



TEACHING PLAN: COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

Name of Faculty- Dr. Jyoti Vishwakarma

SCHOOL: SOHSS		ACADEMIC SESSION: 2023 – 2024		FOR STUDENT'S BATCH: 2 nd SEM	
1	Course Code	AEX-103			
2	Course Title	COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT			
3	Credits	2			
4	Learning Hours		Contact Hours	48	
			Assessment	30	
			Guided Study	22	
			Total hours	100	
5	Course Objective	1. This course develops the skills for leadership, ethical integrity, and professional engagement in agriculture and allied science. 2. The main objective of this course is to introduce the students to communication skills and personality development. 3. It also provides a brief study on communication skills, listening and reading and comprehension, writing, individual and group presentations, organization of group discussion, seminars and conferences. 4. The course enhances or improves the personality.			
6	Course Outcomes	1. Students will be able to analyze basic communication skills and intercultural communication skills. 2. Students will be able to analyze interpersonal communication skills and public speaking communication skills. 3. Students will be able to learn about structural and functional grammar; meaning and process of communication, verbal and nonverbal communication. 4. Students will be able to listening and note taking, writing skills, oral presentation skills; field diary and lab record; indexing, footnote and bibliographic procedures. 5. Students will also be able to understand understand reading and comprehension of general and technical articles, precise writing, summarizing, abstracting.			
7	Outline Syllabus:				
7.01	Paper Code	Unit		Reference Number	Teaching Methods
7.02	PS-201	UNIT-I INTRODUCTION TO COMMUNICATION SKILLS	a) Communication Skills: Structural and functional grammar; b) Meaning and process of communication; c) Verbal and nonverbal communication.	5-24	1-4

		UNIT-II CONCEPTS OF VERBAL SKILLS	a) Listening and note taking, Writing skills b) Oral presentation skills c) Field diary and lab record d) Indexing, footnote and bibliographic procedures	25-36	5-8
		UNIT-III WRITING SKILLS	a) Reading and comprehension of general and technical skills b) Articles c) Precise writing d) Summarizing and abstracting	37-70	9-12
7.03		UNIT-IV: MASS COMMUNICATION	a) Individual and group presentations b) Impromptu presentation and Public speaking c) Group discussion d) Organizing seminars and conferences	71-151	13-16
8	Course Evaluation				
8.1	COURSE ASSESEMENT(Assignment): 5%				
8.1.1	Attendance	25%			
8.1.2	Homework	50%			
8.1.3	Quizzes	25%			
8.1.5	Presentation				
8.1.6	Any other				
8.2	Practicals	15%			
8.3	MTE	30%			
8.4	End-term examination: 50%				
9	Text Books & References				
9.1	Text book	- Sandhu, A.S. (2019). Textbook on Agricultural Communication Process and Methods. Oxford & IBH Publ. Co. Pvt. Ltd., New Delhi. - Castells, M. (2009). Communication Power. Oxford University Press, New Delhi. - Mondal, S. (2020). Fundamentals of Agricultural Extension Education. Kalyani Publishers. New Delhi - Dhama, O.P. and Bhatnagar, O.P. (2019). Education and Communication for Development. Oxford & IBH Publ. Co. Pvt. Ltd., New Delhi. - Wren, P.C. and Martin, H. (1989). English Grammar and Composition. Rev. ed. N. D. V. Prasada Rao. S. Chand and Co. Ltd. New Delhi.			
9.2	Reference	Sandhu, A. S. (1999). Textbook on Agricultural Communication; process and methods oxford RIBH Publishing co. Pvt. Ltd. New Delhi.			

		- Berlo, David K. (1960). The process of Communication. Nw Yark, Holt, Rinehart and Winston Inc. - Dahama, O. P. and Bhatnagar, O.P., 1998, Education and Communication for Development, Oxford and IBH publishing Co. Pvt. Ltd., New Delhi. - Jalihal, K. A. and Veerabhadraiah, V., 2007, Fundamentals of Extension Education and Management in Extension, Concept publishing company, New Delhi. - Ray, G. L., 1991 (1st Edition), Extension Communication and Management, Kalyani Publishers, Ludhiana {7th revised edition - 2010}. - Supe, S. V., 2013 (2nd Edition), A Text Book of Extension Education, Agrotech Publishing Academy, Udaipur. - M Hilaris 2011. Indian agriculture and information and communication technology (ICT): Soundari, New century Publications, Carnegie.
9.3	Video References	https://www.youtube.com/watch?v=g00sP15Yjo0 https://www.youtube.com/watch?v=g_om-u2ujuY https://www.youtube.com/watch?v=lTu-Yq5QS_Q https://www.youtube.com/watch?v=XzuxnRYVfLY https://www.youtube.com/watch?v=F8e5gVMHebk https://www.youtube.com/watch?v=pVREVJ8ERwQ

Mapping of Outcomes v. Topics

Outcome no. → Syllabus topic↓	1	2	3	4	5
Paper Code. Unit I (a)	✓				
Paper Code. Unit I (b)	✓				
Paper Code. Unit I (c)				✓	
Paper Code. Unit II (a)	✓			✓	
Paper Code. Unit II (b)		✓		✓	
Paper Code. Unit II (c)	✓			✓	
Paper Code. Unit II (d)				✓	
Paper Code. Unit III (a)					✓
Paper Code. Unit III (b)					✓
Paper Code. Unit III (c)					✓
Paper Code. Unit III (d)					✓
Paper Code. Unit IV (a)				✓	✓
Paper Code. Unit IV (b)				✓	✓
Paper Code. Unit IV (c)				✓	✓
Paper Code. Unit IV (d)				✓	✓

