

PG	Department: Humanities & Social Sciences
Course Code: 21HST803	Course Name: Dynamics of Communication
Credit: 3	L-T-P: 3-0-0
Version: Open Elective	Open Elective
Pre-requisite course: Nil	
<p>Introduction:</p> <p>The objective of the course is to equip the students with an understanding of what effective communication means, both verbal and nonverbal. The course aims to develop in the students a sensitivity towards the subtle nuances of communication and use it in their workplace or elsewhere to their advantage.</p>	
<p>Course Outcomes:</p> <p>By the end of this course, students should be able to:</p> <ul style="list-style-type: none"> - define Communication with emphasis on various stages and skills in language acquisition - understand characteristic features of effective communication; - recognize barriers to communication and learn ways to overcome such barriers. - understand non-verbal communication. - develop an effective writing style and the ability to comprehend written text and analyze given data - learn techniques for making effective professional presentations; observe the nuances of presentations such as using body and voice effectively; draft captivating beginnings; organizing main body; use statistics; use audio-visual aids appropriately 	
<p>Syllabus</p> <p>UNIT I Basics of Communication and Communication Theories</p> <p>UNIT II Essential features of communication</p> <p>UNIT III Barriers to Communication; role in miscommunication; overcoming barriers for effective communication</p> <p>UNIT IV Non-verbal Communication: important aspects , recognition of non-verbal cues and improving non-verbal behaviour</p> <p>UNIT V Effective Reading Skills</p> <p>UNIT VI Effective Presentation Skills</p>	
<p>Reference books:</p> <ul style="list-style-type: none"> • Barker, Larry L.: <i>Communication</i>, Prentice Hall, New Jersey • Rai, Urmila & Rai, S.M.: <i>Effective Communication</i>, Himalaya Publishing House • Glendinning, Eric H., & Holmstrom: <i>Study Reading</i>, CUP • Pushp Lata & Kumar, Sanjay: <i>Communicate or Collapse</i>, Prentice Hall of India, New Delhi: 2007 • Leki, Ilona, <i>Academic Writing: Exploring Processes and Strategies</i>, 2nd Edition, New Delhi: Cambridge University Press, 2010. • Arnold, George T., <i>Media Writer's Handbook: A Guide to Common Writing & Editing Problems</i>, 4th Edition, New Delhi: Tata McGraw Hill, 2010. • Raman, Meenakshi and Sangeeta Sharma, <i>Technical Communication: Principles and Practice</i>, 2nd Edition, New Delhi: Oxford University Press, 2011. • Krishna Mohan and N.P.Singh, <i>Speaking English Effectively</i>, New Delhi: Macmillan, 1994. 	

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(Course Coordinator)