

Communication Skills and Personality Development

Theory : 40

Internal : 10

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory and consist of 4 small questions of two marks each, covering the whole syllabus. The remaining 8 questions will be set from the syllabus on two questions from each unit basis; out of which the students will attempt four questions selecting one from each unit. All questions carry 08 marks each.

Unit I

Writing Skills

Letter Writing, Resume Writing, CV Writing, Difference between bio-data, Resume and CV, cover letter, Preparation of Report, Paragraph writing.

Unit II

Interview Skills

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, Dress Code, Mock-Interview, How to be Successful in an Interview.

Unit III

Oral Presentation

Delivering a Presentation, Tools that enhance the effect of the presentation, conducting presentations in a smooth and self-assured manner. Group presentation, Group discussions, Group projects. Group Discussion, Differences between group discussion and debate, Narrating a story/an incident.

Unit IV

Technology-based Communication

Netiquettes: effective e-mail messages; power-point presentation; enhancing editing skills using computer software's.

Suggested readings:

1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad, P. Communication Skills, S.K. Kataria & Sons.
4. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language.
5. Roach Peter. English Phonetics and Phonology.
6. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 7th Edition.
7. T. Balasubramaniam: Phonetics & Spoken English.