

## SYLLABUS

**Name of Course** : **EFFECTIVE PUBLIC SPEAKING (119)**  
**Type** : **GE/Thy**  
**NSQF Level** : **7 B**

**Prerequisite of the Course** :

This Course is required to groom students public speaking skills for shaping them efficiently for professional world.

**Objectives of the Course** :

On completion of the course students should be able to:

1. Impart knowledge about communication process and its various forms
2. Enhance students' verbal and non verbal communication skills
3. Groom and polish students for professional world

**Syllabus of the Course** :

<b>Unit -I</b>	<b>Introduction to Communication</b>	<b>L- 15</b>
	<ol style="list-style-type: none"><li>1. Basic English Grammar: sentence formation and effective vocabulary</li><li>2. Communication: meaning and process</li><li>3. Forms of communication</li><li>4. Non-verbal communication: posture, gesture, facial expression, body language, eye contact, voice modulation</li></ol>	
<b>Unit – II</b>	<b>Listening Skills</b>	<b>L- 15</b>
	<ol style="list-style-type: none"><li>1. Introduction to listening skills</li><li>2. Self-Awareness</li><li>3. Active listening</li><li>4. Listening in difficult situation</li></ol>	
<b>Unit - III</b>	<b>Speaking Skills</b>	<b>L-15</b>
	<ol style="list-style-type: none"><li>1. Public speaking</li><li>2. Effective presentation skills</li><li>3. Techniques of group discussion</li><li>4. Telephone manners</li></ol>	
<b>Unit-IV</b>	<b>Public Speaking practices</b>	<b>L-15</b>
	<ol style="list-style-type: none"><li>1. Personal Interview</li><li>2. Group Discussion</li><li>3. Extempore</li><li>4. PPT presentataion</li></ol>	

**Suggested Readings** :

1. Shabdkosh, Central Hindi Academy

2. Wren and Martin, English Grammar and Composition.
3. Mohan, Krishna, Banerji, Meera (1990), Developing Communication Skills, Macmillan Publishers
4. Konar, Nira (2011), Communication Skills for Professionals, PHI Learning
5. Tom Burns, Sandra Sinfield (2009), Essential study skills the complete guide to success at University, Sage Publication
6. K.P. Thakur (2018), A Practical Guide to English Translation and Composition, Bharti Bhawan.
7. K.P. Thakur (2018), A Practical Guide to English Grammar, Bharti Bhawan.
8. Sushil Bahl (2009), Business Communication Today, Response Books

**Learning Outcomes :**

After the completion of the course, students will be able to;

- LO1: Know the fundamentals of communication along with basic English language
- LO2: Speak fluently and effectively.
- LO3: Listening skills will be developed.
- LO4: Interpersonal Communication will be groomed

**Scheme of Examination :**

<b>Theory</b>	<b>Internal Assessment</b>	<b>Practical</b>	<b>Total</b>
50	20	30	100