

CAREER DEVELOPMENT CENTRE



Date: 27th January 2023.

Subject: Enhance your Communication Skills (Session-Even-2022-23)

Attention: Registered Students of B.Pharm (6th Semester)

VAT - 27

The above students are hereby informed that, Career Development Centre, DIT University is commencing in-house batch for “Business Communication Skills” (skills include Interview techniques, Mock Interviews and Do’s and Don’ts of Group Discussion) from **7th February 2023**. The course targets the skills involved to build rapport, develop relationships and feel comfortable and confident around others.

NOTE: In case of any query please contact at cdc@dituniversity.edu.in (Career Development Centre, DIT University).

Career Services Cetr
DIT University, Dehradun
Mr. Saurav Badoni
In charge- CDC

To:

- All Deans / Directors
 - HoDs
 - Head CDC
- } With the request to bring the above
to the notice of the students

Copy to:

- Chairman
 - Chancellor
 - Vice Chancellor
 - Pro Vice Chancellor
 - ICT Manager – to upload on website
- } For information please

VAT-27: Enhance Your Communication Skills

Venue: Chanakya Seminar Hall | **Duration:** 40 Hrs (7th February 2022 to 23rd April 2022).

The training on Business Communication Skills was conducted for students of Bachelor of Pharmacy program (6th Semester), the targeted students for the training were those who had to be skilled for Interview and Group Discussion Techniques important for their placement process. It was conducted by the **School of Pharmaceutical and Population Health Informatics**, the coordinator for the training was **Mrs. Jasneet Kohli (Career Development Centre- DIT University)**.

Objective of Training:

- Communicate clearly and get their message across
- Encourage others to open up and speak freely with them
- Communicate confidently with people at all levels
- Cope with difficult communication situations

Requirements:

- Listening with attention and focus
- Asking insightful questions

Overview of the Training Course:

- Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and

empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media.

- Being able to communicate effectively is a cornerstone to building positive working relationships; it will enable you to build rapport, develop relationships and feel comfortable and confident around others. People who can communicate effectively are great at getting others to open up and discuss feelings and emotions. They are able to respond appropriately during difficult conversations and feel less pressure when communicating with superiors and peers.
- Being able to get your message across is an essential tool every successful business professional needs. This course presents key communication principles that will enable you to communicate more clearly and confidently. The course focuses on how to listen carefully, ask insightful questions, be assertive, and interpret non-verbal signals. Participants will leave with the ability to combine voice tone, body language, and appropriate language into a clear, effective message.

Intended for:

The course provides comprehensive communication skills training to make your life easy. Putting it all into Practice – A chance to develop and practice the skills of communication whilst further exploring three key topics of communication.

Effective communication skills are the cornerstone to success in the business world today. Every job, no matter what it is, requires excellent communication capabilities. Therefore, these training course materials are suitable for everyone in any role.

Course Outline:

Module-I The elements of Communication (15 hours)

- 1.1 The importance of communication through English at the present time
- 1.2 The process of communication and factors that influence communication sender, receiver, channel, code, topic, message, context, feedback, noise, filters & barriers
- 1.3 The importance of audience and purpose
- 1.4 The information gap principle: given and new information, information overload

- 1.5 Verbal and non-verbal communication: body language
- 1.6 Comparing general communication and business communication

Module-II The sounds of English (15 hours)

- 2.1 Vowels, diphthongs, consonants, consonant clusters
- 2.2 The International Phonetic Alphabet (IPA): Phonemic transcription
- 2.3 Problem Sounds
- 2.4 Syllable division and word stress
- 2.5 Sentence rhythm and weak forms
- 2.6 Contrastive stress in sentences to highlight different words
- 2.7 Intonation: Falling, rising and falling-rising tones
- 2.8 Varieties of Spoken English: Standard Indian, American and British

Module- III Review of English grammar (12 hours)

- 3.1 Static and Dynamic Verbs
- 3.2 The auxiliary system: finite and non-finite verbs
- 3.3 Time, tense and aspect
- 3.4 Voice: Active and passive
- 3.5 Modality
- 3.6 Negation

The learning outcome of the training course material:

Understanding Communication – A chance for participants to establish their view of what communication means and perhaps more importantly, what it means to them. Participants will then review the three main components of communication; verbal, para-verbal and non-verbal.

Communication Styles – Participants will explore their own communication styles and establish the positive and negative aspects of these preferences and what that means when communicating.

