

Syllabus of Common course 'Communication Skills and Personality Development' is to be proposed for –

Degree course - B.Sc. (Hons.) Horticulture

Communication Skills and Personality Development

2 (1+1)

Theory

Unit I: Communication Skills

1. Meaning and Process of Communication
2. Verbal and Nonverbal Communication
3. Public Speaking, Impromptu Presentation
4. Individual Presentation, Group Discussion, Seminars and Conferences

Unit II: Writing Skills

1. Precise Writing, Summarizing, Abstracting
2. Listening and Note Taking, Field Diary and Lab Record
3. Indexing, Footnote and Bibliographic Procedures

Unit III: Personality Development

1. Meaning and definition of Personality
2. Factors effecting Personality
3. Personality Traits

Unit IV: Structural Grammar[

1. Structural Grammar – Introduction of word classes
2. Structure of verb in English
3. Uses of tenses
4. Study of voice
5. Study of conjunctions and prepositions
6. Sentence patterns in English

Practical:

1. Listening and Note Taking,
2. Oral Presentation Skill
3. Individual and group Presentation
4. Field Diary and Lab Record
5. Indexing, Footnote and Bibliographic Procedures
6. Precise Writing, Summarizing, Abstracting
7. Organizing Group Discussion
8. Impromptu Presentation
9. Structural Grammar – Exercises in word classes
10. Identification and study of verbs in sentences
11. Application of tenses and voice
12. Exercises in conjunctions and prepositions
13. Report writing
14. Letter writing (Different types of letters)

Suggested reading :

- 1) Balasubramanian T. 1989. A Text book of Phonetics for Indian Students. Orient Longman, New Delhi.
- 2) Balasubramanyam M. 1985. Business Communication. Vani Educational Books, New Delhi.
- 3) Naterop, Jean, B. and Rod Revell. 1997. Telephoning in English. Cambridge University Press, Cambridge.
- 4) Mohan Krishna and Meera Banerjee. 1990. Developing Communication Skills. Macmillan India Ltd. New Delhi.
- 5) Krishnaswamy, N and Sriraman, T. 1995. Current English for Colleges. Macmillan India Ltd. Madras.
- 6) Narayanaswamy V R. 1979. Strengthen your writing. Orient Longman, New Delhi.
- 7) Sharma R C and Krishna Mohan. 1978. Business Correspondence. Tata McGraw-Hill publishing Company, New Delhi.

Theory Lesson Plan

Unit No.	Lecture No.	Topic	Weightage
Unit-I		Structural Grammar	
	1	Structural Grammar – Introduction of word classes	4
	2	Structure of verb in English, Uses of tenses	
	3	Study of voice, Study of conjunctions and prepositions	4
	4	Sentence patterns in English	
Unit-I		Communication Skills	
	5	Meaning and Process of Communication	2
	6	Verbal and Nonverbal Communication	2
	7, 8	Public Speaking, Impromptu Presentation	4
	9, 10	Individual Presentation, Group Discussion, Seminars and Conferences	4
Unit-II		Writing Skills	
	11	Precise Writing, Summarizing, Abstracting	4
	12, 13	Listening and Note Taking, Field Diary and Lab Record	4
	14	Indexing, Footnote and Bibliographic Procedures	4
Unit-I		Personality Development	
	15	Meaning and definition of Personality	2
	16, 17	Factors effecting Personality	4
	18	Personality traits	2