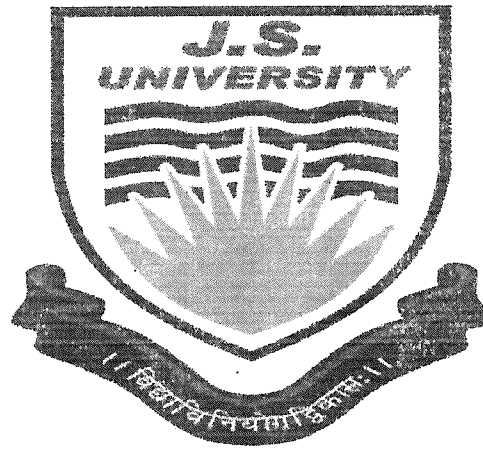


# **J.S. University, Shikohabad**

Established by UP Govt. Act No. 07 of 2015

Recognized by U.G.C. under section 2 (f) of Act-1956



## **Value Added Course**

# **Value Added Course**

**(Communication skill)**

**Faculty of Education**

**Learning Outcome:**

This Course will provide knowledge about good communication

**Duration:** 30 Hours. (Theory and Practical)

**course Objectives:**

- Impart the fundamentals of English as a language.
- Deal systematically with the four aspects of language i.e. reading, writing, listening and speaking.
- Facilitate an improved academic performance.
- Remove fear which is a stumbling block for many in their quest for speaking better.

**Course Outcome:**

- Increased ability of kids to overcome anxiety and nervousness when preparing for public speaking
- Increased confidence in public speaking
- Ability to make quality speeches/presentations
- Improved English grammar, tenses and 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:**

It's importance, Good and Bad listening, Listening Communication Process, Advantage of listening, How to become a good listener

### MODULE III:

Language for Communication: 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: Reading Skill; Purpose of Reading; Types of Reading; Techniques for Effective Reading.

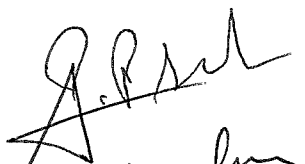
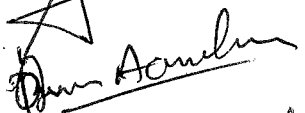
### MODULE V


Employment Communication - Resume: Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters, Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview.

### Reference:

1. Effective Presentation Skills – Robert Dilts, Meta Publication
2. Business Communication Today - Bovee and Thill: Tata McGraw Hill,
3. Presentation Skills 2011

  
Dr. Sushil Mishra

  
  
Dr. P. P. Singh

  
Dr. Prasad Paraj