B.Ed
Interactive and Communicative Skills

Objectives

Students will be able to

- understand the four major skills of communication (listening, speaking, reading and writing)
- Understand the importance of verbal, non verbal communication and body language.
- Be Enrich with good vocabulary and diction
- Enhance skill of comprehension
- Remove stage fear
- Develop skill in using computer software for language editing

UNIT I: COMMUNICATION SKILLS

- Verbal communication and non verbal communication
- Interpreting body language cues
- Kinesis, Proxemics
- Effective use of body language

UNIT II: ORAL COMMUNICATION SKILLS

- Group Discussion
- interview techniques
- debate
- public speaking skills

UNIT: III READING SKILLS FOR BETTER COMMUNICATION

- Skimming and scanning skills
- Intensive and extensive skills
- Reading comprehension of technical material.
UNIT IV: WRITTEN COMMUNICATION

- Curriculum vitae and writing applications
- Narration and paragraph development
- Précis writing and report writing
- Editing skills using computer software
- Writing review of the text

BOOKS RECOMMENDED: