

SRI VENKATESWARA UNIVERSITY : TIRUPATI

Courses Offered for All Groups

LIFE SKILLS COURSES

w.e.f. AY 2023-24

SEMESTER-I

COURSE 4: COMMUNICATION SKILLS

Theory

Credits: 2

3 hrs/week

Course Objectives & Outcomes:

Upon the completion of the course the students will be able to:

- Understand the nature importance of communication.
- Learn the process involved in communication.
- Develop interview skills.
- Acquire presentation skills.
- Effectively play their roles in group discussions.
- Enhance the skills of public speaking.

Course Content:

UNIT-I


BASICS OF COMMUNICATION

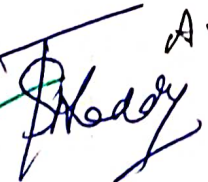
1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication

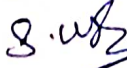
UNIT-II

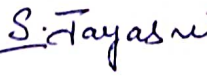
PRESENTATION SKILLS

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation


CHAIRPERSON
BOS (PASS) IN COMMERCE
S.V. UNIVERSITY
TIRUPATI

 A. Mahalingam

 S. V. Srinivas

 S. Jayasree

UNIT- III

INTERVIEWS AND GROUP DISCUSSIONS


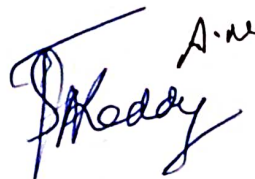
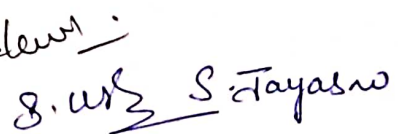
1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions

Recommended Activities:

- Presenting seminar papers.
- Mock interviews.
- Using Power point presentations in seminars.

References:

- Working in English, Jones, Cambridge
- Business Communication, Raman –Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Anjanee Sethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill
- Jermy Comfort, Speaking Effectively, et.al, Cambridge

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SEMESTER-I

COURSE 4: COMMUNICATION SKILLS

Model Question Paper

Time: 3 hrs

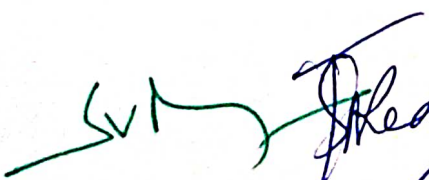
Max. Marks 50

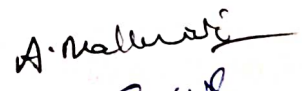
Answer any Five of the following

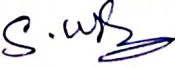
5 X 10=50 M

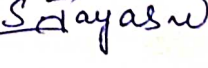
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Note : Question Paper setter should set the Question paper as per Model Question paper Only. Questions should be covered in all Units equally.


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A. Maheshwari


S. V. S. Srinivas


S. Jayasw