

COURSE CODE : DIPLOMA IN TEXTILE TECHNOLOGY

COURSE CODE : TT

SEMESTER : SECOND

SUBJECT TITLE : COMMUNICATION SKILLS

SUB. CODE : 9005

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme						
TH	TU	PR	PAPER HRS.	TH	TEST	PR	OR	TW	TOTAL
02	--	02	03	80	20	--	25@	25@	150

RATIONALE:

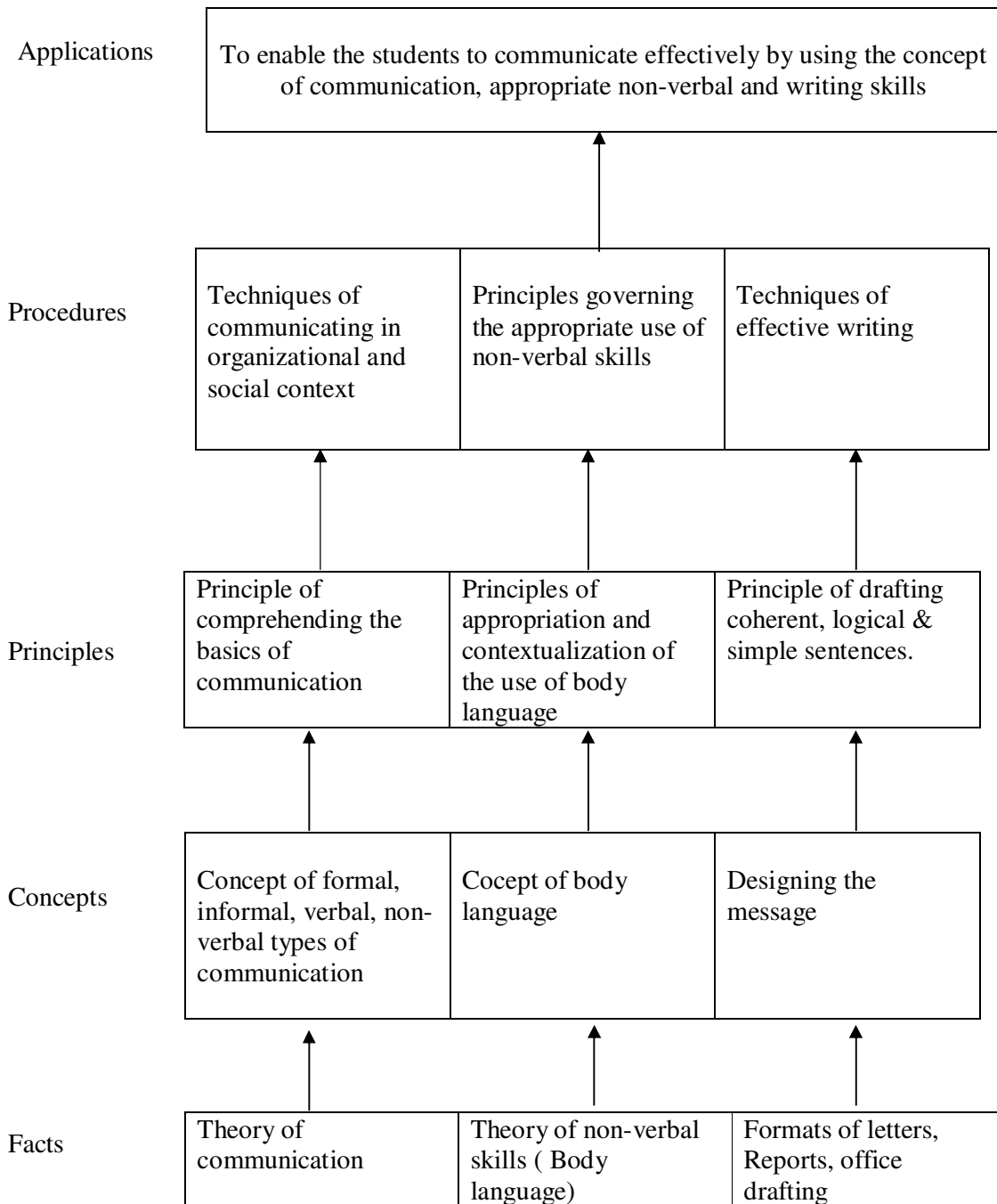
The Students have been already been exposed to the Language Skills pertaining to English, leading to a better understanding of English & use of grammar, developing a base for the language. Now with a view to achieve some mastery over the language & to develop Communication Skills, which is the main objective of this subject, the basic concepts of communication, Non-verbal and written skills have been Introduced.

OBJECTIVES:

The Students will be able to:

- 1) Understand and use the basic concepts of communication and principles of effective communication in an organized set up and social context.
- 2) Give a positive feedback in various situations, to use appropriate body language & to avoid barriers for effective communication.
- 3) Write the various types of letters, reports and office drafting with the appropriate format.

Learning Structure:



Contents: Theory

Chapter	Name of the Topic	Hours	Marks
01	Introduction to communication: 1.1 Definition , communication cycle/ process, 1.2 The elements of communication : sender- message – channel- Receiver –Feedback & Context. 1.3 Definition of communication process. 1.4 Stages in the process : defining the context, knowing the audience, designing the message, encoding , selecting proper channels, transmitting, receiving, decoding and giving feedback.	04	08
02	Types of communication Formal- Informal, Verbal- Nonverbal, Vertical- horizontal- diagonal	04	08
03	Principals of effective communication : 3.1 Definition of effective communication 3.2 Communication barriers & how to overcome them. 3.3 Developing effective messages: Thinking about purpose, knowing the audience, structuring the message, selecting proper channels, minimizing barriers & facilitating feedback.	04	10
04	Non verbal- graphic communication: 4.1 Non- verbal codes: A- Kinesecs , B- Proxemics , C – Haptics D-Vocalics , E- Physical appearance. F -Chronemics , G –Artifacts 4.2 Aspects of body language 4.3 Interpreting visuals & illustrating with visuals like tables, charts & graphs.	08	22
05	Formal written skills : 5.1 Office Drafting : Circular, Notice , and Memo. 5.2 Job Application with resume. 5.3 Business correspondence : Enquiry, Order letter, Complaint letter, and Adjustment letter. 5.4 Report writing : Accident report, fall in production, Progress / Investigative. 5.5 Defining & describing objects & giving Instructions.	12	32
Total		32	80

Assignments:

1. Communication Cycle (With The Help Of Diagram)
2. Communication Situations (List Of 5 Communication situations stating the type of communication)
3. Barriers That Hinder A Particular Communication Situation. (State the type of barrier, and how to overcome them).
4. Developing A Story Or A Paragraph For The Given Topic Sentence.(in a group of 5 – 6 students)
5. Describing Various Equipments.
6. Identifying The Various Sentences With Their Type Of Writing. (e.g. Scientific, legal, colloquial etc.)
7. Business Letters

8. Letters Of Suggestion
9. Comparative Time Table Of 2 Students
10. Description Of Two Different Persons. (seeing the picture)
11. Letter To The Librarian, Principal
12. Report Writing.

NOTE: The above assignments are suggested to be completed in the prescribed work-book.

Learning Resources:

Books:

Sr. No.	Author	Title	Publisher
01	Krushna Mohan, Meera Banerji	Developing Communication Skills	Macmillan
02	Joyeeta Bhattacharya	Communication Skills	Reliable Series
03	Jayakaran	Every ones guide to effective writing	Apple publishing

