

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Brochure

**LANGUAGE &
COMMUNICATION
SKILLS**

Session 2020-21

PREFACE

Strong communication abilities are widely accepted as being necessary for both students and professionals to thrive in their respective industries. Globally, there is a huge demand for high-quality English education because of the growing importance of being able to communicate effectively in it. Poor communication skills are a contributing factor in both attrition and the undereducated labor that today's firms face. An Engineer, a graduate, or an undergrad must all speak in English somewhere in the contemporary environment. But, their bad English causes them to fall short. Such corporate remarks and upsetting tales of Indian graduates without jobs should serve as a wake-up signal to both students and educational institutions.

Baba Farid College of Engineering & Technology's School of Skill Development (SSD) emphasizes developing an internationally common mode of conversing in the form of English Language Training in order to lessen the impact of this gap and take into account the need for effective communication skills, which is a prerequisite for being job ready in both the corporate and public sectors. The capacity to express one's ideas clearly and concisely through language is a crucial component of effective communication.

Reading and writing are just one aspect of communication. It involves selecting the appropriate message for the target audience. By preventing confusion and resolving problems, an effective communicator can carry out occupations or tasks more efficiently. Regardless of the specialization we have chosen, having effective communication skills increases our employability. Our efforts to provide language trainings heavily rely on phonetics and grammatical knowledge.

OBJECTIVES

1. To offer guidance for business communication abilities in writing
2. Get knowledge of the interpersonal communication process.
2. Develop your capacity for listening, observation, and problem-solving
3. Achieve functional competency in speaking, writing, listening, and reading.
4. Interpret, decode, and evaluate real writings from various genres.
5. To achieve functional proficiency when speaking in English.

MODULES

PRONUNCIATION AND FLUENCY

The SSD places a strong emphasis on helping students gain better English pronunciation and fluency. We are able to properly communicate thanks to this ability. These abilities enable the speaker to make his point in a passionate, considerate, and persuasive way.

WRITING EMAILS AND COMPREHENSION

Writing skills are the skills that give us the ability to communicate in writing effectively. These skills allow the student to convey his / her message in a passionate, thoughtful and convincing manner in writing.

The School of Skill Development teaches report /email/ letter writing.

DEBATES & DECLAMATION

School of Skill Development would motivate students to Public speaking and for that various activities would be held. Debate is a formal discussion on a specific topic, where individuals present views in favour or in against the topic of the debate. Declamation reveals the ideals and a particular point of view of the speaker.

NON VERBAL COMMUNICATION

A key component of good communication is nonverbal communication. The pupils at the School of Skill Development would receive instruction in nonverbal communication, which includes body language, gestures, and postures, among other things.

GROUP DISCUSSIONS

In a group discussion, individuals can express their ideas and opinions to one another in a communicative setting. Students will be given guidelines by the School of Skill Development for an organised discussion about a subject, issue, problem, or scenario among group members who have similar goals.

DATE OF COMMENCEMENT

21st August, 2020

CO-ORDINATOR

Mr. Harinder Pal Singh Gill

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