

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**

## **M.Sc. (Biotechnology) (Five Years Integrated)**

### **Semester - I**

**IBT: 105**

**Course Title: Communication Skill**

#### **Unit-I (8 hrs.)**

Introduction:

Spoken and conversational skills for greetings, requests, invitations, permissions, thanks etc.

Paragraph development

Vocabulary Development

#### **Unit-II (8 hrs.)**

Reading Skills:

Model reading to learn-P.S.O.R

Reading tactics and strategies

Reading purpose and meaning

Reading outcomes structure of meaning technique

#### **Unit-III (8 hrs.)**

Written Skills:

Guidelines for effective writing

Writing styles for application

Personal resume

Business letter and memo including requests, complains asking questions

Technical report writing

Development story iron given points

#### **Unit-IV (8 hrs.)**

Listening Skills:

Barriers to listening

Effective listening skills

Feedback skills

Attending telephone calls

Note taking

#### **Unit – V (8 hrs.)**

Speaking and discussion Skills:

Componenet of effective talk/presentation

Planning of content of a talk/presentation

Use pf visual aids

Effective speaking skills

Discussion skills

**Main Reading:**

1. Handbook of Practical communication skill – Chrisle W. – Jaico
2. Basic Managerial Skills for all – S.J.MaGrath – Prentice Hall-India

**Supplementary Readings:**

1. Reading to learn -Sheil Smith & Thomal M.Mothuen
- 2.Communication Conceration Practice – Tata McGraw Hill
- 3.Communication in English R.P.Bhatnagar & R.T.Bell – Orient Longman
- 4.Good English G II Vallins – Rupa & Co
- 5.Let’s Talk English M.I.Joshi
- 6.Essentials of Business Communication Pat & Sons S.Chand