Communication Attitude – Reviewing the aspects of communication attitudes that can be portrayed – aggressive, assertive, passive and passive aggressive.

Communicate Confidently – Focusing on what makes people confident communicators, understanding what their own communication strengths are and acknowledging when to apply them.

Active Listening – Identifying the benefits of active listening and practicing the skill with colleagues.

Clarifying and Questioning – A review of the different types of questioning and clarifying that can be used. Understanding the purpose of alternative questioning approaches, applying them to different scenarios and explaining how and why they are used.

Non-Verbal communication – Establishing the impact of non-verbal communication. How to read it and how to improve their own. This includes, facial expressions, body language, gestures, personal space and touching.

Getting Your Message Across – Helping to ensure others understand you, what makes communication become confused and how to use the ‘headline’ approach to structure an effective message. Looking at what they say, how they say it and focusing on the needs of the person receiving the message.

Difficult Communication – A provision of clear guidelines and advice on what to do when communication does not go smoothly, how to manage criticism and give criticism whilst remaining constructive and positive.

Value added course Details (Academic Year: 2022-23)

VAT Course Name: Enhance your Communication skills

VAT Code: VAT 27

Duration in Hours: 40

Number of Students Enrolled: 96

Number of Students Completed:95

Grades:**G= GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw**

Student ID	Student Name	Program/Course	Passing Grade
190921049	SUMIT BHATT	Bachelor of Pharmacy	G
190921055	CHANDAN KUMAR	Bachelor of Pharmacy	S
200921021	ANUJ KUMAR SINGH	Bachelor of Pharmacy	S
200921018	MOHAMMAD ABU BAKR	Bachelor of Pharmacy	S
200921019	SHUBHANKAR KUMAR	Bachelor of Pharmacy	G
200921015	HIMANSHU RANJAN	Bachelor of Pharmacy	S
200921014	UTSAV RAJ	Bachelor of Pharmacy	S
200921016	RAKSHA GURURANI	Bachelor of Pharmacy	S
200921013	TRISHIR SHARMA	Bachelor of Pharmacy	G
200921010	PRITHA DALAPATI	Bachelor of Pharmacy	S
200921011	VINAY PANDEY	Bachelor of Pharmacy	S
200921012	UTKARSH SRIVASTAVA	Bachelor of Pharmacy	S
200921070	AKANSHA PUNDIR	Bachelor of Pharmacy	G
200921030	PUJA SHAH	Bachelor of Pharmacy	S
200921069	AVANTIKA PUNDIR	Bachelor of Pharmacy	S
200921017	NEHAL NAGARKOTI	Bachelor of Pharmacy	S
200921043	ANMOL THAPA THAPA	Bachelor of Pharmacy	G
200921003	RATIKA YADAV	Bachelor of Pharmacy	S
200921008	HITANSHI YADAV	Bachelor of Pharmacy	S
200921022	STUTI SINGH	Bachelor of Pharmacy	S
200921023	ABJIT SAH	Bachelor of Pharmacy	G
200921002	LAKSHAY SHARMA	Bachelor of Pharmacy	S
200921009	ANUGRAH A. MASIH	Bachelor of Pharmacy	S
200921001	KARAN NEGI	Bachelor of Pharmacy	S
200921005	MBARA NJIE	Bachelor of Pharmacy	G
200921006	DANISH SIDDIQUI	Bachelor of Pharmacy	S
200921004	RATNESH KUMAR YADAV	Bachelor of Pharmacy	S
200921007	ARYAN THAPLI	Bachelor of Pharmacy	S
200921040	SAMEER PATEL	Bachelor of Pharmacy	G
200921042	MANREET KAUR	Bachelor of Pharmacy	S
200921024	MAHAK SAWAN	Bachelor of Pharmacy	S
200921028	ADITI TIWARI	Bachelor of Pharmacy	S
200921027	ATHAR KHAN	Bachelor of Pharmacy	G
200921051	KAVITA RAWAT	Bachelor of Pharmacy	S
200921026	HIMANSHU PANDEY	Bachelor of Pharmacy	S
200921039	ADARSH KUMAR	Bachelor of Pharmacy	S
200921038	ABHISHEK BHOURIYAL	Bachelor of Pharmacy	G
200921029	YASHIKA TYAGI	Bachelor of Pharmacy	S
200921078	MANISH KUMAR YADAV	Bachelor of Pharmacy	S
200921032	BHARAT KUMAR	Bachelor of Pharmacy	S
200921036	SHAH HUSSAIN	Bachelor of Pharmacy	G
200921087	AAKASH KUMAR JHA	Bachelor of Pharmacy	S

