

COURSE TITLE	COMMUNICATION SKILLS I
COURSE CODE	10BH1104
COURSE CREDITS	2

Objective:

- 1 This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations. The purpose is to prepare students for success in typical public speaking situations and to provide them with the basic principles of organization and research needed for effective public speaking.

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

- 1 Understand and explain the communication process. Use presentation aids to enhance speeches
- 2 Outline speeches, presentations in a logical and thorough fashion
- 3 Plan and prepare speeches that inform, persuade, or fulfill the needs of a special occasion;
- 4 Apply Listen skill and understand importance of listening in communication

Pre-requisite of course:N/A

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
1	1	0	0	0	0	50	50

Contents : Unit	Topics	Contact Hours
1	Unit 1: Getting Started with Public Speaking Importance of diverse reading, Role of vocabulary & language, Evaluate personal priorities.	3
2	Unit 2: Introduction to Communication Theory of 3Vs, VARK Model, Communication Cycle	3
3	Unit 3: Making of a Presentation Making a Power Point – Do's & Don'ts, Power Point Tools of effective presentations, Role of Visual Aids, Power Point Demo Class, Demonstration & Explanation of Tools	3
4	Unit 4: Preparing the Ground for Public Speaking Demonstration of PPT made by students	3
5	Unit 5: 5 Preparing the Ground for Public Speaking Managing Speech Anxiety, Understand Stage Fear – Difference between fear & phobia, Ways & means to overcome stage fear	3

Contents : Unit	Topics	Contact Hours
6	Unit 6: Types of Speeches in Public Speaking Types of Speeches i.e. Introductory, Informative, Persuasive & Special Occasion Speeches, Detailing of Introductory Speech, Organizing Speech, Developing Support Material, Developing Introduction & Conclusion	3
7	Unit 7: Persuasive Speech Detailing of Persuasive Speech, Language & Style, Organizing Speech, Developing Support Material, Developing Arguments, Examples & Conclusion, Video of Persuasive Speech, Demonstration by students	2
8	Unit 8: Informative Speech Detailing of Informative Speech, Use of Internet, Language & Style, Organizing Speech, Developing Support Material, Developing Arguments, Examples & Conclusion, Video of Informative Speech, Demonstration by students	2
9	Unit 9: Special Occasion Speech Types of special occasions, Understanding emotions with reference to occasions, Language & Style, Organizing Speech, Developing Support Material, Developing Arguments, Examples & Conclusion, Video of special occasions speech, Demonstration by students	2
10	Unit 10: Ethics in Public Speaking Ethical Public Speaking, Audience Analysis	2
11	Unit 11: Evaluation of Speech Criteria in speech evaluation	2
12	Unit 12 : Demonstration & Evaluation Demonstration by students, Evaluation by students ; Peer-feedback	2
Total Hours		30

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
1	Practical Exercises Practical Exercises	15
Total Hours		15

Textbook :

- 1 Art of Public Speaking by Dale Carnegie 191, Dale Carnegie, Cosimo.Inc, 2007

References:

- 1 Art of Public Speaking by Dale Carnegie 191, Art of Public Speaking by Dale Carnegie 191, Dale Carnegie, Cosimo.Inc, 2007

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
10.00	10.00	30.00	10.00	20.00	20.00