

Progressive Education Society's
Modern Law College
 Ganeshkhind, Pune - 16

PER MEDITATUS
ENGLISH COMMUNICATION SKILLS (BUSINESS COMMUNICATION SKILLS COURSE)

| Sr. No. | Topic | Sub-topics |
|---------|--|---|
| 1 | Professional Communication | <ol style="list-style-type: none"> 1. Meaning, Nature & Importance of communication 2. Difference between general and professional communication 3. Barriers to effective communication |
| 2 | Written Communication | <ol style="list-style-type: none"> 1. Elements of effective written communication (style, tone, accuracy, brevity, clarity, objectivity) 2. Paragraph writing 3. Planning & Drafting 4. Developing an extended piece of writing 5. Email etiquette 6. Writing factual reports – routine reports 7. Resume & Cover Letter writing |
| 3 | Oral Communication (Development of skills of oral communication by conducting speech training activities) | <ol style="list-style-type: none"> 1. Strategies for good conversation 2. Factors essential for improving fluency and self-expression and techniques to develop correct tone in fluent speech 3. The use of body language to improve the effectiveness of the verbal message during an oral interaction |
| 4 | Presentation Skills | <ol style="list-style-type: none"> 1. Nature and importance of presentation skills, the different pre-presentation planning steps, steps in preparing presentation, how to organize presentation and review techniques for effective delivery |
| 5 | Interview Skills | <ol style="list-style-type: none"> 1. Getting ready for job interviews - steps of a successful interview, professional interview attire, importance of Body language |
| 6 | Group Discussion | <ol style="list-style-type: none"> 1. Understanding the techniques of an effective GD 2. Learning the do's and don'ts of participating in a GD |
| 7 | Telephone Etiquette | <ol style="list-style-type: none"> 1. Learn corporate telephone Etiquette |
| 8 | Listening & Reading Skills | <ol style="list-style-type: none"> 1. Importance of listening and reading skills at workplace 2. Strategies and sub-skills 3. Note-making and note-taking |