

CAREER DEVELOPMENT CENTRE



Date: 24th January 2020

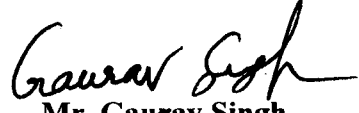
Subject: Enhance your Communication Skills (Session-Even-2021-22)

Attention: Registered Students of B.Pharm (6th 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 **3rd February 2020**. 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 (Career Development Centre, DIT University).



Mr. Gaurav Singh
Head CDC
Career Development Centre
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


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VAT-27: Enhance Your Communication Skills

Venue: Chanakya Seminar Hall | **Duration:** 40 Hrs (3rd February 2020 to 30th April 2020)

The training on Business Communication Skills was conducted for students of Bachelor of Pharmacy program (6th 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


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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


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- 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.


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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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Annexure - II

Value added course Details (Academic Year: 2019-20)

VAT Course Name: Enhance your Communication skills

VAT Code: VAT 27

Duration in Hours: 40

Number of Students Enrolled: 47

Number of Students Completed: 47

Grades: G = GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw

Student ID	Student Name	Program/Course	Year	Passing Grade
170921004	TANNU KUMARI	BPharm	3rd Year	G
170921032	KRISHNA MADHESIYA	BPharm	3rd Year	S
170921039	PRASHANT KUMAR	BPharm	3rd Year	S
170921044	TWINKLE CHATTERJEE	BPharm	3rd Year	S
170921018	RITIKA YADAV	BPharm	3rd Year	S
170921008	SUMANTA KUMAR SINGH	BPharm	3rd Year	G
170921010	PRIYANKA PAL	BPharm	3rd Year	S
170921058	NEETU KUMARI	BPharm	3rd Year	S
170921041	SHADAB SIDDIQUI	BPharm	3rd Year	G
170921033	AGRIM SRIVASTAVA	BPharm	3rd Year	G
170921036	SIMRAN KUMARI	BPharm	3rd Year	S
170921046	SAMYANK GAUTAM	BPharm	3rd Year	G
170921023	UMANG .	BPharm	3rd Year	S
170921026	SAURAV PANWAR	BPharm	3rd Year	S
170921038	GAURI GUPTA	BPharm	3rd Year	S
170921006	PRAJWAL SINGH	BPharm	3rd Year	G
170921007	PRIYA UNIYAL	BPharm	3rd Year	S
170921043	SIMRAN SINGH RATHORE	BPharm	3rd Year	G
170921056	ABHISHEK SHARMA	BPharm	3rd Year	S
170921027	NISCHAY PANDITA	BPharm	3rd Year	S
170921031	ADITYA RAJ JOSHI	BPharm	3rd Year	S
170921021	KUNAL BISHT	BPharm	3rd Year	S
170921029	MUSKAN MADAN	BPharm	3rd Year	G
170921049	HIMANSHU SINGH	BPharm	3rd Year	S
170921016	ANKIT BHARDWAJ	BPharm	3rd Year	S
170921024	POONAM SINGH	BPharm	3rd Year	S
170921059	SAWAN BAJAJ	BPharm	3rd Year	G
170921003	ADITYA RANA	BPharm	3rd Year	S
170921022	UTSAV TYAGI	BPharm	3rd Year	S
170921042	SARA CHAUHAN	BPharm	3rd Year	G
170921037	ABHINAV CHAUDHARY	BPharm	3rd Year	S
170921045	SAURABH KUMAR	BPharm	3rd Year	S
170921057	ABHAY SIROHI	BPharm	3rd Year	S
170921053	RAJESH KUMAR CHOUBEY	BPharm	3rd Year	G
170921034	PUJA KUMARI	BPharm	3rd Year	S
170921009	NITESH KAPRI	BPharm	3rd Year	G
170921054	NISHANT NIRWAL	BPharm	3rd Year	S
170921015	KRITIKA BADOLA	BPharm	3rd Year	S
170921020	MONIKA .	BPharm	3rd Year	S
170921025	ANKITA CHATURVEDI	BPharm	3rd Year	S

Submitted

Abhinav

Head -CDC
Career Development Cell
DIT University, Dehradun

[Signature]

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170921014	PATHSARTHAK SAXENA	BPharm	3rd Year	G
170921040	DEVANSHI GUPTA	BPharm	3rd Year	S
170921005	ZAINUB SAALEHA FIRDAUS	BPharm	3rd Year	S
170921055	SAKSHI ANAND	BPharm	3rd Year	G
170921060	CHARUL BAHUKHANDI	BPharm	3rd Year	G
170921062	AADITYA CHAUHAN	BPharm	3rd Year	S
180921901	MAYANK RAWAT	BPharm	3rd Year	S

~~Accepted~~
@ Gaurav Sir has
verified the
index sheet.

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