



**SYLLABUS FOR CERTIFICATE COURSE
COMMUNICATION SKILLS ENHANCEMENT**



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**DEPARTMENT OF EDUCATION
(To be effective from Academic Session-2017-2018)
SWAMI YOGANANDA GIRI COLLEGE
SAKTI ASHRAM, KOKRAJHAR**

Communication Skills Enhancement Course:

These free communication Skills enhancement course will teach students everything to become a good orator. The Students can prepare himself in there professional field in the future.

Eligibility Criteria

The course is open for all the Students of Swami Yogananda Giri College, Sakti Ashram. The minimum eligibility of taking admission in the course is 10+2 Examination pass out in any stream.

Course Duration: 6 (Six) Months

Course Fees: Free

No. of Seat: There will be minimum 20 Seats. Date of admission will be notified in the College notice board.

Attendance: 75% attendance of the Students will be compulsory for the eligibility to appear in the examination.

Mode of Examination: The Examination shall consist of a paper of 100 Marks.

- i. Written Examination: 50 Marks
- ii. For Practical part, Evaluation of Project report 50 Marks.

Minimum Pass grade: A candidate will have score minimum C grade in the Examination to get pass Certificate.

Grading System for Examination is as follows:

Range of the Marks in%	Letter Grade	Category	Grade Point
90-100	O	Outstanding	10
80-89	A+	Very Good	9
70-79	A	Good	8
60-69	B+	Above Average	7
50-59	B	Average	6
40-49	C	Simple Pass	5

Award of Certificate: Each Successful Candidate will be awarded a Certificate after having passed the Examination.

Programme Outcome: The Six Month Certificate course is designed to bring the following learning outcome.

1. Prepare the Students for future career in any field.
2. To develop the proper use of Language while delivering speech.
3. To develop their Social responsibility.

Course Outline/ Syllabus:

Unit No	Unit Name	Details of the Unit	Duration of class	Remarks
1	Introduction of communication	Meaning, nature, theories and importance of communication skill.	10	
2	Types of Communication	Characteristics of effective communication skills. Ways of communication skills (personal and professional)	10	
3	Strategies of Communication Skills	Communication Strategies in workplace. Skill for good leadership. Role of Teachers for developing Communication Skills.	10	
4	Public speaking	Meaning and importance of public speaking. Components of public speaking.	10	



CERTIFICATE COURSE: EDUCATION
PAPER: COMMUNICATION SKILLS ENHANCEMENT
PAPER CODE: EDN ADD-1017

Objective:

A course in communication skill enhancement Students will provide the students with practical skills that are useful for a wide range of career choice. We do not narrowly train students develop creative and critical ways to organize. Build relationships and solve a variety of communication problems. Business leaders and others problems recognize the importance of developing communication skills and many times a course in communication students will give an edge over other job applicants in fields such as business, government, Social and public services, Sales, marketing and the arts.

COURSE OUT COME:

- i. Say things simply but effectively.
- ii. Build audience contact.
- iii. Speak with your whole Self-use of gestures, facial expressions.
- iv. Understand more Intricate Skills use of the pause, a dramatic beginning, how to win an audience over.
- v. Evaluate the verbal and nonverbal communication Skill and able to identify their limitations in Skill.
- vi. Develop leadership skill as well as develop communication skills in the workplace.

SYLLABUS:

Unit-I:

- Meaning, Nature of Communication.
- Theories of Communications.
- Need and importance of communication skill.

Unit-II:

- Types of communication skills.
- Berries of effective communication skills.
- Ways of effective communication skills (Personal and Professional)

Unit-III:

- Communication strategies in workplace.
- Communication skills for good leadership.
- Roll of Teachers for developing communication skills

Unit-IV:

- Meaning and importance of Public speaking.
- Components of public speaking. (Illustration, voice modulation, the power of pause, visual Aids, sense of humour, Articulation)

Unit-V:

Practical/Project 50 Marks.

Students shall prepare a write up based on topic Selected for communication Skills.

Guidelines:

- The Students will trained communication Skills.
- Teachers will give demonstration on Communication Skills.

Mode of Delivery:

Teachers should used lecture, demonstration and any other method as per required for explaining contents for the Students.

Recommended Books:

- Das, R.C- Educational Technology, New Delhi Sterling Publications.
- Barbora, R.D. & Goswami Deepali: Educational Technology.
- Aggarwal J.C.: Essential of Educational Technology vikas publishing House Pvt. L.T.D
- Baruah J. Educational Technology- L.B.S. Ghy-01