

3rd SEMESTER
GENERIC ELECTIVE (GE-3)
MCH320G: PRESENTATION & COMMUNICATION SKILL

CREDITS: THEORY: 4; PRACTICAL: 2
MAXIMUM MARKS: THEORY: 60; PRACTICAL: 30
MINIMUM MARKS: THEORY: 24; PRACTICAL: 12

Objectives/Expected Learning Objectives:

- *Students will develop communication skills, appreciation for creativity and analytical approach.*

THEORY (4 CREDITS: 60 HOURS)

Unit I (15 HOURS)

- Listening and its importance; Listening vs Hearing
- Components of Listening: Hearing, Attending, Understanding
- Barriers to proper listening; Tips for effective listening

Unit II (15 HOURS)

- Importance of Reading, Effective Reading
- Types of Reading: skimming, scanning, reading for information, pleasure
- Techniques of Reading: SQ3R Reading Strategy

Unit III (15 HOURS)

- Various forms of Writing- Essays, Short Stories, Poetry
- Kinds of Sentences, Parts of Sentence, Parts of Speech
- Report writing, Letter/email Writing, Cover Letter, Resume writing

Unit IV (15 HOURS)

- Public speaking process and types
- Factors that affect public speaking, Knowing your audience
- Body Language, Voice Modulation
- Presentation Plan, Visual Aids

PRACTICALS (2 CREDITS: 60 HOURS) MAXIMUM MARKS: 30 MINIMUM MARKS 12

Practicals: Based on Theory Course

SUGGESTED READINGS:

- ✓ Basic Communication Skills by P Kiranmai Dutt and Geetha Rajeevan
- ✓ 'Messages: The Communication Skills Book' by Matthew McKay et al
- ✓ Interplay: The Process of Interpersonal Communication by Ronald Adler et al