

**K. J. SOMAIYA COLLEGE OF SCIENCE AND COMMERCE, AUTONOMOUS**

# **Certificate Course in Basic Communication**

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**Department of English**

**2019-2020**

## Course Details

- ❖ **Course type** : Certificate
- ❖ **Course Title** : Basic Communication Course
- ❖ **Preamble** : This course is an introduction to the field of communication, with emphasis on all important areas of communication, the context in which communication occur and issues that must be faced by students.  
Although you communicate simply by being in world, developing good verbal and body language skills involves learning and consciously using your skills to improve.
- ❖ **Objectives of course** :
  1. Creating awareness
  2. Imparting knowledge
  3. Stimulating want or desire
  4. Shaping minds
- ❖ **Learning Outcomes** :
  1. Display competence in oral, written and visual communication
  2. Demonstrate innovative thinking
  3. Show an understanding in the field of Communication
  4. Apply Communication Theories
- ❖ **Prerequisites / Eligibility Criteria** : Class X / XII
- ❖ **Intake Capacity** : 30-60 students in one batch
- ❖ **Duration** : 60 Hours
- ❖ **Course Coordinator** : Renu Bakhshi
- ❖ **Career opportunities:** : This will help students to communicate with any one or every one with ease and confidence.

❖ **Syllabus** :

**Module 1: Learning Communication (3 Units)**

Importance of Language	1
Communication Essentials	1
Barriers of Communication	1

**Module 2: Reading Skills (8 units)**

Introduction	1
Skimming and Scanning	2
Intensive & Extensive	2
Practice & Evaluation	3

**Module 3: Listening Skills (7 Units)**

Introduction to Enunciation	1
Consonant and Vowel Sound	1
Stress Pattern	1
Barriers of Listening and overcoming	1
Practice & Evaluation	3

**Module 4 : Writing Skills (14 Units)**

Introduction	1
Mechanics	1
Note-Making	1
Summarizing	1
Report Writing	2
Letter Writing	2
Resume Writing	2
E mail writing	1
Practice & Evaluation	3

**Module 5: Grammar Essentials (13 Units)**

Introduction	1
Articles, Prepositions	2
Tenses	2
Adverbs, Adjectives	2
Active, Passive	2
Punctuation, Capital Letters	2
Practice & Evaluation	2

**Module 6: Spoken Skills (13 Units)**

Introduction	1
Pronunciation	1
Vocabulary	1
Eye Contact, Voice modulation, Facial Expression, Hand Gesture	2
Debates	2
Public Speaking	2
Practice & Evaluation	4

**Open Forum:-**

**2 Units**

**Total 60 Units**

❖ **Evaluation Pattern** : Evaluation will be done at the end of the course

❖ **Reference Books** : Nil