

Tuljaram Chaturchand College of Arts, Science and Commerce
Board of Studies- English

Course Title: Advance Communication and Soft-Skills Development
Course Code: CC 096

Aims and Objectives:

1. To empower students towards corporate jobs
2. To enable students to prepare technical documents
3. To develop positive personality traits
4. To inculcate the habit of reading and writing
5. To create a basic awareness about the professional and inter professional communications

Sr. No	Course Content	No of Lectures
1	Aspects of Communication A. Understanding the Communication Cycle B. The Objectives of Communication and Attitude Analysis C. Channels D. Barriers	01
2	Writing Letters (Formal and Informal) A. Acknowledgment B. Adjustment C. Complaint D. Correspondence E. Covering	03
3	E-mail Writing	01
4	Preparing a Resume	01
5	Preparing Agendas and Writing Minutes for Meeting	01
6	Attitude A. Pride, Passion and Process B. Vision C. Personal Accountability D. Teamwork and You E. Leadership Skills F. The Art of Time Management	04
7	Communication A. Listening Skills B. Body Language and Vocal Variety	01



08	Etiquette A. Phone Etiquette B. Visit of Foreign Counterparts C. Respecting Privacy D. Learning to say NO E. The Role of Humor in the Workplace	04
09	Presentation Skills A. Group Discussion B. Demonstration (Presenting to Senior Management) C. Interview Techniques	02
	Total Lectures	18

Mode of Evaluation

- (i) Progress will be evaluated continuously
- (ii) Written examination will be conducted at the end of the course

Course Outcomes:

1. It will help to develop knowledge, skills, and judgment around human communication.
2. It will enable to students communication competencies such as self exposure, conflict management, group communication etc.
3. Students will be able to understand and evaluate key communication concepts used in interdisciplines
- 4) Students will be able to communicate effectively in speech and in writing

Total Marks- 50

Books Recommended

