

Syllabus for short term Course on Communication Skill (English)

English language communication increases your chances of earning better as every job skills require English communication. It gives you the power to do things your way. If you are well versed with the English language, then it can actively help you to learn about new things. As it's one of the most influential languages, it's great to tool to understand. English language communication can help you make many friends throughout the world. For developing active communication skills, it's important to learn sentences and not only words. The more you use bigger sentences, the better it is for your communication skills. English language communication increases your confidence level. You can learn the language through different mediums like books, podcasts, and internet. Communicating in English is indispensable in today's times, so develop your skills to excel in life. The following topics will be covered in this short term course.

Unit 1 : Communication definition, Utilisation

Unit 2: Types of communication. Their limitation.

Unit 3: Dialogue and Monologue

Unit 4: Group discussion, process and Types.

Unit 5: Interviews, Different forms.

Unit 6: Class Room Communication

Unit 7: Business Communication

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