Communication Skills for Professionals.

ETHS-301

Unit I :

1. Give the meaning, importance and functions of communication?

2. What is the process of Communication?

3. Describe the Communication cycle.

4. What are the various types of Communication?

5. What is plagiarism and language sensitivity?

6. Describe personality development.

7. What do you mean by SWOT, Johari Window?

8. What are the various interpersonals skills ie. Time management, Team building, Leadership skills, Emotional intelligence, Self Development and Self Assessment, Awareness, Perception, attitudes, values, personal goal setting, career planning and self esteem?

Unit II

1. What do you mean by IPA system as in Oxford Dictionary?

2. What do you mean by phoneme, dipthong, syllable, stress, intonation and prosodic features?

3. Describe the importance of phonetic transcription — conversion of words to phonetic symbols and from phonetic

symbols to words.

4. What is the basic difference in vocabulary, spelling, pronunciation and structure in British and America English?

5. What is the importance, characteristics and type of Paralanguage, Body language, Proxemics, Chronemics, Appearance and symbols?

Unit III :

1. Write the resume and cover letter for a Job.

2. What do you mean by Notice, memo, Circular, agenda and minutes of meeting?

3. Describe in detail report writing.

4. What is the structure of formal report?

5. How one can write an abstract and summary?

6. What are the basics of formatting and style sheet (IEEE Editorial Style Manual)?

7. Describe development of thesis, argument, data collection, citations, bibliography.

8. Prepare a written report for presentation and Submission.

9. Write a paper for conference presentation or journal Submission.

Unit IV :

1. What is the importance, purpose, types and process of listening?

2. What is the difference between hearing and listening?

3. What are the barriers of effective listening?

4. What are the tips of effective listening, Analytical thinking, Speech, Rhetoric, Polemics and Audience Analysis?

5. What are the various telephone skills?

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