

## OBJECTIVES AND COURSE CONTENT OF SHORT TERM COURSE

Name of the Course	Communication Skills
OPLAN No.	ICT-30
Objectives	To make the participants aware about importance and different aspects of Communication Skills such as Verbal and Non-verbal Communication Skills; Presentation Skills, Communication for Developing Employable Skills etc.
Brief Course Contents	<ul style="list-style-type: none"><li>• Significance and Process of Communication</li><li>• Articulation and Pronunciation</li><li>• Non-verbal Communication</li><li>• Listening Skills</li><li>• Speaking Skills</li><li>• Reading Skills</li><li>• Writing Skills</li><li>• Presentation Skills</li><li>• Report Writing</li><li>• Resume Writing</li><li>• Group Discussion</li><li>• Appearing for an Interview</li></ul>
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