



**Dr. Neelam Mishra**  
Course Organizer



## VALUE ADDED COURSE: COMMUNICATION SKILL

**ACADEMIC YEAR 2023-24**

### **About the course**

Value added courses are the types of courses which help a particular individual to develop their own skill in their chosen field of the study. They are mostly independent to each type of the fields. Kautilya Mahila Shikshak Prashikshan Mahavidyalaya offering Value added courses year 2023-24 Communication skills. The students have the option to choose the courses according to their desire & inclinations as they choose the desired items in cafeteria. From the expertise of our students, they gain knowledge through the value added courses, which will enable them to face the formidable challenges of the future.

**Program Outcome :**

- To help students to communicate effectively
- To help them to put their point across to different people
- To develop and expand writing Skill

**Program Learning Outcome**

- Understand the process of effective communication
- Active listening and feedback
- Interpersonal communication
- Effective presentation skill
- Business communication
- Cross culture communication

Mode of Instruction: Lectures, Practical Activities, Group Discussions, and Presentations

**COURSE OBJECTIVES:**

1. To develop effective verbal and non-verbal communication skills.
2. To enhance listening, speaking, reading, and writing abilities.
3. To prepare students for professional communication in educational settings.
4. To foster confidence in public speaking and classroom interactions.
5. To familiarize students with digital and online communication tools.

**VALUE ADDED/ CERTIFICATE PROGRAMME /  
COMMUNICATIONAL SKILL OFFERED DURING THE SESSION**

**Academic Session-2023-24**

Course Code : VACCS(Value Added course on Communication Skill.)

Course Duration: 30 hours

<b>Name of Value Added/ Certificate offered</b>	<b>Duration of Course (HRS)</b>	<b>No.of the students Enrolled in the Year</b>
Communication Skill	30	86

## **COURSE CURRICULUM:**

### **Module 1: Fundamentals of Communication (5 Hours)**

- Definition and Importance of Communication
- Types of Communication: Verbal, Non-verbal, Written, Visual
- The Communication Process and Barriers to Communication
- Effective Communication Techniques
- Activity: Role-plays demonstrating communication barriers and solutions

### **Module 2: Listening and Speaking Skills (5 Hours)**

- Active Listening Skills: Techniques and Practice
- Speaking with Clarity and Confidence: Tone, Pitch, and Pace
- Group Discussions and Debates: Strategies for Engagement
- Public Speaking and Presentation Skills
- Activity: Prepare and deliver a short presentation on an educational topic

### **Module 3: Reading and Writing Skills (5 Hours)**

- Reading Comprehension: Techniques for Understanding Texts
- Note-Taking and Summarizing Skills
- Writing Skills: Formal Letters, Emails, and Reports
- Academic Writing: Essay and Report Structuring
- Activity: Writing an article or a reflective essay

#### **Module 4: Communication in Teaching (5 Hours)**

- Classroom Communication Strategies: Verbal and Non-verbal Techniques
- Engaging Learners through Interactive Communication
- Storytelling and Explanation Techniques for Teachers
- Handling Difficult Classroom Situations through Communication
- Activity: Microteaching sessions with peer feedback

#### **Module 5: Digital and Online Communication (5 Hours)**

- Using Technology for Communication: Video Calls, Emails, and Learning Platforms
- Netiquette: Communicating Professionally Online
- Creating and Sharing Educational Content
- Activity: Recording a video lesson and sharing it online

#### **Module 6: Assessment and Evaluation (5 Hours)**

- Written Assessment: Essay or Report on Communication Challenges in Education
- Oral Assessment: Presentation or Group Discussion
- Practical Assessment: Microteaching Evaluation

#### **Teaching Methods:**

- Lectures and Interactive Session's
- Group Activities and Discussions
- Role-plays and Simulations
- Use of Digital Tools and Multimedia Presentations
- Peer Reviews and Feedback