

J.S. University, Shikohabad


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Act-1956



**Value Added Course
(Communicable Skill)**

Faculty of Nursing

	J.S. University, Shikohabad Faculty of Nursing	Value Added Course
		AY: 2022-23

COMMUNICABLE SKILL

Learning Outcome:


This Course will provide knowledge of Communicable Skill.

Duration: 30 Hours. (Theory and Practical)

Perquisites:

Assessment Criteria/ Award of certification:

Participants who secured 90% attendance and secured 80% marks in final quiz shall be awarded the completion of certificate

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Communication Skills

Course overview

Every communication involves (at least) one sender, a message and a recipient. This may sound simple, but communication is actually a very complex subject.

The transmission of the message from sender to recipient can be affected by a huge range of things. These include our emotions, the cultural situation, the medium used to communicate, and even our location. The complexity is why good communication skills are considered so desirable by employers around the world: accurate, effective and unambiguous communication is actually extremely hard.

Unit	Content	Theory Hours	Practical
Unit-1	Effective Communication	6 Hours	1 Hours
Unit-2	Listening	4 Hours	1 Hours
Unit-3	Language for Communication	5 Hours	1 Hours
Unit-4	Reading Skills	3 Hours	1 Hours
Unit-5	Employment Communication	7 Hours	2 Hours

Course objective

- ✓ Define communication
- ✓ Explain the why effective communication is an important management skill
- ✓ Describe the interpersonal communication process
- ✓ Understand the importance and appropriate use of written and oral communication
- ✓ Identify the best means of communication as it pertains to specific situation
- ✓ Explain the most common mechanisms for communication within the organization
- ✓ Understand the challenges of communication in international business activities.

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

UNIT- I

T-

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

UNIT- II

T-

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

UNIT-III

T-

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

UNIT- IV

T-

Reading Skills : Reading Skill ; Purpose of Reading ; Types of Reading ; Techniques for Effective Reading .

UNIT-V

T-

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 .


Assessment of Training: -

Exit Examination :- As per the Institutional guidelines The certificate is awarded after a final exit examination, at the end of the 6 weeks training period.

References:

Reference :


1. Bhatia, Kamala & Bhatia B.D.: The Principles and Methods of Teaching; Delhi, Doaba House, 1977.
 2. Neeraja, Nursing Education, New Delhi, Jaypee Brother, 2004.
 3. Safaya, Raghunath & Shaida, B.D. Educational Theory & Practice, Delhi, Dhanpat Row & Sons, 1974.
 4. Bhatia, Hans Raj Elements of Educational Psychology, Bombay, Qnent Conpman, Sthed, 1973.
3. Journals:


(Name of Faculty)
Course Coordinator

Miss. Saumya
Gantam


(Name of Faculty)
Dean Academics

Dr. Aklesh


(Name of Faculty)
Director/Principle/Dean of
Faculty/Department

Dr. Ramantaz
Tyagi