

Name of the Programme: MSc Integrated

Course Code:IMC- 105

Title of the Course: Soft Skills - I (Oral Communication)

Number of Credits: 2(2L-0T-0P)

Effective from AY: 2020-21

Prerequisites for the course:	Same as programme pre-requisites	
Objective:	To introduce the essentials of effective communication in different contexts	
Content:	Difference between formal and informal communication; Communication process, types, Effectiveness in communication – the Roles of Sender, Receiver and the medium; Role of culture in communication; cross cultural communication; Non Verbal Communication – aspects and importance.	12 hours
	Oral Communication: Skills required for effective interpersonal and group communication, Effective Public speaking. Noise in communication and its prevention. Barriers and Gateways in Communication;	12 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Course Outcomes	<ol style="list-style-type: none">1. Develop effective verbal communication skills, expressing ideas clearly and confidently.2. Improve presentation and public speaking skills, delivering engaging and informative presentations.3. Enhance active listening skills, understanding and interpreting verbal and non-verbal cues.4. Adapt communication to different contexts, effectively communicating in various professional and social settings.	
References/ Readings	<ol style="list-style-type: none">1. Business and Professional Communication by Kelly M. Quintanilla and Shawn T. Wahl, 2018, Sage Publications2. Effective Business Communication by Anjanee Sethi ,Bhavna Adhikari, 2009; Tata MacGraw Hill Education, India.3. How to be a Great Communicator in Person, On Paper, and on Podium by Nido Qubein, 2008; Viva Books, India.	