



VIKRAMA SIMHAPURI UNIVERSITY
Kakatur - 524 324, SPS Nellore, Andhra Pradesh
College of Arts
DEPARTMENT OF ENGLISH

DDC RESOLUTIONS

Minutes of the Meeting of Department Development Committee held on 18/10/2023 at 10:30 A.M in the Department of English, VSU, Nellore

Members Present

S.No	Name of Faculty Member	Designation
1	Dr. R. Prabhakar	Associate Professor and Head
2	Mr. B. S. S. Bhagavan	Assistant Professor



Agenda

To discuss about the introduction of Value Added Course paper entitled "Communication Skills" and its moralities in the Department of English, Vikrama Simhapuri University, Nellore.

Resolutions:

- The DDC recommends that the Value Added Course should be introduced by Department of English on "Communication Skills" from November 2023.
- It is resolved that classwork may be taken every day.
- It is resolved duration of the course is 36Hrs.
- After completion of the course, certificate may be issued.

Signatures of the Members

S.No	Name of Faculty Member	Signature
1.	Dr. R. Prabhakar	
2.	Mr. B. S. S. Bhagavan	  L.S-I-of BSS Bhagavan


HEAD, ENGLISH

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Department of English
College of Arts & Management
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Dr. R. Prabhakar
Asso. Professor

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CIRCULAR

This is to inform you that the class work of Value Added Classes on "Communication Skills" for the academic year 2023-2024 starts from Nov 2nd – 2023 in the Department of English, Vikrama Simhapuri University, Nellore. The classes run on everyday from 5:30 P.M to 6:30 P.M. The students who are desirous to attend the classes are advised to make note of the above schedule and follow accordingly. For any details or clarifications, contact the Head of the Department.

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Code: 23- ENGVAC - 01

Title: Communication Skills

List of students enrolled in the value-added course entitled "Communication Skills" during the period from Nov - 2023

Sl.No.	Registered Number	Student Name	Department
1.	22030101001	K. Akhil Kumar	English
2.	22030101002	P. Kedar Eswar	English
3.	22030101003	Ch. Richi Grace	English
4.	22030101004	N. Sai Sravya	English
5.	22030101005	T. Solomon Samrat	English
6.	22030101006	U. Maneiah	English
7.	221000001001	Atte Sai Kumar	M.Com (Banking and Finance)
8.	221000001002	Yerra Sravani	M.Com (Banking and Finance)
9.	221000001003	Billa Gowthami	M.Com (Banking and Finance)
10.	221000001004	Bommireddy Datha Kumari	M.Com (Banking and Finance)
11.	221000001005	Bestha Himavathi	M.Com (Banking and Finance)
12.	221000001006	Bomidi Sumalatha	M.Com (Banking and Finance)
13.	221000001007	Chokkapu Ramarao	M.Com (Banking and Finance)
14.	221000001008	Madakam Ravi Kumar	M.Com (Banking and Finance)
15.	221000001009	Pilli Grace Nikitha Dayakar	M.Com (Banking and Finance)
16.	221000001010	Irala Jhansi Rani	M.Com (Banking and Finance)
17.	221000001011	Pabathini Maanyatha	M.Com (Banking and Finance)
18.	221000001012	Mennem Siva Parvathi	M.Com (Banking and Finance)
19.	221000001013	Alupuri Geetha	M.Com (Banking and Finance)

20.	220303001001	Balli Ramesh	Telugu
21.	220303001004	Parlapalli Keerthi	Telugu
22.	220303001005	Polepalli Thirupathamma	Telugu
23.	220303001006	Yellanti Prasanna	Telugu
24.	220303001007	Kandukuri Venkata Ramanamma	Telugu
25.	220303001008	Namathota Kavitha	Telugu
26.	220303001009	Chitty Rama Lakshamma	Telugu
27.	220305001003	K. Bhavani	M. A. Public Administration
28.	220305001004	K.Mohan	M. A. Public Administration
29.	220305001006	K. Jyothirmayi	M. A. Public Administration
30.	220305001007	D. Sai Kumar	M. A. Public Administration
31.	220305001010	A. Lakshmi	M. A. Public Administration
32.	220305001011	M. Sri Lakshmi	M. A. Public Administration
33.	220305001012	V. Charan Kumar	M. A. Public Administration
34.	220305001016	B. Bommakka	M. A. Public Administration
35.	220305001001	Sk. Rehana	M. A. Political Science
36.	220305001002	N. Kiran Kumar Reddy	M. A. Political Science
37.	220305001005	M. Pavani	M. A. Political Science
38.	220305001008	K. Pethuru	M. A. Political Science
39.	220305001009	M. Venkatesh	M. A. Political Science
40.	220305001013	K. Bhanu Prasad	M. A. Political Science
41.	220305001014	Sk. Khasim	M. A. Political Science
42.	220305001015	P. Chiranjeevi	M. A. Political Science
43.	220305001017	Ch. Pravallika	M. A. Political Science

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College of Arts

DEPARTMENT OF ENGLISH

Programme: M.A. English

Course Title: Communication Skills

Course Code: 23- ENGVAC - 01

Course Objectives:

1. To provide students with a comprehensive understanding of the nature, scope, and importance of communication in various contexts.
2. To enhance students' non-verbal communication skills, including gestures, facial expressions, and body language.
3. To develop active listening skills and the ability to comprehend and respond effectively to various forms of spoken communication.
4. To improve students' reading comprehension skills and equip them with strategies for effective reading.
5. To enhance students' writing skills, including paragraph writing, letter writing, essay writing, and note-making.
6. To train students in creating effective presentations, participating in group discussions, and mastering business communication.
7. To develop soft skills essential for leadership, team management, and effective interpersonal communication.

