Course Code	150120106			
Category	**Communication Skills**			
Course Title	**Basic Communications Skills I (BCS I)**			
Scheme and Credits	**Theory**	**Tutorial**	**Lab**	**Credits**
	2	**1**	**0**	3
Pre-requisites (if any)	_____			

1. Course contents:

Module	Content	Weightage
Unit I	**Introduction to Communications** • What is Communication? • Types of Communications. • What is an effective Communication? • Ten Mantras of Effective Communication. • "Attitude" an important way of Communication.	**25%**
Unit II	**Basics of Listening** • Why English. • Introduction to LSRW formula of learning English. • How to develop effective Listening skills. • Discipline an aid to listening.	**25%**
Unit III	**Basics of Speaking** • Science of Speaking • Etiquettes • Speaking Etiquettes • Body Language and its importance. • Importance of Applauding, Recognising and Appreciating an important etiquette.	**25%**

Unit IV	**Basics of Reading and Writing**
	
	• Concept of Reading Aloud
	• Reading Habit
	• Effective writing principles
	  -Leave Application
	  -Request Application.
	  -Response system
		25%

2. Main Text Books:

1. Who Moved My Cheese : Johnson, Dr Spencer

2. Out of the maze, Dr Spancer
3. You can win, Dr Spancer