

# CAREER DEVELOPMENT CENTRE



Date: 27<sup>th</sup> January 2022.

**Subject: Enhance your Communication Skills (Session-Even-2021-22)**

**Attention: Registered Students of B.Pharm (6<sup>th</sup> Semester)**

**VAT - 27**

The above students are hereby informed that, Career Development Centre, DIT University is commencing in-house batch for “Business Communication Skills” (skills include Interview techniques, Mock Interviews and Do’s and Don’ts of Group Discussion) from **7<sup>th</sup> February 2022**. The course targets the skills involved to build rapport, develop relationships and feel comfortable and confident around others.

**NOTE:** In case of any query please contact at [cdc@dituniversity.edu.in](mailto:cdc@dituniversity.edu.in) ( Career Development Centre, DIT University).

Mr. Gaurav Singh  
Head - CDC  
Career Development Cell  
DIT University, Dehradun

**To:**

- All Deans / Directors
  - HoDs
  - Head CDC
- With the request to bring the above to the notice of the students

**Copy to:**

- Chairman
  - Chancellor
  - Vice Chancellor
  - Pro Vice Chancellor
  - ICT Manager – to upload on website
- For information please

Registrar  
DIT University, Dehradun

## **VAT-27: Enhance Your Communication Skills**

**Venue:** Chanakya Seminar Hall | **Duration:** 40 Hrs (7th February 2022 to 23rd April 2022)

The training on Business Communication Skills was conducted for students of Bachelor of Pharmacy program (6<sup>th</sup> Semester), the targeted students for the training were those who had to be skilled for Interview and Group Discussion Techniques important for their placement process. It was conducted by the **School of Pharmaceutical and Population Health Informatics**, the coordinator for the training was **Mrs. Jasneet Kohli (Career Development Centre- DIT University)**.

### **Objective of Training:**

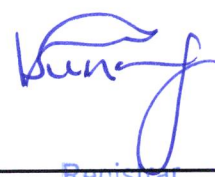
- Communicate clearly and get their message across
- Encourage others to open up and speak freely with them
- Communicate confidently with people at all levels
- Cope with difficult communication situations

### **Requirements:**

- Listening with attention and focus
- Asking insightful questions

### **Overview of the Training Course:**

- Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and



empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media.

- Being able to communicate effectively is a cornerstone to building positive working relationships; it will enable you to build rapport, develop relationships and feel comfortable and confident around others. People who can communicate effectively are great at getting others to open up and discuss feelings and emotions. They are able to respond appropriately during difficult conversations and feel less pressure when communicating with superiors and peers.
- Being able to get your message across is an essential tool every successful business professional needs. This course presents key communication principles that will enable you to communicate more clearly and confidently. The course focuses on how to listen carefully, ask insightful questions, be assertive, and interpret non-verbal signals. Participants will leave with the ability to combine voice tone, body language, and appropriate language into a clear, effective message.

### **Intended for:**

The course provides comprehensive communication skills training to make your life easy. Putting it all into Practice – A chance to develop and practice the skills of communication whilst further exploring three key topics of communication.

Effective communication skills are the cornerstone to success in the business world today. Every job, no matter what it is, requires excellent communication capabilities. Therefore, these training course materials are suitable for everyone in any role.

### **Course Outline:**

#### **Module-I The elements of Communication (15 hours)**

- 1.1 The importance of communication through English at the present time
- 1.2 The process of communication and factors that influence communication sender, receiver, channel, code, topic, message, context, feedback, noise, filters & barriers
- 1.3 The importance of audience and purpose
- 1.4 The information gap principle: given and new information, information overload



- 1.5 Verbal and non-verbal communication: body language
- 1.6 Comparing general communication and business communication

