

ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

IV SEMESTER

GENERAL EDUCATION

2Hrs. /week

CSS 4003 (2)

COMMUNICATION AND SOFT SKILLS - III

Marks-50

w.e.f: '15AC' Batch (2015-2016)

SYLLABUS

Objectives:

- Enhancing basic skills to become a good communicator.
- Recognize and overcome barriers for effective communication.
- Speak confidently
- Enable the learners to develop the skills efficiently and effectively with the help of language Lab.
- To familiarize the students with various situations of English use.
- To enhance learners fluency through communicative speaking activities.

SEMESTER –IV

1. Speaking Skills- Preparing for Presentations, Seminar Skills, Debates (with exercises)
2. Interview Skills-Types of Interviews, (Sample Interview questions)
3. Group discussion- Do's & Don't (with exercises)
4. Narrating Events- Places, Things.
5. Public Speaking – Characteristics of a Good speech, guidelines for preparing a good speech (with exercises)

REFERENCES:

1. Swati Samantarary (2005) Business Communication & Communicative English, Sultan Chad Educational Publishers, New Delhi.
2. R.C. Sharma-Krishna Mohan (2008) Business correspondence and Report Writing A Practical Approach to Business and Technical Communication, Tata Mc Graw-Hill, Publishing Company Limited, New Delhi.