



JECRC Foundation



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

Year & Sem –B. Tech I year, Sem.-I

Subject – Communication Skills

Unit – 1st

Presented by – Saroj Parihar

Designation - Assistant Professor

Department - English and Humanities

VISSION AND MISSION OF INSTITUTE

To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

MISSION OF INSTITUTE

- ❖ **Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.**
- ❖ **Identify, based on informed perception of Indian, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.**
- ❖ **Offer opportunities for interaction between academia and industry.**
- ❖ **Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge.**

COURSE OUTCOMES

Upon the successful completion of the course, the students will be:

CO-1.Able to express themselves better and use English for communicating in an effective manner both professionally and in real life situations .

CO-2-Able to write formal letters ,reports and proposals ,as well as speak fluently through correct usage of the various parts of speech.

CO-3.Able to get an exposure to the culture ,values, ethics and social norms reflected in the prose and poetry of authors from around the world and respond accordingly coupled with their imagination.

Lecture Plan (12 Week)

S. No.	Unit Name	Topic	Lecture Required	Total Lectures	Proposed Date	Actual Date/Taken
1.	Communication	Meaning, Importance and Cycle	1	1		
		Media and Types of Communication	1	2		
		Formal Channels	1	3		
		Informal Channels	1	4		
		Barriers to Communication	1	5		
		Overcoming Barriers	1	6		
		Division of Human Communication and Methods to Improve Interpersonal Communication	1	7		
		Qualities of Good Communication	1	8		
		Revision	1	9		

INTRODUCTION TO SYLLABUS

CONTENTS (TO BE COVERED)

Communication:

- Meaning, Importance and Cycle of Communication.
- Media and Types of Communication.
- Verbal and Non-Verbal Communication.
- Barriers to communication.
- Formal and Informal Channels of Communication (Corporate Communication).
- Divisions of Human Communication and Methods to improve Interpersonal Communication.
- Qualities of good communication.



Verbal Communication

- This is communication in which message is transferred through usage of words.
- Verbal communication is done by word of mouth or by piece of writing.

Types of Verbal Communication

- **Oral Communication:** In oral communication spoken words are used which includes face-to-face conversation, speeches, telephonic conversation, radio television etc.

Advantage: This communication is speedy, in face-to-face conversation we can read the facial expressions.

Disadvantage: In Face-to-face conversation you are unable to think deeply.



Written Communication

- This communications includes written words, memos, letters, charts etc.
- This communication is most common form of business communication.
- This communication is less speedy as compared to oral.

Oral And Written Communication





Characteristics of effective verbal communication

- Consider the object
- Be sincere and use simple language
- Be brief and concise
- Use polite words and soft tone.

NONVERBAL COMMUNICATION

Nonverbal communication includes all unwritten and unspoken messages, both intentional and unintentional.

TYPES OF NON VERBAL COMMUNICATION

Kinesics communication

-Body language.

-includes behavior.

Meta communication

-through words, depicting
alternate meaning.

-shows latent meaning.

