New Syllabus as per NEP-2020 for 4 years Major and
3 years MDC Programme of University of Calcutta

COMMUNICATION SKILL

University of Calcutta • 1st Semester

4 Years BA Major—Education EDC/H/SEC/1/1 (1st Sem)
3 Years BA MDC—Education EDC/MD/SEC (1st/2nd/3rd Sem)

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Syllabus

University of Calcutta

4 Years BA Major—Education EDC/H/SEC/1/1 (1st Sem)
3 Years BA MDC—Education EDC/MD/SEC (1st/2nd/3rd Sem)

COMMUNICATION SKILL

Unit-1: *Introduction to Communication*

- Meaning, Nature and Types of Communication.
- Principles of Communication.
- Process of Communication: Sender, Encoding, Recipient, Decoding and Feedback.
- Barriers of effective Communication.

Unit-2: *Listening Skills*

- Principles of Listening Skills.
- Types of Listeners.
- Barriers to Listening.

Unit-3: *Speaking Skills*

- Verbal and Non-verbal Communication.
- Public Speaking: Extempore.
- Group Discussion.

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