

<b>INSTITUTE</b>	<b>FACULTY OF SCIENCE</b>
<b>PROGRAM</b>	<b>MASTER OF SCIENCE (MICROBIOLOGY)</b>
<b>SEMESTER</b>	<b>3</b>
<b>COURSE TITLE</b>	<b>EFFECTIVE COMMUNICATION SKILLS - I</b>
<b>COURSE CODE</b>	<b>02SL0401</b>
<b>COURSE CREDITS</b>	<b>3</b>

**Objective:**

- 1 The course aims at enhancing proficiency of the learners in expressing their ideas in various contexts. The course also deals with varied nuances of presentation skills to enable learners to make effective presentations. The Course will include different interactive activities on diverse aspects of spoken communication through experiential learning.

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Develop speaking skill in the context of science
- 2 Enhance presentation skills in the context of science
- 3 Express ideas in an organized way for different communication situations
- 4 Demonstrate adequate command over language in a spoken form
- 5 Develop speaking skill in the context of science

**Pre-requisite of course:**The course aims at enhancing proficiency of the learners in expressing their ideas in various contexts. The course also deals with varied nuances of presentation skills to enable learners to make effective presentations. The Course will include different interactive activities on diverse aspects of spoken communication through experiential learning.

**Teaching and Examination Scheme**

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
3	0	0	0	30	20	25	25

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Speaking in Context</b> 1. Introducing self and peers , 2. Talking about one's education , 3. Sharing/Articulating Future Plan/s , 4. Sharing/Acquiring Opinion , 5. Describing Experience , 6. Making Request for an information/help	
2	<b>English for Science</b> 1. Defining the field , 2. Listening to Science , 3. Developing Scientific Vocabulary , 4. Speaking on a scientific issue	

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
3	<b>Effective Presentation Skills</b> 1. Structuring and Making a Presentation , 2. Using Multimedia in Presentation , 3. Effective Pronunciation/Saying it Right , 4. Using Effective Body language , 5. Facing Q and A (During presentation)	
<b>Total Hours</b>		

**Textbook :**

- 1 The Complete Presentation Skills Handbook: How to Understand and Reach Your Audience for Maximum Impact and Success, Suzy siddons, Kogan Page, 2008

**References:**

- 1 The Speaker's Handbook, The Speaker's Handbook, • Sprague Jo, and Douglas Stuart, Wadsworth Publishing Co , 2008

**Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking / Creative</b>
20.00	20.00	30.00	15.00	10.00	5.00

**Instructional Method:**

- 1 The internal evaluation will be done on the basis of continuous evaluation of students in the class-room in the form of attendance, assignments, verbal interactions etc.

**Supplementary Resources:**

- 1 <https://www.skillsyouneed.com/presentation-skills.html>
- 2 <https://www.themuse.com/tags/communication>