

21AEXT391 COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

Hours Per Week :

L	T	P	C
1	-	2	2

Total Hours :

L	T	P
15	-	30



Source:

<http://www.skilltree.co.in/individual-success.html>

COURSE DESCRIPTION AND OBJECTIVES:

Aim of this course is to develop inter-personal communication skills and problem-solving skills to serve as good communicator and efficient problem solver

COURSE OUTCOMES:

Upon completion of the course, the student will be able to achieve the following outcomes:

COs	Course Outcomes
1	Develop better communication skills, inter personal skills, problem solving skills and will emerge as a better personality

SKILLS:

- ✓ *Improve body language, speaking English fluently and perfectly*
- ✓ *Improve writing and drafting skills*
- ✓ *Able to communicate farming activities, handle meetings and interviews*

ACTIVITIES:

- o *Short conversation*
- o *Role play*
- o *Quiz*
- o *Elocution*
- o *Group discussion, debate*
- o *Team presentation*

UNIT - 1

Introduction: Communication Skills: Structural and functional grammar; meaning and process of communication, verbal and nonverbal communication; listening and note taking, writing skills, oral presentation skills; Voice modulation basics and their usage for meaningful impact on people; field diary and lab record; indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles, precise writing, summarizing, abstracting; individual and group presentations, Extempore, impromptu and prepared presentations, public speaking; Group discussion. Organizing seminars and conferences

UNIT - 2

Human Behaviour: Domains and components of Behaviour; Personality and Personality Development – Meaning, Scope, Importance, Factors influencing Personality; Trait and Type Approaches; Personality Theories

UNIT - 3

Importance of Wants: Importance of Wants, Desires, Needs, Drives, Motives, Aspirations, Interests, Objectives and Goals in Personality development. Transactional Analysis - Importance, Methods and Strategies. Negotiation Skills

UNIT - 4

Stress Management and Conflict Management: Meaning, Concept, steps and Techniques. Emotional Intelligence – Meaning, Concept and Importance. Creativity – Meaning, Concept

UNIT - 5

Components and Characteristics: Components and Characteristics of creative people. Team Work – Meaning, Concept, Characteristic Features of Effective Teams, Types of Teams, Factors affecting and role of Team Work, Time management

LABORATORY EXPERIMENTS**LIST OF EXPERIMENTS**

1. Communication - Meaning and process of communication
2. Overview of non verbal communication skills, signs of body language
3. Non verbal communication skills - Practicing conscious body postures and movements
4. Overview of verbal communication skills
5. Practicing listening and note taking and writing skills
6. Practicing oral presentation skills
7. Practicing writing of field diary and lab record - Indexing, footnote and bibliographic procedures
8. Practicing reading and comprehension of general and technical articles
9. Practicing precise writing, summarizing, abstracting

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10. Exercise on individual and group presentations
 11. Practicing of extempore, impromptu, impromptu presentation, public speaking
 12. Evaluative exercises on video recorded mock group discussions and interviews
 13. Practical exposure on organizing seminars and conferences
 - 14 & 15. Evaluative exercise on recorded video programme to build the confidence levels of students

REFERENCES:

1. Dangi K.L., S.S. Sisoda, Pravesh Singh Chauhan and Yogita Ranavat. *A Text Book of Communication Skills*. Agrotech Publications
2. Mangal S.K. 2016. *Essentials of Educational Psychology*. PHI Learning Private Ltd., New Delhi
3. Nirajkumar. 1997. *A Genesis of Behavioural Science*. Gyan Publishing House, New Delhi
4. Eric Berne. 1964. *Games People Play - The Psychology of Human Relationship*. Grove Press Publishers
5. Thomas Anthony Harris. 1967. *I am Ok You are Ok*. Harper Publishers.
6. Scott Bill. 1981. *Skills of Negotiating*

