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

IV SEMESTER **FOUNDATION COURSE** TIME:2Hrs./week

CSS 4002 (2) **COMMUNICATION AND SOFT SKILLS- III** Marks-50

w.e.f:‘2019-2022 Admitted Batch **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.

**SENESTER –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)

6. **BPO ENGLISH- TYPES OF BPO** -Business English Usage-Errors in using, The Parts of

speech- Errors in using Punctuations -Speaking Skills

7. **SELF-DEVELOPMENT**- - Knowing Self- Maintaining a Healthy Body-Driving Oneself-

Self & Society – Managing Relationships

**REFERENCES:**

1. Communication & Soft Skills- Volume 2- Published by Orient BlackSwan Private

Limited.

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