

## Open Elective (UG) Communication Skills

Code: HST 404

Credits: 3

[ L-1 T- 2]

S.No.	Contents
<b>A.</b>	<b>Effective Writing</b>
1.	<b>Enriching Vocabulary</b>
2.	<b>Paragraph Development</b>
	Paragraph components and development of paragraph.
3.	<b>Job Applications and Resumes</b>
4.	<b>Report Writing</b>
	Introduction & characteristics of a report. Format of a report, structure of a report, samples.
<b>B.</b>	<b>Oral Communication (Including Language Lab)</b>
5.	<b>Interview Skills</b>
	Introduction, Types of Interviews, Job Interviews, Building Personality Traits such as Confidence, Assertiveness, etc.
6.	<b>Group Communication</b>
	Group Discussion, Meetings, Conferences, TeamWork
7.	<b>Effective Presentation Strategies</b>
	Introduction, Defining purpose, analyzing audience and locale, organizing contents, preparing an outline. Importance of Effective Non-Verbal Skills in Presentations.

### Suggested Reading:

1. Adair, John: *Effective Communication*, MacMillan Publishers Ltd.
2. Kumar, Sanjay and Pushp Lata: *Communication Skills*, Oxford University Press
3. Mishra, Sunita & C. Muralikrishna: *Communication Skills for Engineers*, Pearson Education
4. Rutherford, Andrea A.: *Basic Communication Skills for Technology*, Pearson Education
5. Stuart, Cristina: *Effective Speaking*, Rupa Paperback