

Course Code: EITG - 206		
Course Title: Communication skills- IV		
Number of Credits: 03	Total Hours: 42	Total Marks: 75
Prerequisites for the course		
Interest to strengthen oratory skills		
Objectives of Course		
To achieve successful sender's role in communication via verbal means		
Course Content		
Unit I	Speaking Nuances: preparation	14 Hours
Words and Phrases: A Brief History of Words, Dictionary and Thesaurus, Elements of Style guidelines for Effectiveness, Exercises. Sentence Construction: Introduction, Guidelines for Effectiveness, Exercises. Paragraph Development: Introduction, Central Components of a Paragraph Length, Techniques for Paragraphs, Exercises. The Art of Condensation: Introduction, Steps to Effective Précis Writing, Samples, Guidelines, Exercises.		
Unit II	Effective Presentation Strategies	14 Hours
Introduction, Defining Purpose, Analyzing Audience and Locale. Organizing Contents, Understanding Nuances of Delivery, Kinesics, Proxemics, Paralinguistics, Sample Speech, Exercises		
Unit III	Interviews	14 Hours
Introduction, Objectives, A Types of Interviews. Job Interviews: Face- To-Face, Employer's Expectations, Ten Success Factors, Ten Failure Factors, Preparation, Process, Follow Up, Tips for Success, Telephone Interviews, Preparation, Guidelines, Exercises		
Unit IV	Group Communication	14 Hours
Organizational Group Discussion: Brainstorming. Group Discussion as Part of a Selection Process: Meetings: Purposes, Preparation, Procedure, Follow-Up. Conferences: Significance, Planning and Preparation, Procedure, Exercises		
Pedagogy		
Lectures/Tutorial/Assignments/ Practice Sessions		
Course Outcome		
Certain techniques to improve confidence and effectiveness in oratory domain, while - 1) specifically making presentations, answering interviews, Group Discussion and 2) generally working in a team.		
References/Readings		
1. Technical-Communication-Principles-and-Practice :Meenakshi Raman , Sangeeta Sharma Oxford-University-Press-2004 2. The Quick And Easy Way To Effective Speaking by Dale Carnegie 3. Do You Talk Funny?: 7 Comedy Habits To Become A Better Public Speaker by David Nihill 4. Confessions Of A Public Speaker by Scott Berkun 5. The Art Of Public Speaking by Stephen Lucas 6. Talk Like Ted: The 9 Public-Speaking Secrets Of The World's Top Minds by Carmine Gallo 7. Ted Talks: The Official Ted Guide To Public Speaking by Chris Anderson		