

**ADD ON COURSE**

**PG DEPARTMENT OF ENGLISH**

**COMMUNICATION SKILL ENRICHMENT**

**2022-2023**

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**Addon course 22-23**

**Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.**

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**NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY,  
PONGAM, KORATTY EAST**

No: NLA/ AOP /03/2022-23


Date: 12-09-2022

**Circular**

The Add-on Program NLA 1AOP03 Communication Skills Enrichment for the students of 1 Semester BCA B and BSc CS will commence from 19-09-2022.

Add on Course Code : NLA 1AOP03  
Name of the Add on Course : Communication Skills Enrichment  
Name of the provider : PG Department of English  
Venue: : Class rooms

All students are expected to participate in the Add-on program without fail.

  
Fr. Dr. Paulachan K.J


Principal




**REPORT ON THE ADD ON COURSE OFFERED BY THE  
PG DEPARTMENT OF ENGLISH  
COMMUNICATION SKILL ENRICHMENT**

Add-on programs are extra courses or activities that help students learn more skills and knowledge, making them better at their jobs. These programmes increase the chances of getting a job and a lucrative career. Along with improving the professional skills and knowledge, the confidence gets boosted and it reflects in the personality. The additional courses will enhance the students' portfolios and help them gain the appropriate skills needed to start working soon or freelancing after graduating. Keeping this in mind, a Communication skill enrichment course ( NLA1AOP03) was offered I Semester BSc CS and BCA B this academic year (2022-23). The sessions were held offline in the respective class from September 19- October 19. Theory and Practical sessions were held on the four basic skills of communication: Reading, Writing, Listening and Speaking. The course proved to be very informative and useful for the students.

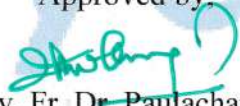
Prepared by,

  
Ms. Annie Sebastian  
(Asst. Professor)

Verified by,

  
Ms. Grace Benny  
(HOD, PG Dpt of English)

Approved by

  
Rev. Fr. Dr. Paulachan K. J.  
(Principal)



**BROCHURE**



 **NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY [NIMIT]**  
(Affiliated to the University of Calicut, Accredited by NAAC with B++, ISO 9001-2015 Certified)  
Pongam Koratty East, Thrissur District, Kerala State, India, Pincode 680 308

**PG DEPARTMENT OF ENGLISH**  
**PRESENTS**

ADD ON COURSE  
**COMMUNICATION SKILL**  
**ENRICHMENT**

**2022-23**

FOR  
**1ST BSC.CS,BCA B**

**STARTS SEPTEMBER 19TH**



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## Add-on Course

### Syllabus

**Code-( NLA 1AOP03) COMMUNICATION SKILLS ENRICHMENT**

**No. of sessions: 32**

**Eligibility: Plus 2/ Grade 12**

<b>Course Objectives</b>
1. The course aims to improve their public speaking skills, including tone, diction, and delivery.
2. Develop active listening skills to help participants better understand and connect with others in personal and professional settings.
3. Improve participants' written communication skills, including the ability to compose clear and persuasive messages, reports, and emails.
4. The objective focuses on enhancing interpersonal communication skills in both verbal and non-verbal aspects.
<b>Course Outcomes</b>
CO1: Students will demonstrate improved clarity and confidence in expressing their thoughts and ideas, both verbally and in writing, resulting in more effective and impactful communication.
CO2: Students of the course will exhibit active listening skills and the ability to engage in empathetic communication, leading to better understanding, stronger interpersonal relationships, and increased cooperation in various settings.
CO3: Students will showcase proficiency in written communication, with the capability to compose clear, organized, and persuasive messages, documents, and reports, demonstrating improved written communication skills.
CO4: Students will exhibit a heightened ability to engage in effective interpersonal communication, navigate conflicts constructively, and build positive and collaborative relationships in both personal and professional contexts.



**CO-PO/PSO Mapping**

PO→ CO↓	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	3	1	3	0	1	0	3	3	0	0	1	1	1
CO2	2	3	1	2	0	1	0	3	3	0	0	1	0	3
CO3	1	3	2	2	0	1	0	3	3	0	1	3	2	3
CO4	2	3	2	2	0	1	0	3	3	0	1	3	2	1

**COURSE DESCRIPTION:**

**A. COURSE SUMMARY:**

Module 1: 10 hrs

Module 2: 10 hrs

Module 3: 5 hrs

Module 4: 7 hrs

**Total: 32 hrs**

**COURSE DETAILS:**

**Module 1: Fundamentals of Effective Communication**

- Understanding the communication process
- Barriers to effective communication
- Non-verbal communication and body language
- Active listening techniques
- Verbal and non-verbal cues for empathy

**Module 2: Verbal Communication Skills**

- Public speaking and presentation skills
- Voice modulation and tone
- Clear articulation and pronunciation
- Overcoming speech anxiety and nervousness
- Engaging and persuasive speaking techniques

**Module 3: Written Communication Proficiency**

- Principles of effective written communication



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- Email etiquette and professional correspondence
- Writing clear and concise reports
- Grammar and punctuation essentials
- Formatting and structuring written documents

#### **Module 4: Interpersonal Communication and Conflict Resolution**

- Building and maintaining positive relationships
- Handling difficult conversations
- Conflict resolution strategies
- Negotiation and compromise skills
- Managing communication in diverse and multicultural contexts

#### **Reference Books**

1. "Crucial Conversations: Tools for Talking When Stakes Are High" by Al Switzler, Joseph Grenny, and Ron McMillan
2. "The Elements of Style" by William Strunk Jr. and E.B. White