TYPES OF NON VERBAL COMMUNICATION

Kinesics communication

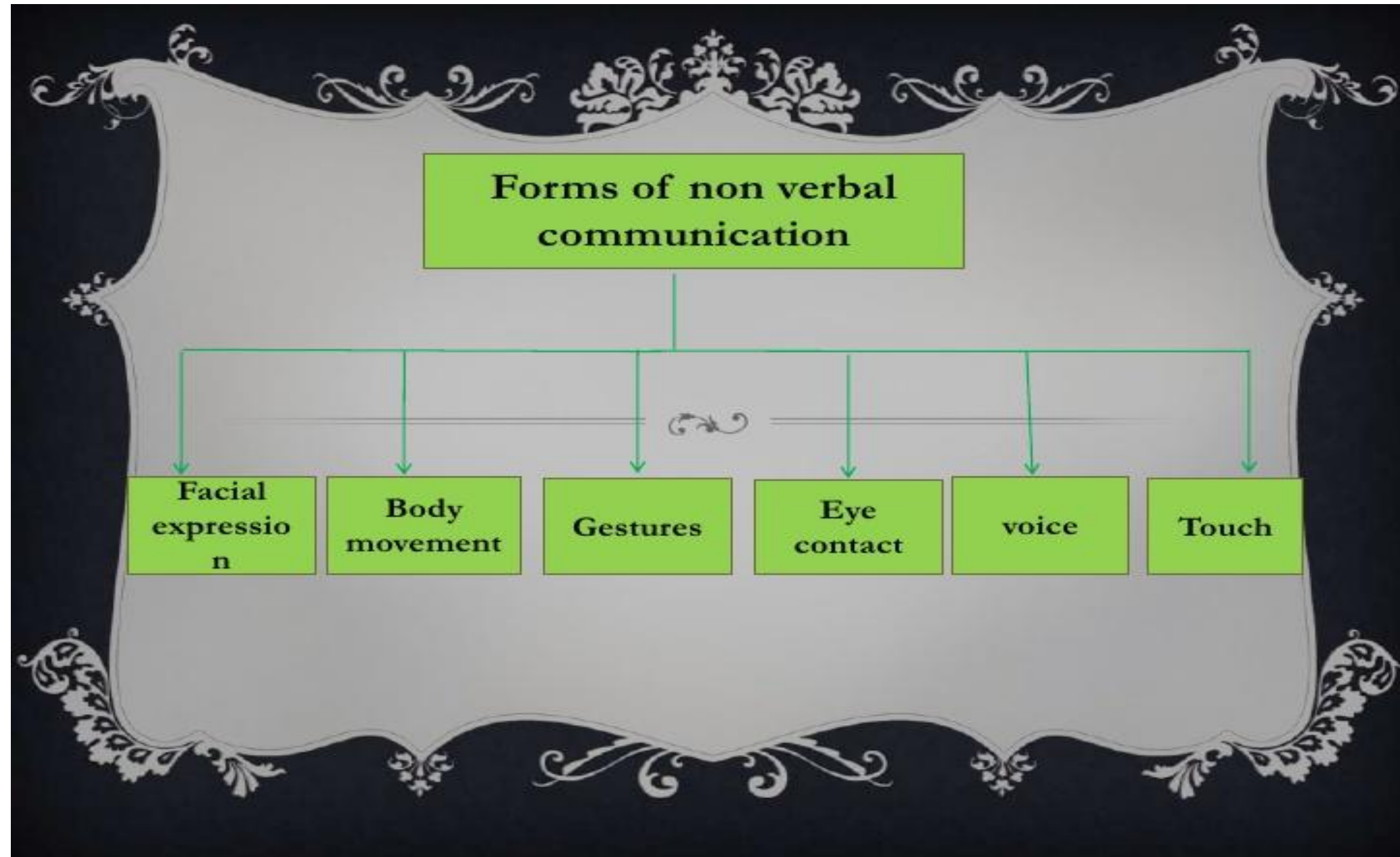
-Body language.

-includes behavior.

Meta communication

-through words, depicting
alternate meaning.

-shows latent meaning.

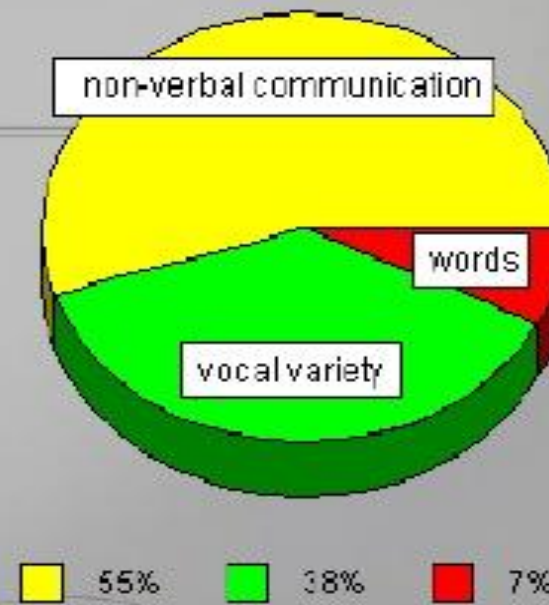


Importance of non-verbal communication

A person to have quality communication skills must possess the knowledge of non-verbal communication.

As compared to words and vocal variety non-verbal communication matters a lot.

Communication Skills



LECTURE CONTENTS WITH A BLEND OF NPTEL CONTENTS

- <https://nptel.ac.in/courses/109/104/109104031/>
- <https://www.youtube.com/watch?v=QSLIttMmaLk>
- https://www.youtube.com/watch?v=CQ6D_bxZyxg

References

- Adler, R. B. & Rodman, G. 2006. *Understanding Human Communication*. 9th Ed. Oxford: Oxford University Press
- De Vito, J. A. 2014. *Human Communication. The Basic Course*. 12th Ed. Essex: Pearson
- Pearson et al., 2013. *Human Communication*. 6th Ed. Singapore: McGraw Hill



JECRC Foundation



JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

*Thank
you!*