

**SEMESTER: 1<sup>st</sup> to 3<sup>rd</sup>**  
**ABILITY ENHANCEMENT COURSE**

**CNS122A: COMMUNICATION SKILLS COURSE**

**CREDITS: 3**

**Unit I**

- Communication: An Introduction
- Definition and Scope
- Process of Communication
- Barriers to Communication (semantic/linguistic, physical, psychological, socio-cultural)/Overcoming Barriers
- Verbal/Non-Verbal Communication

**Unit II: Soft Skills**

- Introduction to Soft Skills
- Personality Development/Emotional Intelligence
- Time Management/leadership Skills
- Interpersonal relations/Public Speaking
- Facing Interviews/ Group Discussion/Presentation Skills

**Unit III: Writing Skills**

- Letter Writing- Formal and Informal
- CV, Email, Message
- Minutes, Report Writing
- Notice, Memoranda
- Short Speech

*Note: Adequate practice to be given in the class to improve speaking and writing competence*

**Textbook recommended: *Step Ahead with English* (Published by Orient BlackSwan)**

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