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200921095	PREM KUMAR THAKUR	Bachelor of Pharmacy	S
200921037	CHRISTINE ANNA ANIL	Bachelor of Pharmacy	S
200921031	RAJNEESH SHARMA	Bachelor of Pharmacy	G
200921033	NAMITA ARORA	Bachelor of Pharmacy	S
200921041	BISHWJEET PRATAP SAH	Bachelor of Pharmacy	S
200921081	PRIYANKA KUMARI GUPTA	Bachelor of Pharmacy	S
200921098	RAHUL SAH	Bachelor of Pharmacy	G
200921035	SHAHBAZ ANWAR	Bachelor of Pharmacy	S
200921034	ARYAN MALIK	Bachelor of Pharmacy	S
200921090	KESHAB KUMAR SINGH	Bachelor of Pharmacy	S
200921060	MOHD. ANAS FIROZ	Bachelor of Pharmacy	G
200921065	SATYAM KUMAR SINGH	Bachelor of Pharmacy	S
200921082	PRASHANT KUMAR SARRAF	Bachelor of Pharmacy	S
200921091	RAGHBENDRA KUMAR YADAV	Bachelor of Pharmacy	S
200921096	SAURAV BACHHAR	Bachelor of Pharmacy	G
200921080	SIBANI PODDAR	Bachelor of Pharmacy	S
200921044	TUSHAR PAL	Bachelor of Pharmacy	S
200921077	SIDDHANT RANDHAWA	Bachelor of Pharmacy	S
200921093	PRATIK KUMAR	Bachelor of Pharmacy	G
200921046	KAUSTUBH RANJAN	Bachelor of Pharmacy	S
200921048	MD.SAJJAD ALAM	Bachelor of Pharmacy	S
200921079	ROHIT RAJ	Bachelor of Pharmacy	S
200921058	AISHWARYA SRIVASTAVA	Bachelor of Pharmacy	G
200921061	VIVEK TAMTA	Bachelor of Pharmacy	S
200921083	ABHAY KUMAR	Bachelor of Pharmacy	S
200921075	SUBISH GUPTA	Bachelor of Pharmacy	S
200921085	RACHITA GABA	Bachelor of Pharmacy	G
200921057	ABHISHEK KUMAR	Bachelor of Pharmacy	S
200921052	NISHITA SHARMA	Bachelor of Pharmacy	S
200921073	GAUTAM SINGH	Bachelor of Pharmacy	S
200921053	ANUBHAV KASHYAP	Bachelor of Pharmacy	G
200921056	ASHISH SINGH	Bachelor of Pharmacy	S
200921050	GAURANGI NAITHANI	Bachelor of Pharmacy	S
200921054	DEEPANSHU BHAN	Bachelor of Pharmacy	S
200921062	AAMIR QUISHER	Bachelor of Pharmacy	G
200921063	PRASHANT RANJAN	Bachelor of Pharmacy	S
200921059	ASHUTOSH KAINTHOLA	Bachelor of Pharmacy	S
200921072	PARUL VIDYARTHY	Bachelor of Pharmacy	S
200921064	RAHUL ADHIKARI	Bachelor of Pharmacy	G
200921099	MUDIT SINGH PAYAL	Bachelor of Pharmacy	P
200921088	MOHD. ASHIF ALI	Bachelor of Pharmacy	S
200921071	ANUSHKA	Bachelor of Pharmacy	S
200921066	SIMRAN JAISWAL	Bachelor of Pharmacy	G
200921067	AUSAF HUSSAIN	Bachelor of Pharmacy	S
200921097	SAURAV KUMAR ADHIKARI	Bachelor of Pharmacy	S
200921089	DEEPAK SINGH	Bachelor of Pharmacy	S
200921074	HARSH DHIMAN	Bachelor of Pharmacy	G
200921100	ROHAN DHAKAL	Bachelor of Pharmacy	S
200921076	MADHUR DHINGRA	Bachelor of Pharmacy	S
200921094	ABHISEKH SAH	Bachelor of Pharmacy	S
210921900	PRITESH KHOLIA	Bachelor of Pharmacy	G
210921903	AMAN KUMAR	Bachelor of Pharmacy	S
210921905	MUKUL AWASTHI	Bachelor of Pharmacy	S
210921906	ANKIT AWASTHI	Bachelor of Pharmacy	S