**Module-II The sounds of English (15 hours)**

- 2.1 Vowels, diphthongs, consonants, consonant clusters
- 2.2 The International Phonetic Alphabet (IPA): Phonemic transcription
- 2.3 Problem Sounds
- 2.4 Syllable division and word stress
- 2.5 Sentence rhythm and weak forms
- 2.6 Contrastive stress in sentences to highlight different words
- 2.7 Intonation: Falling, rising and falling-rising tones
- 2.8 Varieties of Spoken English: Standard Indian, American and British

**Module- III Review of English grammar (12 hours)**

- 3.1 Static and Dynamic Verbs
- 3.2 The auxiliary system: finite and non-finite verbs
- 3.3 Time, tense and aspect
- 3.4 Voice: Active and passive
- 3.5 Modality
- 3.6 Negation

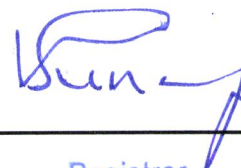
**The learning outcome of the training course material:**

Understanding Communication – A chance for participants to establish their view of what communication means and perhaps more importantly, what it means to them. Participants will then review the three main components of communication; verbal, para-verbal and non-verbal.

Communication Styles – Participants will explore their own communication styles and establish the positive and negative aspects of these preferences and what that means when communicating.

Communication Attitude – Reviewing the aspects of communication attitudes that can be portrayed – aggressive, assertive, passive and passive aggressive.

Communicate Confidently – Focusing on what makes people confident communicators, understanding what their own communication strengths are and acknowledging when to apply them.



Active Listening – Identifying the benefits of active listening and practicing the skill with colleagues.

Clarifying and Questioning – A review of the different types of questioning and clarifying that can be used. Understanding the purpose of alternative questioning approaches, applying them to different scenarios and explaining how and why they are used.

Non-Verbal communication – Establishing the impact of non-verbal communication. How to read it and how to improve their own. This includes, facial expressions, body language, gestures, personal space and touching.

Getting Your Message Across – Helping to ensure others understand you, what makes communication become confused and how to use the ‘headline’ approach to structure an effective message. Looking at what they say, how they say it and focusing on the needs of the person receiving the message.

Difficult Communication – A provision of clear guidelines and advice on what to do when communication does not go smoothly, how to manage criticism and give criticism whilst remaining constructive and positive.

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DIT University, Dehradun



## Annexure - II

### Value added course Details (Academic Year: 2021-22)

VAT Course Name: Enhance your Communication skills

VAT Code: VAT 27

Duration in Hours: 40

Number of Students Enrolled: 97

Number of Students Completed:95

Verified  
Jandhawa (CDC)  
Head - CDC  
Career Development Cell  
DIT University, Dehradun

