

Communication Skills (AEC)

Course Outcome

This course outline covers essential communication skills, broken down into five key units, each focusing on a specific aspect of communication:

UNIT I: Listening Skills

- **Topics Covered:** Introduction to communication skills, differentiation between listening and hearing, the listening process, types of listening (active vs. passive), and strategies for improving listening comprehension.
- **Objectives:** Understand the fundamental aspects of listening, distinguish between hearing and active listening, and develop the ability to comprehend both general content and specific information.

UNIT II: Non-Verbal Communication Skills

- **Topics Covered:** Importance and types of non-verbal communication, body language, facial expressions, eye contact, spatial awareness (proxemics), tone of voice, and gestures.
- **Objectives:** Recognize and utilize various forms of non-verbal communication effectively, develop awareness of body language and tone, and improve interpersonal communication.

UNIT III: Written Communication Skills

- **Topics Covered:** Basics of written communication, grammar, spelling, punctuation, clarity, conciseness, structuring content, developing strong openings and conclusions, and revising/editing.
- **Objectives:** Enhance written communication proficiency by focusing on clarity, organization, and correctness, while also building skills for effective content structuring and editing.

UNIT IV: Emotional Intelligence Skills

- **Topics Covered:** Understanding emotional intelligence, self-awareness, impulse control, stress management, adaptability, empathy, and effective communication.
- **Objectives:** Develop self-awareness, learn to manage emotions effectively, and cultivate empathy to improve communication and interpersonal skills.

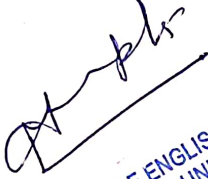
UNIT V: Interview Skills

- **Topics Covered:** Interview preparation, effective verbal and non-verbal communication during interviews, handling challenging questions, asking insightful questions, and demonstrating suitability for a role.
- **Objectives:** Gain strategies for successful interview preparation, hone communication skills tailored for interviews, and learn to present oneself as the best candidate for a role.

Reference Books:

1. *Basic Communication Skills for Technology* by Andrea J. Rutherford, Pearson
2. *High School English Grammar and Composition* by Wren and Martin, S Chand
3. *A Communicative Grammar Of English* by Geoffrey Leech and Fan Svartvik, Routledge
4. *Oxford Guide to Writing and Speaking* by John Seely, Oxford University Press
5. *Professional Communication* by Aruna Koneru, McGraw Hill

These resources provide a well-rounded foundation in communication skills, from listening and non-verbal communication to emotional intelligence and interview preparation, ensuring a comprehensive development in soft skills essential for personal and professional success.


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