

Course Name: Basic Communication Skills
Course Code: HS-105
Credit: 3-0-0-3
Prerequisite: Consent of the faculty member

Students intended for: BTech

Elective or Core: Elective
Semester: Even/Odd

Course objective: This is an elementary course designed to acquaint students with essential aspects of communication processes common to all languages. It seeks to equip them to respond adequately and appropriately in any particular communication situation. The course is based wholly on practice, and, laterally, it helps the participant to analyse of communication situations.

Course content

- Communication Processes and Models; Forms of Communication; Communication Levels, Routes and Boosters, Communication Factors; Types of Communication; Language Registers (Formal/Informal/Literary/Media/Gender); Non-verbal communication.
- Meaning: Interpreter-Symbol-Referent Relationship, Positive and Dialectic Terms, Abstraction and Ambiguity; Functions of Language: The Report Function, The Persuasive Function, The Attitude-Revealing Function, The Self-Revelation Function, The Relationship Function.
- Ways of Establishing Credible Communication: Source-Message Relationship, Source-Channel Relationship, Source-Receiver Relationship, Message-Channel Relationship, Message-Receiver Relationship, Channel-Receiver Relationship.
- Abstracting and Outlining; Listening Skills; The Aware Communicator.
- Writing about: Single Items/Single Completed Events/Abstract Concepts/Collection of Items/ Group of Events Including Processes/Questions

Method of Evaluation

Two quizzes, End of Semester, Active Class Participation

Course Requirements

Above average English language skills

Prescribed Reading

Select reading materials to be had of the instructor

Recommended Reading

John Berger: Ways of Seeing. Harmondsworth (Penguin) 1972.

William Strunk Jr. & E.B. White: The Elements of Style. London/New York
(Macmillan
1979)

Graeme Burton: More Than Meets The Eye. An Introduction to Media Studies.
London
(Edwin Arnold) 1997.

Owen Hargie: The Handbook of Communication Skills. London (Routledge) 1997.

Richard Dumbleby & Graeme Burton: More than Words. An
Introduction to
Communication. London (Routledge) 1998.

Andrew Beck, Peter Bennett & Peter Wall: Communication Studies. The
Essential
Introduction. London (Routledge) 2001.

Richard Ellis: Communication Skills. Stepladders to Success for the
Professional. Bristol
(Intellect Books) 2002.