

Shri Shivaji Arts and Commerce College, Amravati

2021-22

Department of English

Three Weeks Add-on Course

on

“Communication Skills in English”

About the Course :

Knowledge of Communication Skills in English has become basic prerequisite of any job or profession. Effective communication requires knowledge of grammar and vocabulary. Considering this, we have designed a three weeks’ online course for undergraduate students. The course is also beneficial for the students preparing for competitive exams. During the span of three weeks, the students will be exposed to material that facilitates aspects of grammar and communication skills. Any student of Shri Shivaji Arts and Commerce College may apply for this course. The objective of this course are to impart basic knowledge of grammar to the students, to familiarize the students with the important aspects of communication in English, to boost communication ability of the students.

Eligibility : Any student of Under Graduate, 12th Pass student

Duration – 3 January 2022- 28 January 2022 (Three weeks)

Contents:

What is communication?
Importance of communication Skills
Verbal Communication
Non-verbal Communication
Barriers to Communication
Body Language
Building vocabulary
Basic English Structure
Basic Phonetics
Learning English Pronunciation
Language Skills
Listening Skills
Speaking Skills
Reading Skills
Writing Skills
Every Day English
Interview Skills
Group Discussion
Presentation Skills
Effective use of Social Media