

Vidhyashram Institute of Teacher's Training, Jodhpur

Skill Development Certificate Course

on

English Communication Skills

Syllabus

Contact Hours: - 6 hrs/ week

Total Duration: 45 days

Module 1. Introduction:

- Theory of Communication,
- Types and modes of Communication

Module 2. Language of Communication:

- Verbal and Non-verbal (Spoken and Written) Personal,
- Inter-personal and Group communication

Module 3. Speaking Skills:

- Monologue
- Dialogue
- Group Discussion
- Interview
- Public Speech

Module 4. Reading and Understanding

- Close Reading
- Comprehension
- Summary Paraphrasing
- Analysis and Interpretation
- Translation(from Indian language to English and vice-versa)

Module 5. Writing Skills

- Paragraph writing
- Report Writing
- Making notes
- Letter writing

Sample Papers link:

<https://studybizz.com/assets/Ap%20Sachivalayam/communication%20skill.pdf>

<https://www.scribd.com/document/524023251/Communication-Skills-MCQs>