

SANDIPFOUNDATION'S

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Course Module Communication Skills

Units	Syllabus	Hours
1	<p>Introduction to Communications</p> <ul style="list-style-type: none">● Importance● Communication Process● Feedback● Importance of Feedback	3
2	<p>Barriers to Communications</p> <ul style="list-style-type: none">● Physiological● Physical● Cultural● Language● Gender● Interpersonal● Psychological● Emotional	5
3	<p>Letter Writing</p> <ul style="list-style-type: none">● Types of Letters● Friendly Letter● Business Letter● Letter of Application● Letter of Enquiry● Orders & Complaints	2

4	<p style="text-align: center;">Oral Presentation</p> <ul style="list-style-type: none"> ● Presentation ● Meeting ● Notice ● Agenda ● Minutes ● Dealing with Fears ● Techniques of Delivery 	3
5	<p style="text-align: center;">Correct Usage</p> <ul style="list-style-type: none"> ● Proper use of Words ● Sentence forming ● Differentiating pair of words 	2
6	<p style="text-align: center;">Advertising</p> <ul style="list-style-type: none"> ● Importance of Advertisement ● Types of Media ● Use of Language ● Graphic Aids ● Use of Graph, Music, Videos 	4
7	<p style="text-align: center;">Interview Skills</p> <ul style="list-style-type: none"> ● Purpose of Interview ● Types of Interviews ● Do's & Don'ts ● Technique of Handling Question 	6
8	<p style="text-align: center;">Group Discussion</p> <ul style="list-style-type: none"> ● Introduction ● Communication skills in Discussion ● Essentials of Group Discussion ● Difference between Group Discussion & Debate 	5



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