

# **G. H. RAISONI INSTITUTE OF BUSINESS MANAGEMENT**

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## **CERTIFICATE COURSE IN COMMUNICATION SKILLS AND PERSONALITY GROOMING**

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### **COURSE OVERVIEW:**

The following course is designed to ingrain the skills of day to day as well as professional communication within the participants. The syllabus is also designed to provide the participants with ample hands on experience.

### **COURSE OBJECTIVES:**

- Develop an understanding of the process of oral communication
- Develop critical thinking and analytical skills
- Improve listening, note taking and observational skills
- A basic understanding of the principles and techniques of persuasion in interpersonal, group, and public speaking
- An understanding of how the perception of both verbal and non-verbal messages influences culture, behavior, and action of life itself.
- Develop overall employability skills within the students

### **ELIGIBILITY CRITERIA**

Any student who has duly qualified his /her HSC examinations or equivalent course from a recognized (Central & State) institute duly approved

### **COURSE CONTENT**

#### **Unit: 1**

- **Communication Skills -Definition**
- The process
- **Types of Communication Skills**
  - ✓ Oral & Written
  - ✓ Internal & External
  - ✓ Verbal & Non-Verbal

- ✓ Upward & Downward

## **Unit: 2**

- **Vocabulary Building**
  - ✓ Synonyms
  - ✓ Antonyms
  - ✓ Idioms & Phrases

## **Unit: 3**

- **Softskills**
  - ✓ **Greetings and Self Introduction**
  - ✓ **Group Discussion**
  - ✓ **Personal Interview**
  - ✓ **Presentation Skills**

## **Unit : 4**

- **Practical in following modules:**
  - ✓ **Module 1:** Reading comprehension & Listening
  - ✓ **Module 2:** Role plays
  - ✓ **Module 3 :** Debate
  - ✓ **Module 4 :** Group discussion
  - ✓ **Module 5 :** Resume writing
  - ✓ **Module 6 :** Personal Interview skills
  - ✓ **Module 7 :** Body language
  - ✓ **Module 8 :** Presentations

