. What is a role play (do's and don'ts)?
8. What are the strategies for effective communication?

**SECTION-B**

**3X10=30M**

**Answer any THREE Questions:**

9. (a) What are principles of communication?  
(or)  
(b) Mention the barriers to effective communication?
10. (a) Explain the preparation and types of a good presentation.  
(or)  
(b) How to analyze audience and manage questions?
11. (a) Explain about interviews and various types of interviews.  
(or)  
(b) Write about groups discussions. What are the do's and don'ts in Role play?