KOLHAN UNIVERSITY, CHAIBASA
FYUGP SEMESTER –II UNDER NEP
SEC-II (SKILL ENHANCEMENT COURSE)
Course Title: COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

Total Marks: 75   Pass Marks: 30
CREDITS: 03   Total Lecture: 45 Hours

Learning Outcome

➢ To understand the concept of Personality. To learn what personal grooming pertains.
➢ To learn to make good resume and prepare effectively for interview.
➢ To learn to perform effectively in group discussions.
➢ To explore communication beyond language. To learn to manage oneself while communicating.
➢ To acquire good communication skills and develop confidence.

Unit	Topics	No of hours
I	**PERSONALITY AND PERSONAL GROOMING** **Understanding Personality** • Definition and Meaning of Personality • Types of Personality • Components of Personality • Determinants of Personality • Assessment of Personality **Grooming Self** • Dress for success • Make up & skin care • Hair care & styles for formal look • Art of accessorizing • Oral Hygiene	10 Lecture hours (Including practical training upon all topics)
II	**INTERVIEW PREPARATION AND GROUP DISCUSSION** • Meaning and Types of Interview [Face to Face, Telephonic, Video] • Interview procedure [Opening. Listening, Closure] • Preparation for Interview • Resume Writing • LinkedIn Etiquette • Meaning and methods of Group Discussion • Procedure of Group Discussion. • Group Discussion simulation	12 Lecture hours (Including mock interviews)

		• Group discussion common error	
III		**BODY LANGUAGE AND BEHAVIOUR**	10 Lecture hours
		• Concept of human behavior	
		• Individual and group behavior	
		• Developing Self-Awareness	
		• Behaviour and body language	
		• Dimensions of body language:	
		Proxemics	
		Haptics	
		Oculesics	
		Paralanguage	
		Kinesics	
		Sign Language	
		Chromatics	
		Chronemics	
		Olfactics	
		• Cultural differences in Body Language	
		• Business Etiquette & Body language	
		• Body Language in the Post Corona Era	
		• Virtual Meeting Etiquette	
		• Social Media Etiquette	
IV		**ART OF GOOD COMMUNICATION**	13 Lecture hours
		• Communication Process	
		• Verbal and Non-verbal communication	
		• 7 C's of effective communication	
		• Barriers to communication	
		• Paralinguistics	
		Pitch	
		Tone	
		Volume	
		Vocabulary	
		Word stress	
		Pause	
		• Types of communication	
		Assertive	
		Aggressive	
		Passive Aggressive	
		• Listening Skills	
		• Questioning Skills	
		• Art of Small Talk	
		• Email Writing	

Suggested Readings:

1. Cloninger, S.C., "Theories of Personality: Understanding Person", Pearson, New York, 2008, 5th edition.
2. Luthans F. "Organizational Behaviour", McGraw Hill, New York, 2005, 12th edition.

3. Barron, R.A. & Brian D. "Social Psychology", Prentice Hall of India, 1998, 8th edition.
4. Adler R.B., Rodman G. & Hutchinson C.C., "Understanding Human Communication". Oxford University Press: New York, 2011.
5. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
6. Academic Writing by Aptech Onlinevarsity
7. Pronunciation by Jonathan Smith & Annette Margobs.
8. English Grammar by Aptech Learning Center.
9. Oxford Online LSR W
10. Basic Knowledge of Computer by John Monyjok.
11. Objectives of Reading, Writing & Listening Skills by Aptech Academy.

Suggested Digital platforms/ web links for reading:
1. https://www.smashigmagzine.com
2. https://files.eric.ed.gov
3. https://site.nationalacademies.org
4. www.aptechmeerut.com , www.aptechlearning.com