

PEL100:COMMUNICATION SKILLS ESSENTIALS

L:2 T:2 P:0 Credits:4

Course Outcomes: Through this course students should be able to

- CO1 :: develop self-awareness, positive attitude, and soft skills
- CO2 :: apply effective communication skills for fluent interaction
- CO3 :: understand parts of speech and tenses accurately
- CO4 :: utilize organized texts for academic and professional communication
- CO5 :: produce interpersonal skills for social and workplace communication
- CO6 :: demonstrate effective presentations with professional etiquette and digital professionalism

Unit I

Self-awareness, attitude building and personality development : meaning and need of soft skills, difference between hard skills and soft skills, positive and negative attitude, identifying the strengths and weaknesses, goal setting.

Unit II

Basics of communication and fluency building : communication process, verbal, non-verbal and para-verbal communication, common communication barriers, listening skills, fluency development, vocabulary enhancement

Unit III

Grammar in practice : nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, interjections, articles, tense: past, present, future (simple, continuous, perfect, perfect continuous)

Unit IV

Creative writing and professional communication : discourse markers, paragraph writing, essay writing, blog writing,

Unit V

Small-talk and interpersonal communication : small talk skills with ice-breaking techniques, basic introduction, conversation starters, building rapport, interpersonal skills, story telling

Unit VI

Digital presentation and workplace readiness : digital presentation and platform skills, digital presentation etiquette, workplace etiquette

References:

1. ESSENTIAL GRAMMAR IN USE by MURPHY, R., CAMBRIDGE UNIVERSITY PRESS
2. TECHNICAL COMMUNICATION: PRINCIPLES AND PRACTICE by RAMAN, M., & SHARMA, S., OXFORD UNIVERSITY PRESS