

Bachelor of Education (B.Ed.)

**Title of the Course: EPC 2: Understanding Communication
(Semester: I)**

Credits: 2
MM: 50 (External: 35 Internal: 15)
Contact Week 15

Introduction of the Course

The course on Understanding Communication intends to develop a deep understanding of the fundamentals of communication. It aims to improve communication skills by developing the communication skillset. It focuses on various dimensions of communication skills needed by educators in a variety of contexts.

Learning Outcomes

After completion of the course, students will be able to:

1. Effectively understand the purpose of verbal and non-verbal communication
2. Communicate effectively with coherence and relevance in speech and writing
3. Become proficient in presenting a topic using technology
4. Reflect and raise relevant questions in different situations
5. Effectively communicate the intent and content with concerned stakeholders.

Number of Units: 4


Weeks 15 = 30 hours

Unit I: Communication

(3 weeks = 6 hours)

- Fundamentals of Communication
- Principles of effective communication
- 7 C's of communication
- Forms of communication- one to one, informal and formal

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- Barriers to effective communication
- Communication as a factor in institutional ethos – improving one’s own language proficiency in oral and written modes, language and ethics.

Unit 2: Non-Verbal Communication

(3 weeks = 6 hours)

- Body language, eye contact, gesture, facial expression in order to effectively respond to the needs of learners and the situation.
- Proxemics
- Haptic communication: notion of good touch and bad touch
- Paying attention to non-verbal cues
- Critical discussion on the cultural contexts and the need to evolve professional communication at the workspace.

Unit 3: Enhancing Communication Skills

(6 weeks = 12 hours)

- Developing LSRW skills- difference between listening and speaking, effective listening, Pronunciation and accent, Speech drills, Stress and intonation, reading comprehension, process of writing, writing minutes, letters and reports, writing about research
- Resume writing, Email writing,
- Interview
- Video conferencing

Unit 4: Presentation Skills

(3 weeks = 6 hours)

- Social communication skill: dialogue, negotiation, addressing stress and conflicts
- Building rapport; working as a team player
- Audience engagement
- Voice projection

Practicum/ Suggested Projects / Assignments (Any Two)

1. Develop an e- portfolio of your journey in B.Ed., while following the given steps.
 - Articulation of objectives of the portfolio
 - Planning the focal areas
 - Preparation: Learning aspects and use of technology
 - Execution
 - Presentation and evaluation.

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2. Activities to enhance listening and speaking
3. Simulation and role play on any topic
4. Story telling
5. Newspaper reading
6. Book review
7. CV writing
8. Mock interview session

Note: On the basis of the above, the teacher may design his/her own relevant projects/ assignments.

Essential/ Recommended Readings

- Barker, A. (2011) Improve your communication skills. London: Kogan Page.
- Comfort, J. (1994). *Speaking effectively*. Cambridge
- Hargie, O. (2006) *The Handbook of Communication Skills*. 3rd edn. London: Routledge.
- Krishnaswamy N. & Sriraman, T. (). *Creative English for communication*. Laxmi Publication
- Sethi, A & Adhikari, B. (2019). *Business Communication*. Tata McGraw Hill
- Taylor, G. (2004). *English Conversation practice*. McGraw Hill
- Withrow, J. (1984). *Effective writing*. Cambridge
- Worth, R. (2007) *Communication skills*. New York: Ferguson.
- A code of professional ethics for the communication scholar/teacher adopted by the NCA legislative council Retrieved from https://www.natcom.org/sites/default/files/pages/1999_Public_Statements_A_Code_of_Professional_Ethics_for_%20the_Communication_Scholar_Teacher_November.pdf

Additional Readings

- Gargiulo, T.L. (2007) *Once upon a time: Using story-based activities to develop breakthrough Communication skills*. San Francisco, CA: Wiley.
- Kumar Gyanender (Sep-Oct. 2020) *Vividhrupini Hindi Bhasha: Sanikshatmak Vimarsh, Bhasha (Research Journal- Bhasha)*, Kendriy Hindi Nisheshalay, MHRD (Bharat Sarkar).
- Kumar. Gyanender (June 2020) *Sanskrit Bhasha men Dhvani Vigayn: Paniniya shiksha sutra ke sandrabh men (Research Journal- Shodha Pragy)* U.S.V.V University Haridwar
- Rivers, D. (2005) *The Seven Challenges: A Workbook and Reader About Communicating More Cooperatively*. 3rd edn. Santa Barbara, California: Human Development Books.

Teaching Learning Process

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The course will be taught through interactive pedagogic methods such as classroom discussion, debates, film discussions, critical media analysis, collaborative learning tasks which enhance reading comprehension of core writings in the area and innovative projects. Reflective expression and learning will be encouraged.

Assessment Method

The assessment will be formative in nature and will factor in student participation. Individual and group tasks and assignments will be given.

Key words: Communications, verbal skills, Presentation skills,



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