

<b>COURSE TITLE</b>	<b>INTRODUCTION TO COMMUNICATION SKILLS</b>
<b>COURSE CODE</b>	<b>04AH0205</b>
<b>COURSE CREDITS</b>	<b>2</b>

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

- 1 Recall and define key communication terms and concepts such as active listening, verbal and non-verbal communication.
- 2 Explain the importance of effective communication in personal and professional relationships.
- 3 Demonstrate active listening skills in various communication scenarios to enhance understanding and connection.
- 4 Analyze barriers to effective communication and propose strategies to overcome them in different contexts
- 5 Develop and present a clear and organized written or verbal communication piece using appropriate communication techniques.

**Pre-requisite of course:**NONE

#### 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>
2	0	0	50	30	20	0	0

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Foundations of Communication</b> The Definition and Importance of Communication Skills, Elements of Communication (Verbal, Non-verbal, Written), Barriers to Effective Communication Active Listening Skills, Interpersonal Communication Skills	15
2	<b>Developing Effective Communication</b> Types of Communication (Intrapersonal, Interpersonal, Group, Public), Communication Styles and Strategies, Assertive Communication Communication in the Digital Age, Communication in Different Contexts (Social, Professional, Academic)	15
<b>Total Hours</b>		<b>30</b>

**Textbook :**

- 1 SOFT SKILLS KNOW YOURSELF AND KNOW THE WORLD, Dr. K.ALEX, S.CHAND, 2009

**Textbook :**

- 2 A Transactional Model of Communication, Barnlund, Dean C, Kenneth K. Sereno and C. David Mortensen, ed, 2017

**References:**

- 1 Burleson, Brant R. Sandra Metts, and Michael W. Kirch, Burleson, Brant R. Sandra Metts, and Michael W. Kirch, Burleson, Brant R. Sandra Metts, and Michael W. Kirch, Communication in Close Relationships, 2010

**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					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00

**Instructional Method:**

- 1 Theory