Course Outcomes:

Upon successful completion of the course, students should be able to:

1. Understand the fundamental concepts and principles of communication in various contexts.
2. Demonstrate improved non-verbal communication skills, including gestures, postures, and facial expressions.
3. Apply active listening techniques to comprehend different types of spoken communication and overcome barriers to effective listening.
4. Analyze and comprehend various forms of written communication, including academic and non-academic texts.
5. Exhibit improved writing skills through the creation of well-structured paragraphs, letters, essays, and summaries.
6. Prepare and deliver effective presentations using appropriate visual aids and communication techniques.
7. Engage actively in group discussions, demonstrating effective communication and critical thinking skills.
8. Prepare for and face job interviews confidently, utilizing effective communication strategies.
9. Develop essential soft skills such as leadership qualities, problem-solving, critical thinking, and negotiation skills.
10. Demonstrate improved interpersonal skills and the ability to manage teams effectively.

11. These course objectives and outcomes are designed to equip students with a well-rounded set of communication skills that are essential for academic, professional, and personal success.

UNIT – I

Communication: An Introduction

Definition, Nature and Scope of Communication, Importance and Purpose of Communication, Process of Communication, Types of Communication, Age of Globalization and the Need for Communicating in English, English as the First or Second language, Uses of English in academic and non-academic situations in India

UNIT – II

Non-Verbal and Effective Communication:

Personal Appearance Gestures, Postures, Facial Expression, Eye Contacts, Body Language(Kinesics), Time language, Silence, Tips for Improving Non-Verbal Communication

UNIT- III

Listening and Oral Skills

Purpose of Listening, Listening to Conversation (Formal and Informal), Active Listening- an Effective Listening Skill, Benefits of Effective Listening, Barriers to Listening, Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.), Academic Listening (Listening to Lectures), Listening to Talks and Presentations, Note Taking Tips, Importance of Spoken English Status of Spoken English in India, International Phonetic Alphabet(IPA) Symbols, Spelling and Pronunciation, Asking for and giving information Offering and responding to offers, Requesting and responding to requests, Congratulating people on their success, Expressing condolences, Asking questions and responding politely, Apologizing and forgiving, Giving instructions, Seeking and giving permission, Expressing opinions(likes and dislikes), Agreeing and disagreeing, Demanding explanations, Asking for and giving advice and suggestions, Expressing sympathy

UNIT- IV

Reading and Writing Skills:

Purpose, Process, Methodologies Skimming and Scanning, Levels of Reading, Reading Comprehension, Academic Reading Tips, Elements of Effective Writing (What is Writing? The Sentence, Phrases and Clauses, Types of Sentences, Main Forms of Written Communication Paragraph Writing (Linkage and Cohesion), Letter Writing(formal and informal), Essay writing, Notices, Summarising Précis Writing, Note-making

UNIT – V

Presentation Skills and Business Communication:

Preparing a PowerPoint Presentation, Greeting and introducing, Presenting a Paper, Group Discussions, Preparing for and Facing a Job Interview, Preparing Agenda and Minutes for Meetings Writing Notices and Memos, Drafting an E-mail, Press Release, Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)

UNIT – VI

Soft Skills for Leadership and Team Management

Qualities of a Good Leader, Leadership Styles, Decision Making, Intrapersonal skills, Interpersonal skills, Problem solving, Critical thinking, Negotiation skills

RECOMMENDED BOOKS: (LATEST EDITION):

1. Basic communication skills for Technology, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
2. Communication skills, Sanjay Kumar, Pushpalata, 1st Edition, Oxford Press, 2011
3. Organizational Behaviour, Stephen .P. Robbins, 1st Edition, Pearson, 2013
4. Brilliant- Communication skills, Gill Hasson, 1st Edition, Pearson Life, 2011
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, Gopala Swamy Ramesh, 5th Edition, Pearson, 2013
6. Developing your influencing skills, Deborah Dalley, Lois Burton, Margaret, Greenhall, 1st Edition Universe of Learning LTD, 2010
7. Communication skills for professionals, Konar nira, 2nd Edition, New arrivals –PHI, 2011
8. Personality development and soft skills, Barun K Mitra, 1st Edition, Oxford Press, 2011
9. Soft skill for everyone, Butter Field, 1st Edition, Cengage Learning india pvt.ltd, 2011
10. Soft skills and professional communication, Francis Peters SJ, 1st Edition, McGraw Hill Education, 2011
11. Effective communication, John Adair, 4th Edition, Pan Mac Millan, 2009
12. Bringing out the best in people, Aubrey Daniels, 2nd Edition, Mc Graw Hill, 1999

RS
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