**Grades:**

**G= GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw**

Student ID	Student Name	Program/Course	Year	Passing Grade
190921002	SHUBHAM GAUTAM	Bachelor of Pharmacy	3rd Year	S
190921003	RAVI SINGH	Bachelor of Pharmacy	3rd Year	S
190921004	ABHISHEK RAHI	Bachelor of Pharmacy	3rd Year	S
190921005	FOZIA KHANUM	Bachelor of Pharmacy	3rd Year	S
190921007	HITESH SINGH	Bachelor of Pharmacy	3rd Year	G
190921008	SAVITA ARYA	Bachelor of Pharmacy	3rd Year	G
190921009	VIPUL VISHNU SAWASHA	Bachelor of Pharmacy	3rd Year	S
190921010	VASU DEV CHAUHAN	Bachelor of Pharmacy	3rd Year	S
190921011	ANIVESH GANDOTRA	Bachelor of Pharmacy	3rd Year	S
190921012	ROHIT KUMAR TOMAR	Bachelor of Pharmacy	3rd Year	S
190921013	KUMAR BHASKAR	Bachelor of Pharmacy	3rd Year	G
190921014	SHAKIB ALI	Bachelor of Pharmacy	3rd Year	G
190921015	KRISHNA PATEL	Bachelor of Pharmacy	3rd Year	S
190921017	ABHINOVE BHAROTIYAL	Bachelor of Pharmacy	3rd Year	S
190921018	ANAMIKA	Bachelor of Pharmacy	3rd Year	G
190921019	VANSHIT SINGH	Bachelor of Pharmacy	3rd Year	G
190921020	MD SALMAN	Bachelor of Pharmacy	3rd Year	S
190921021	RITIKA SHARMA	Bachelor of Pharmacy	3rd Year	S
190921022	PRIYANKA SHARMA	Bachelor of Pharmacy	3rd Year	G
190921023	SWATI JAISWAL	Bachelor of Pharmacy	3rd Year	S
190921024	ANMOL MAMGAIN	Bachelor of Pharmacy	3rd Year	S
190921025	RUCHI BHARDWAJ	Bachelor of Pharmacy	3rd Year	G
190921026	RAHUL KASHYAP	Bachelor of Pharmacy	3rd Year	G
190921027	RITUL SHARMA	Bachelor of Pharmacy	3rd Year	S
190921028	SAANIDHYA BAREJA	Bachelor of Pharmacy	3rd Year	S
190921030	LAXITA CHAUHAN	Bachelor of Pharmacy	3rd Year	S
190921031	MANAV CHHABRA	Bachelor of Pharmacy	3rd Year	S
190921032	MANISH RANA	Bachelor of Pharmacy	3rd Year	S
190921033	ABHISHEK KUMAR	Bachelor of Pharmacy	3rd Year	S
190921034	MOHD. ARMAN	Bachelor of Pharmacy	3rd Year	S
190921035	ANSHIKA TOMAR	Bachelor of Pharmacy	3rd Year	G
190921036	MOHD FARHAN	Bachelor of Pharmacy	3rd Year	S
190921038	RONIT MALIK	Bachelor of Pharmacy	3rd Year	S
190921041	AKSHAY KAMBOJ	Bachelor of Pharmacy	3rd Year	G
190921042	MOHD HARIS KHAN	Bachelor of Pharmacy	3rd Year	G
190921043	ASIF CHAUDHARY	Bachelor of Pharmacy	3rd Year	S
190921045	VIKRANT SIROHI	Bachelor of Pharmacy	3rd Year	G
190921046	GARV AGGARWAL	Bachelor of Pharmacy	3rd Year	G
190921047	SHIVANGI SHARMA	Bachelor of Pharmacy	3rd Year	G
190921048	ABHISHEK KUMAR	Bachelor of Pharmacy	3rd Year	S