QUESTION BANK

UNIT-I:

A. Objective Questions

1. Communication helps officials to ____ the employees.
A. Eliminate
B. motivate
C. Threaten
D. Apprise
2. ____ means checking whether the earlier stages of reading were followed promptly or not.
A. Survey
B. Question
C. Read
D. Review
3. The document that is used to communicate within the organization is called ____.
A. letter
B. memo
C. e-mail
D. Telex
4. While listening, when we assess what the speaker is speaking, it is ____.
A. comprehensive listening
B. dialogic listening
C. systematic listening
D. critical listening
5. Identify the polite method of beginning a business letter
A. We are forced to refuse
B. We demand to know from you
C. We find it difficult to believe
D. We appreciate your prompt reply

B. Write short notes on following heads-

1. Field diary
2. Communication skill
3. Reading skill
4. Verbal Communication
5. Non- Verbal Communication

C. Descriptive Questions

1. What do you mean by listening skill? Write down the guidelines of effective listening.
2. What are steps for effective Textbook note taking?
3. Explain nonverbal communication with an example.
4. Explain Being Non –evaluative and Reflecting Implication as one of the traits of a good listener.
5. Compare and contrast –Comprehensive Listening and Superficial Listening with examples.

UNIT-II:

A. Objectives Questions

1. Pick the pronoun from the sentence; ‘She was quite good looking’
 - A. She
 - B. Was
 - C. Quite
 - D. Good looking
2. The subject in the job application is written ____
 - A. before the salutation
 - B. after the salutation
 - C. before the complimentary close
 - D. after the complimentary close
3. ____ should be provided in a resume only on request
 - A. Telephone number
 - B. Reference
 - C. Educational qualification
 - D. Work experience
4. ____ is a document that can be used as an evident in legal cases.
 - A. Notice

B. Minutes of a meeting

C. Agenda

D. Memo

5. Identify the type of sentence: The boy climbed up to the top of the tower.

A. Simple

B. Compound

C. Complex

D. Superlative

B. Write short notes on following heads-

1. Lab record

2. Group discussion

3. Seminars

4. Conferences

5. Footnotes

C. Descriptive Questions

1. Why language is redundant?

2. Write the significance of understanding culture for business communication.

3. Draw the diagram of the flow of communication and also label it.

4. Define chronemics and provide one example.

5. Why is language considered as an important tool of communication?

UNIT-III:

A. Objectives Questions

1. Rain has ____ right through the coat. If you can't ____ your dog from biting the milkman, you must lock him up.

a. Penetrated, restrain

b. Exasperation, kernal

c. Cut, amazement

d. None of the above

2. Important kinds of workers are –
 - a. Growers, diggers
 - b. Makers, movers
 - c. Both a & b
 - d. All of the above
3. David living stone worked as a ____ in a cotton mill when he was only ten years old. He did not receive any formal education and was his own ____.
 - a. Doctor, labourer
 - b. Labourer, teacher
 - c. Explorer, labourer
 - d. Teacher, doctor
4. ____ involves processing and reconstructing the data, but ____ is letting the sounds beat your eardrums.
 - a. Listening, hearing
 - b. Hearing, listening
 - c. Casual listening, focused listening
 - d. None of the above
5. The ____ and ____ is also helpful for the listener to understand the meaning.
 - a. Tone, behavior
 - b. Pitch, tone
 - c. Tone, attitude
 - d. Tone, intensity

B. Write short notes on the following

1. Writing skills
2. Public speaking skills
3. Comprehension skills
4. Articles

5. Precise Writing

C. Descriptive Questions

1. Differentiate between Impromptu and Manuscript mode of presentation.
2. Mention the steps for planning the presentation.
3. Differentiate between Extemporaneous and Memorization mode of presentation.
4. Why do we have to define purpose before giving presentation?
5. List out the types of Visual Aids used in Presentations.

UNIT-IV:

A. Objectives Questions

1. Using lecturers, handouts we acquire information from ____ and by using tutorials, conversations etc. we acquire information through ____.
 - a. Tutors, fellow learners
 - b. Other sources, tutors
 - c. Students, tutors
 - d. None of the above
2. The general categories of communications are –
 - a. Speech, writing
 - b. Printing
 - c. Electronic communication
 - d. All of the above
3. ____ means no external, unnecessary details have to be included, while ____ means all the significant and important details should be included.
 - a. Accurate, complete
 - b. Orderly, clear
 - c. Accurate, clear
 - d. Clear, complete

4. Common kinds of narrative skills are –
 - a. How to do something
 - b. How something works
 - c. Both a & b
 - d. Arrange the information properly
5. We have to utter the sentences in ____ and pay attention to the ____ of the language spoken.
 - a. Appropriate manner, fluency
 - b. Appropriate context, cultural aspect
 - c. Social aspect, appropriate context
 - d. All of the above

B. Write short notes on following heads-

1. Abstracting
2. Mass communication
3. Individual Presentation
4. Group Presentation
5. Impromptu Presentation

C. Descriptive Questions

1. What is importance of facial expressions? Give examples.
2. Define Interpersonal communication. Provide examples.
3. What are the four different space zones with reference to Proxemics?
4. How values and attitudes of different cultures affect communication?
5. State the importance of cross-cultural communication.