

FAZLANI AISHABAI & HAJI ABDUL LATIF CHARITABLE TRUST'S



AISHABAI COLLEGE OF EDUCATION
ORGANIZES



ONLINE MASTERY IN COMMUNICATION SKILLS AND LANGUAGE DEVELOPMENT

*13th October 2020
to
31st October 2020*

*Venue
Online*

Resource Person
Asha K.

Principal
Harsha Merchant

Online Mastery in Communication Skills and Language Development

Course Objectives:

- Develop effective verbal and non-verbal communication skills.
- Improve language proficiency, including grammar, vocabulary, and pronunciation.
- Enhance listening and speaking abilities for better interpersonal communication.
- Build confidence in public speaking and presentations.
- Learn strategies for effective written communication.

Course Structure:

The course is divided into six modules, each consisting of five hours of instruction, practice, and activities.

Module 1: Introduction to Communication

- **Session 1 (1 Hour):** Understanding Communication - The Process, Types, and Importance
- **Session 2 (1 Hour):** Barriers to Effective Communication and How to Overcome Them
- **Session 3 (1 Hour):** The Role of Non-Verbal Communication (Body Language, Eye Contact, etc.)
- **Session 4 (1 Hour):** Listening Skills - Techniques and Importance
- **Session 5 (1 Hour):** Self-Assessment of Communication Skills

Module 2: Language Proficiency

- **Session 1 (1 Hour):** Basics of Grammar and Sentence Structure
- **Session 2 (1 Hour):** Expanding Vocabulary - Techniques and Practice
- **Session 3 (1 Hour):** Pronunciation and Accent Neutralization
- **Session 4 (1 Hour):** Practice Exercises in Grammar and Vocabulary
- **Session 5 (1 Hour):** Feedback and Improvement Strategies

Module 3: Verbal Communication Skills

- **Session 1 (1 Hour):** The Art of Conversation - Engaging and Maintaining Discussions
- **Session 2 (1 Hour):** Asking Questions and Active Listening
- **Session 3 (1 Hour):** Expressing Opinions and Persuasion Techniques
- **Session 4 (1 Hour):** Role-Playing Exercises to Practice Conversations
- **Session 5 (1 Hour):** Peer Feedback and Reflection

Module 4: Non-Verbal Communication Skills

- **Session 1 (1 Hour):** Understanding and Using Body Language
- **Session 2 (1 Hour):** The Role of Facial Expressions and Gestures
- **Session 3 (1 Hour):** Building Confidence Through Posture and Eye Contact
- **Session 4 (1 Hour):** Practicing Non-Verbal Communication in Different Scenarios
- **Session 5 (1 Hour):** Group Activities and Peer Review

Module 5: Public Speaking and Presentations

- **Session 1 (1 Hour):** Overcoming Stage Fright and Building Confidence
- **Session 2 (1 Hour):** Structuring Your Speech or Presentation
- **Session 3 (1 Hour):** Using Visual Aids Effectively
- **Session 4 (1 Hour):** Practice Sessions for Public Speaking
- **Session 5 (1 Hour):** Feedback and Performance Review

Module 6: Effective Written Communication

- **Session 1 (1 Hour):** Writing Emails, Reports, and Professional Documents
- **Session 2 (1 Hour):** Understanding the Tone and Style of Writing
- **Session 3 (1 Hour):** Editing and Proofreading Techniques
- **Session 4 (1 Hour):** Writing Exercises and Peer Reviews
- **Session 5 (1 Hour):** Final Assessment and Improvement Plan

Assessment and Evaluation:

- **Quizzes:** After each module, a short quiz to assess understanding.

- **Assignments:** Written and verbal assignments throughout the course.
- **Final Project:** A comprehensive project involving a presentation and written report.
- **Participation:** Active participation in role-plays, discussions, and group activities.

Resources and Materials:

- Course handouts and reading materials.
- Access to online language development tools.
- Videos and podcasts for listening practice.
- Practice exercises and worksheets.

Certification:

Participants who successfully complete the course will receive a certification of completion, highlighting their proficiency in communication skills and language development.