

**SYLLABUS
OF
COMMUNICATION SKILLS
FOR
Interdisciplinary PG Programmes**

**(Credit Based Continuous Evaluation Grading System)
(CBCEGS)**



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

COMMUNICATION SKILLS
(Interdisciplinary PG Programmes)
IDEC-1101: COMMUNICATION SKILLS

COURSE OUTCOMES

CO1: It will help students to understand the basics of Communication Skills

CO2: It will enable the students to improve their reading skills

CO3: It will enable the students to improve their writing skills

CO4: It will enable the students to improve their listening skills

ID Course

(Theory)

COMMUNICATION SKILLS

Total Marks: 100

Examination Time: 3 Hrs

Theory: 80

CA: 20

Instructions for the Paper Setter:

The question paper will consist of four sections. The candidate will have to attempt five questions in all selecting one from each section and the fifth question from any of the four sections. Each question will carry 12 marks. **(5x12=60)**

Unit - I

Introduction: Basic Communication, Basic forms of Communication, Principles of effective Communication, Strategies to overcome barriers to Communication

Unit - II

Reading Skills: Model of Reading to learn – Reading tactics and strategies; Reading outcomes: Paraphrasing / Précis – writing and Summary writing, Note Taking

Unit - III

Modern Forms of Communication- E- mail Writing, New Media Writing (Blog and Report Writing etc.), Notice, Agenda, Minutes, Business Letters, Personal Letters, Job Application, Resume Writing

Unit - IV

Making Power Point Presentation, Telephonic Skills, Public Speaking, Interview Skills,

Books Recommended:

1. John Seely: *Oxford Guide to Effective Writing and Speaking* OUP
2. Geetha Nagaraj – *A Course in Grammar and Composition*, Foundation Books, 2006