

MANAGED BY JIVAN JYOT TRUST
J.Z SHAH ARTS & H. P. DESAI
COMMERCE COLLEGE,
AMROLI-SURAT.

Re-Accredited B++ (CGPA 2.94) BY NAAC (3rd Cycle)

Affiliated To Veer Narmad South Gujarat University, Surat



Certificate Short Term Course in
“COMMUNICATION SKILL”

Term: July 2019 to September 2019

Total Hours: 30 Hrs.



Onehede
PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)
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❖ MISSION

- As communicators, all humans are part of an ongoing conversation. Whether professional journalists, public speakers each manager, or simply citizens, we live in a social world shaped and continually remade thought communication practices. The messages we send and receive from other do far more than transmit or express feelings. they shape attitudes, build and modify relationship,
- The mission of course is to empower students to develop more meaningful and effective voices in this communal conversation.



Syllabus

Communication Technologies in Education

- ❖ Basics of communication 25%
 - Meaning & Importance of communication
 - Media of communication
- ❖ Types of communication/Characteristics 25%
 - Reading Skills
 - Speaking Skills
 - Listening Skills
 - Writing Skills
- ❖ Communication process 25%
 - Barriers of communication
 - Approaches to Effective communication
- ❖ Presentation Skills 25%
 - Face to Face Communication
 - Telephonic Skills
 - Interview Techniques
 - Group Discussion



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