



S.S.T. College of Arts & Commerce

(Affiliated to University of Mumbai, Mumbai) Ulhasnagar - 421 004, Dist. Thane.

VALUE ADDED COURSE

COMMUNICATION SKILLS - II



<https://sstcollege.edu.in>



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ABOUT THE COURSE

"Communication Skills - II" is an intermediate-level course that builds upon the foundational knowledge and skills acquired in the introductory course on communication skills. The course focuses on further developing and refining essential communication skills necessary for effective interpersonal and professional communication about the course

Course Code :- VACS004

Duration of the course:-

32 Hours

Eligibility :-Any student learning in a first year degree programme of any stream.

Medium of Instruction :-

English

Objective:- To make students aware of the English language's communicative potential. It will also aid in the inhibition of ethical principles in students.

LEARNING OUTCOME

By the end of the course student shall be able

- 1.To write Job application letter and resume
2. To prepare a powerpoint presentation .
3. To write correspondence in grammatically correct English.
4. To communicate effectively in English.

Syllabus (Course Content)

Module 1 : Vocabulary Building & Writing Skills

Synonyms & Antonyms
Letter Writing
Applying for a job
Preparing cover letters
Preparing a CV/ Resume

Module 2: Presentation Skills

Preparing a powerpoint presentation
Greeting and Introducing
Presenting a paper
Group Discussions
Preparing for and facing a job interview

Module 3 : Business Communication

Writing notices and memos
Preparing Agenda and Minutes for meetings
Drafting an Email, Press release
Correspondence with Govt./Authorities, Office orders, enquiries and replies

Module 4 : Oral Communication Skills

Basic Telephone communication
How to handle calls-telephone manners
Greeting and leave taking over phone (etiquette)
Conversation on various occasions