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**Time Table**

**Communication Skills Enrichment**

**Monday - 8: 15 a .m. – 9: 15 a. m.**

Class	Faculty
<b>I Sem BCA B</b>	Dr. Purnima S. Kumar
<b>I Sem B. Sc. CS</b>	Ms. Annie Sebastian

**Tuesday -8: 15 a .m. – 9: 15 a. m.**

Class	Faculty
<b>I Sem BCA B</b>	Dr. Purnima S. Kumar
<b>I Sem B. Sc. CS</b>	Ms. Annie Sebastian

**Wednesday- 8: 15 a .m. – 9: 15 a. m.**

Class	Faculty
<b>I Sem BCA B</b>	Dr. Purnima S. Kumar
<b>I Sem B. Sc. CS</b>	Ms. Annie Sebastian

**Thursday- 8: 15 a .m. – 9: 15 a. m.**

Class	Faculty
<b>I Sem BCA B</b>	Dr. Purnima S. Kumar
<b>I Sem B. Sc. CS</b>	Ms. Annie Sebastian



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**Friday- 8: 15 a .m. – 9: 15 a. m.**

Class	Faculty
<b>I Sem BCA B</b>	Dr. Purnima S. Kumar
<b>I Sem B. Sc. CS</b>	Ms. Annie Sebastian

  
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## PHOTOGRAPHS



▽  
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**Syllabus setting**



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**Certificates**



  
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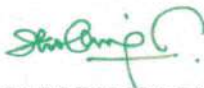
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**CERTIFICATE**

This is to certify that

**ALEN ANTU**

has successfully completed the  
Add-on Programme of 32 hours on  
Communication Skills Enrichment  
organised by the PG Department of English  
during the academic year 2022-23.



**Fr. Dr. Paulachan K J**  
Executive Director & Principal



**Dr. Purnima S**  
HoD, PG Dept. of English





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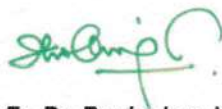
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### CERTIFICATE

This is to certify that

**JOHN PAUL K DAVIS**

has successfully completed the  
Add-on Programme of 32 hours on  
Communication Skills Enrichment  
organised by the PG Department of English  
during the academic year 2022-23.



Fr. Dr. Paulachan K J  
Executive Director & Principal



Dr. Purnima S  
HoD, PG Dept. of English



**Add on course Feedback form**

**NLA 1AOP-03 Communication Skills Enrichment 2022-23**

Name : *umamabeswari.p.*

Programme: *BCA-B*

1. How has the course helped you to improve your communication skills?

*It helped to develop concepts of language & grammar*

2. Were the instructional materials useful to you?

*Yes*

3. Do you think the course will help you to develop professionally?

*Yes*

4. Has it helped you to solidify the concepts of English grammar?

*Yes*

5. Rate your overall experience of the course.

*Developed my confidence in using English in regular life.*

6. Suggestions, if any

—





**Add on course Feedback form**

**NLA 1AOP-03 Communication Skills Enrichment 2022-23**

Name : *Sona.P.P*

Programme: *BCA-B*

1. How has the course helped you to improve your communication skills?

*It helped to develop concepts of language & grammar*

2. Were the instructional materials useful to you?

*Yes*

3. Do you think the course will help you to develop professionally?

*Yes*

4. Has it helped you to solidify the concepts of English grammar?

*Yes*

5. Rate your overall experience of the course.

*Developed my confidence in using English  
in regular life*

6. Suggestions, if any



**Add on course Feedback form**

**NLA 1AOP-03 Communication Skills Enrichment 2022-23**

Name : John Paul K

Programme: Bsc CS

1. How has the course helped you to improve your communication skills?

The course helped me alot to build my confidence.

2. Were the instructional materials useful to you?

Yes, It helped us to know how it's used

3. Do you think the course will help you to develop professionally?

yes, They have told us where can we use our skill in a professional level

4. Has it helped you to solidify the concepts of English grammar?

yes, we can use different methods to memorise the grammar

5. Rate your overall experience of the course.

Very help for person like me who are shy or have fear to face audience

6. Suggestions, if any

It was perfect.



**Add on course Feedback form**

**NLA 1AOP-03 Communication Skills Enrichment 2022-23**

Name : Sherin Johnson

Programme: BSc CS

1. How has the course helped you to improve your communication skills?

The course helped in developing my confidence while speaking English through the use of LSRW training.

2. Were the instructional materials useful to you?

Yes. They were useful.

3. Do you think the course will help you to develop professionally?

Yes. I am sure it will help me professionally.

4. Has it helped you to solidify the concepts of English grammar?

It helped me to revise the concepts learned in school and solidify them.

5. Rate your overall experience of the course.

8/10

6. Suggestions, if any

Nil.



**Add on course Feedback form**

**NLA 1AOP-03 Communication Skills Enrichment 2022-23**

Name : *Abhinav T.P*

Programme: *Bsc CS*

1. How has the course helped you to improve your communication skills?

*It helped me to improve my vocabulary*

2. Were the instructional materials useful to you?

*Yes, the materials were informative*

3. Do you think the course will help you to develop professionally?

*Yes, I had improved my communication*

4. Has it helped you to solidify the concepts of English grammar?

*The course help<sup>ed</sup> me to learn ~~the~~ the basic grammar*

5. Rate your overall experience of the course.

*8/10*

6. Suggestions, if any

*please conduct effective classes like this once in a year.*

