

Course No: AS-EXTN 111

Title: Communication Skill & Personality Development

Semester: II

Credit: 2(1+1)

Syllabus

Theory

Definition and Basics of Personality; Analyzing Strength and Weakness; Theories on Personality Development; Body Language; Preparation of Self-Introduction; Communication Skills: Listening Skills; Communication Skills: Communication Barriers; Overcoming these barriers; Building Self-Esteem and Self-Confidence; Attitudes: Assertive, Aggressive and Submissive; Introduction to Leadership; Leadership Styles; Group Dynamics; Team Building; Interpersonal Communication and Relationship; Conflict Management: Introduction, Levels of Conflict and Managing Conflict. Time Management: a. Concept b. Importance and Need^{[L][S]}. Steps towards better Time Management. Public Speaking: ^{[L][S]} Introduction b. Increasing Vocabulary c. Voice Modulation d. Social Graces and Email and ^{[L][S]} Telephone Etiquettes ^{[L][S]}

Practicals

One-on-One Sessions for Individual Personality Traits; Role Play and Impromptu Conversation/Public Speaking Practice focusing on Body Language; Vocabulary Practices: Developing a repertoire of words in various fields like Agriculture, Politics, Economics, Family, Personal Grooming etc. Role Play for Self Introduction in the class; Listening to recorded Short Speeches, Lectures and Conversations Practicing Dialogues, Speeches and Conversations by Students in the Class to illustrate that Communication Barriers can be overcome; Lecture and Questionnaires for Building Self-Esteem and Self-Confidence; Case Studies based on Development of Attitudes; Case Studies on Leadership Development; Case Studies on Leadership Development; Group Games, Ice breakers, Warm-ups and Energizers Team Building Activities and Exercises and Trust Building Activities; Psychological Self-awareness Exercises; Practice of Non-Verbal Communication Skills: Dumb Charades and Dubsplash Practice; Mutually Acceptable Proximity; and Eye Contact; Time Management Games to Practice and Experience the Importance of Planning / Delegating Work among them to properly manage time and complete the task in the shortest time possible; Public Speaking Games: (Introducing a friend with his/her life style; Describing a funny image provided by the teacher; Continuing a Story starting with one student and others ^{[L][S]} try to continue with it and try to complete it Take any object available and try to make a commercial ^{[L][S]} for it; Practice of Emails] ^{[L][S]}

Teaching Schedule – Theory with weightages %

Lecture	Topic	Weightage (%)
1	Definition and Basics of Personality	05
2	Analyzing Strength and Weakness	05
3	Personality Development : Concept and Process	05
4	Body Language – Meaning, Definition, Use of body language - Gesture, Posture, Eye contact, facial expression	10
5	Preparation of Self -Introduction	05
6	Communication Skills: Listening, writing, speaking skills	10
7	Communication Barriers; Overcoming these barriers	05
8	Building Self-Esteem and Self- Confidence	05
9	Attitudes: Meaning, Types - Assertive, Aggressive and Submissive; Positive, Negative, Neutral	10
10	Introduction to Leadership; Leadership Styles; Group Dynamics	05
11	Team Building : Meaning, Steps	05
12	Interpersonal Communication and Relationship; Use of verbal and non verbal communication	10
13	Conflict Management: Introduction, Levels of Conflict and Managing Conflict	05
14	Time Management: Concept, Importance and Need, Steps towards better Time Management	05
15	Public Speaking: Introduction, Increasing Vocabulary, Voice Modulation, Social Graces	05
16	Email and Telephone Etiquettes	05

Practical Exercises

Exercise	Topic
1	One-on-One Sessions for Individual Personality Traits
2	Role Play and Impromptu Conversation/Public Speaking Practice focusing on Body Language
3	Vocabulary Practices: Developing a repertoire of words in various fields like Agriculture, Politics, Economics, Family, Personal Grooming etc
4	Role Play for Self Introduction in the class
5	Listening to recorded Shot
6	Questionnaires for Building Self-Esteem and Self Confidence
7	Case Studies based on Development of Attitudes
8	Case Studies on Leadership Development
9	Case Studies on Leadership Development
10	Group Games, Ice breakers, Warm-ups and Energizers Team Building Activities
11	Practice of Non-Verbal Communication Skills: Dumb Charades and Dubsmash

Exercise	Topic
	Practice
12	Exercise on Mutually Acceptable Proximity; and Eye Contact
13	Time Management Games to Practice and Experience the Importance of Planning / Delegating Work among them to properly manage time and complete the task in the shortest time possible
14	Public Speaking Games: (Introducing a friend with his/her life style; Describing a funny image provided by the teacher; Continuing a Story starting with one student and others try to continue with it and try to complete it Take any object available and try to make a commercial for it
15	Practice of Emails
16	Presentations by the students

Suggested readings

Text Books

- 1) Balasubramanian T. 1989. A Textbook of Phonetics for Indian Students. Orient Longman, New Delhi.

Reference Books

- 1 Balasubrmanyam M. 1985. Business Communication. Vani Educational Books, New Delhi. [SEP]
- 2 Naterop, Jean, B. and Rod Revell. 1997. Telephoning in English. Cambridge University Press, Cambridge. [SEP]
- 3 Mohan Krishna and Meera Banerjee. 1990. Developing Communication Skills. Macmillan India Ltd. New Delhi. [SEP]
- 4 Krishnaswamy, N and Sriraman, T. 1995. Current English for Colleges. Macmillan India Ltd. Madras. [SEP]
- 5 Narayanaswamy V R. 1979. Strengthen your writing. Orient Longman, New Delhi.
- 6 Sharma R C and Krishna Mohan. 1978. Business Correspondence. Tata McGraw Hill publishing Company, New Delhi. [SEP]
- 7 Carnegie, Dale. 2012. *How to Win Friends and Influence People in the Digital Age*. Simon & Schuster.
- 8 Covey Stephen R. 1989. *The Seven Habits of Highly Successful People*. Free Press.
- 9 Spitzberg B, Barge K & Morreale, Sherwyn P. 2006. *Human Communication: Motivation, Knowledge & Skills*. Wadsworth.
- 10 Verma, KC. 2013. *The Art of Communication*. Kalpaz.
- 11 Mamatha Bhatnagar and Nitin Bhatnagar. 2011. Effective Communication and Soft Skills. Person Education.
- 12 Meenakshi Raman, Sangeeta Sharma. Technical Communication Principles and Practice

- 13 Harold Wallace and Ann Masters. Personality Development. Cengage Publishers.
- 14 Andrea J. Rutherford. Basic Communication Skills for Technology. Pearson Education.
- 15 Carroll, B.J. 1986. English for College, Macmillan India Ltd. New Delhi
- 16 Hahn, "The Internet complete reference", TMH
- 17 Hornby, A.S. 1975. Guide to patterns and usage in English. Oxford University, New Delhi.
- 18 Quirk, R and Green Baum, S 2002. A University Grammar