

# **BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY**

**Brochure**

## **LANGUAGE & COMMUNICATION SKILLS**

**Session 2021-22**

It is well acknowledged that having strong communication skills is essential for both students and professionals to succeed in their respective fields. There is a great need for high-quality English teaching and learning globally due to the ever-increasing requirement for effective communication skills in the language. Today's Corporate is troubled by untrained manpower and attrition for which reason again is a lack of communication skills. In the current scenario whether an individual is an Engineer, a graduate or an undergraduate everybody needs to communicate in English somewhere. But they fall short as they are lacking in English language. Such is the feedback from corporate and alarming reports of unemployable Indian graduates come as an eye opener for both, the students & the 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. An important aspect of being an effective communicator is the linguistic ability of an individual to convey his thoughts in a simplified manner.

Communication is more than reading and writing. It's about choosing the relevant message according to the target audience. An effective communicator can perform jobs/tasks better through avoiding confusion and by resolving conflicts. Effective communication skills make us employable, regardless of the specialization we have chosen. Phonetics and grammatical skills act as major contributors in our bid to impart language trainings.

# OBJECTIVES

1. 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. Achieve functional proficiency while communicating in English.
5. To provide guidelines for writing business and communication skills.

# MODULES

## **IMPROVING PRONUNCIATION AND FLUENCY IN ENGLISH**

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

## **LEARNING GRAMMAR SKILLS**

Since it sounds complete, many individuals can tell whether a group of words is a logical phrase. A grammatical mistake will cause the statement to read incorrectly. Students will receive guidance from the School of Skill Development on how to express themselves effectively using grammar.

## **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.

## **LEARNING EMAIL ETIQUETTES**

Email etiquette refers to the principles of behaviour that one should use when writing or answering email messages. It is also known as the code of conduct for email communication. The School of Skill Development understands the need for this skill and imparts this to students.

## **DEBATES & DECLAMATIONS**

The 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. Declamations reveals the ideals and a particular point of view of the speaker.

## DATE OF COMMENCEMENT

25<sup>th</sup> August, 2021

## CO-ORDINATOR

Ms. Amanpreet Kaur

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## OUTCOMES

1. Pupils who practice public speaking will grow more self-assured as people.
2. Improvement in performance on written assignments.
3. Display creative and critical thinking.
4. Demonstrate proficiency in written, verbal, and visual communication.
5. Speak in an ethical manner.