

MAMCD 305 Communication Skills

Open Educational Resources

1. Communication in the Real World - An Introduction to Communication Studies

Topics covered: interpersonal skills, team working, negotiation skills, communication skills, time-management, stress management, What is communication - definition, meaning and what makes communication important? Communication process - channels of communication - formal and informal communication network - Body languages in communication - physical, perceptual, emotional, cultural, language, gender barriers, interpersonal barriers - Barriers can also be - Barrier on the part of sender and Receiver - Tips for effective communication - conversation tips - Points to be kept in mind while communicating with others - What is Presentation? Tips for powerful presentation - Art of Public speaking - importance and Benefits of Public Speaking - Public Speaking tips - Overcoming fear of public speaking

[Available here](#)

2. Soft Skills

Topics covered: What are soft skills? Importance of soft skills. Attributes regarded as soft skills - interpersonal skills, team working, negotiation skills, communication skills, time-management, stress management. Soft skills - social thinking and negotiating. Identification and execution and improvement of soft skills. Soft skills training and practicing soft skills.

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3. Communication Skills

Topics covered: Improving perception: introduction - meaning - factors influencing perception - perceptual process - improving perception - perception and its application.

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