

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

	<ul style="list-style-type: none">• Steps Involved	
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Dr. Laxmikant B. Borse
(Academic Dean)



Dr. Anil G. Jadhav
(Principal)