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190921049	SUMIT BHATT	Bachelor of Pharmacy	3rd Year	S
190921050	MEGHA KUMARI	Bachelor of Pharmacy	3rd Year	S
190921051	ALFISHA	Bachelor of Pharmacy	3rd Year	G
190921053	AAKASH RANJAN	Bachelor of Pharmacy	3rd Year	G
190921054	RADHA YADAV	Bachelor of Pharmacy	3rd Year	S
190921055	CHANDAN KUMAR	Bachelor of Pharmacy	3rd Year	S
190921056	ABHISHEK KUMAR	Bachelor of Pharmacy	3rd Year	S
190921057	DIKSHITA SAINI	Bachelor of Pharmacy	3rd Year	S
190921058	PALAK BHATNAGAR	Bachelor of Pharmacy	3rd Year	S
190921059	RAMANKANT SINGH	Bachelor of Pharmacy	3rd Year	S
190921060	ARIHANT PRATAP SINGH	Bachelor of Pharmacy	3rd Year	S
190921061	VISHAL PANDEY	Bachelor of Pharmacy	3rd Year	G
190921062	GUNJA KUMARI	Bachelor of Pharmacy	3rd Year	S
190921063	TANZILA ASLAM SIDDIQUI	Bachelor of Pharmacy	3rd Year	P
190921064	MOHD SAQUIB KHAN	Bachelor of Pharmacy	3rd Year	G
190921065	ANIKET GARG	Bachelor of Pharmacy	3rd Year	G
190921066	BITTU KUMAR	Bachelor of Pharmacy	3rd Year	S
190921067	MOHIT SHARMA	Bachelor of Pharmacy	3rd Year	G
190921069	VASU BATRA	Bachelor of Pharmacy	3rd Year	G
190921074	RIMSHA ASHFAQ	Bachelor of Pharmacy	3rd Year	G
190921075	PRINCE KUMAR	Bachelor of Pharmacy	3rd Year	S
190921076	GYANENDRA JOSHI	Bachelor of Pharmacy	3rd Year	S
190921077	DISHA VERMA	Bachelor of Pharmacy	3rd Year	S
190921078	NEERAJ SHUKLA	Bachelor of Pharmacy	3rd Year	G
190921079	RIYA SINHA	Bachelor of Pharmacy	3rd Year	G
190921080	HARIOM PANDEY	Bachelor of Pharmacy	3rd Year	S
190921081	PRIYANSHI PUSHKAR	Bachelor of Pharmacy	3rd Year	S
190921082	AYUSH CHAUHAN	Bachelor of Pharmacy	3rd Year	G
190921083	WARISH ANSARI	Bachelor of Pharmacy	3rd Year	S
190921084	ABHISHEK RAWAT	Bachelor of Pharmacy	3rd Year	S
190921085	ARUMOY BRAHMA	Bachelor of Pharmacy	3rd Year	S
190921086	SATYAM SHARMA	Bachelor of Pharmacy	3rd Year	G
190921087	RAJAN KUMAR	Bachelor of Pharmacy	3rd Year	S
190921088	ANUSHTHI JAIN	Bachelor of Pharmacy	3rd Year	S
190921089	TANIA	Bachelor of Pharmacy	3rd Year	S
190921090	JYOTI TIWARI	Bachelor of Pharmacy	3rd Year	S
190921091	VISHAL BHANDARI	Bachelor of Pharmacy	3rd Year	S
190921092	MOHD HAROON	Bachelor of Pharmacy	3rd Year	S
190921093	ABHISHEK SINGH	Bachelor of Pharmacy	3rd Year	S
190921094	KABIN SHRESTHA	Bachelor of Pharmacy	3rd Year	G
190921095	SASMIT THARU	Bachelor of Pharmacy	3rd Year	S
190921096	AVNI SINGH	Bachelor of Pharmacy	3rd Year	S
190921097	MANIK KHURANA	Bachelor of Pharmacy	3rd Year	S
190921098	ANKIT ANAND	Bachelor of Pharmacy	3rd Year	G
190921099	TARUN SHARMA	Bachelor of Pharmacy	3rd Year	P
190921100	VIKAS KUMAR YADAV	Bachelor of Pharmacy	3rd Year	S
190921101	SUSHIL YADAV	Bachelor of Pharmacy	3rd Year	S
190921102	MOHAMMAD SHAHEED ANSARI	Bachelor of Pharmacy	3rd Year	S
200921900	ABHINAV KUMAR SINGH	Bachelor of Pharmacy	3rd Year	S
200921901	SAVLEEN SETHI	Bachelor of Pharmacy	3rd Year	S
200921903	SHRADDHA TRIPATHI	Bachelor of Pharmacy	3rd Year	S
200921904	DIKSHA NEGI	Bachelor of Pharmacy	3rd Year	S
200921905	NIDHI DWIVEDI	Bachelor of Pharmacy	3rd Year	S
200921906	DEEPAK KUMAR	Bachelor of Pharmacy	3rd Year	S
200921907	SHIVI KASHYAP	Bachelor of Pharmacy	3rd Year	S
200921908	DEWANSHI TRIPATHI	Bachelor of Pharmacy	3rd Year	G
19P277006	RAHUL KUMAR	Bachelor of Pharmacy	3rd Year	G

  
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