

OBJECTIVES AND COURSE CONTENT OF SHORT TERM COURSE

Name of the Course	Communication Skills
OPLAN No	CDC-20
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">• Significance and Process of Communication• Articulation and Pronunciation• Non-verbal Communication• Listening Skills• Speaking Skills• Reading Skills• Writing Skills• Presentation Skills• Report Writing• Resume Writing• Group Discussion• Appearing for an Interview
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