



SILVER OAK UNIVERSITY

Silver Oak Institute of Science

Bachelor of Science Physics

Course Name: Communication Skills-I

Course Code: 2050003161

Semester: 1st

Prerequisite:

1. Fundamental knowledge of English grammar.

Course Objectives:

1. Understand and demonstrate the use of basic and advanced proper writing techniques That today's technology demands, including anticipating audience reaction.
2. Enhance their basic English grammar and vocabulary. Use career skills that are needed to succeed, such as using ethical tools, working Collaboratively, observing business etiquette, and resolving workplace conflicts.

Teaching Scheme:

Teaching Scheme				
L	T	P	Contact Hours	Credit
2	0	0	2	2

Contents:

Unit	Topics	Teaching Hours	% Weightage
1	Meaning and Definition of Communication Characteristics of communication, Process, of communication Types of Communication Barriers to communication, Seven C's of Communication	7	25
2	English Proficiency- Direct, Indirect speech, Nouns, Pronouns ,Adverbs Listening Skills - Definition, Anatomy of poor Listening skills; Strategies to be a good listener Reading Skills - Technique of Reading	7	25
3	Classification of communication and Presentation Skills Verbal – a) Written b) Oral Organizational communication- Business letter, Business Writing (Memo, Resume, E-mail) Business Application- Group Discussion, Interview Etiquettes and Presentation Skills	7	25
4	Non-Verbal Communication Nature Types– Body language, kinesics, proxemics, haptics, paralanguage, chromatics & appearance. Developing Effective Non-verbal Skills	7	25

Course Outcomes:

Sr. No.	CO Statement	Unit
CO-1	To understand the concept, process and importance of communication.	1
CO-2	To hone the listening and reading skills of the students as well as improve their vocabulary.	2
CO-3	Understand and demonstrate the use of basic and advanced proper writing techniques and develop presentation skills which will help in the corporate World.	3
CO-4	Facilitate the students to interpret non-verbal communication and manage it. To develop awareness regarding new trends in business communication.	4

Teaching & Learning Methodology:

1. Problem based learning
2. Experiment centric teaching methods
3. Competency based learning
4. Cooperative based learning

Books Recommended:

1. V.K. Jain and Om Prakash Biyani, Fundamentals of Business Communication by Chaturvedi Business Communication.
2. Mathukutty M Manipally by Principles to Practice.

List of Open-Source Software/learning website:

1. <http://silveroakuni.ac.in/video-lecture>

CO-PO-PSO Matrix:

CO No.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO 1	PSO 2
CO-1	3	2	2	1	2	2	1	1	2	3	2	1	1
CO-2	2	3	2	1	2	2	1	1	2	3	2	1	1
CO-3	2	3	3	1	2	2	1	1	2	3	3	1	1
CO-4	2	2	2	1	2	2	2	2	2	3	3	1	1