

CAREER DEVELOPMENT CENTRE



Date: 20th January 2021

VAT 27: Enhance your Communication Skills (Session-Even-2020-21)

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

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 4th February 2021. The course targets the skills involved to build rapport, develop relationships and feel comfortable and confident around others.

NOTE:

1. The training will run in online mode (till further notice) on MS Team. Students will be assigned batch (as per the schedule) and will be added to their respective MS Teams.
2. It is suggested to all the above-mentioned students to attend the training (detailed schedule will be shared in your respective batch on MS Team).
3. The Department concerned shall notify the details about timings and MS Team batch of the training sessions. In case of any query please contact the Career Development Centre, DIT University.

Mr. Gaurav Singh

Head - CDC

Career Development Cell
DIT University, Dehradun

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

Registrar
DIT University, Dehradun

VAT-27: Enhance Your Communication Skills (Online- MS Team)

Platform: Online MS Team | **Duration:** 40 Hrs (4th February 2021 to 28th April 2021)

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



Registrar
DIT University, Dehradun

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


Registrar
DIT University, Dehradun

- 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

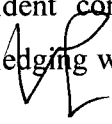
The learning outcome of the training course material:

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.


Registrar
DIT University, Dehradun

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.



Registrar
DIT University, Dehradun

Annexure - II

Value added course Details (Academic Year: 2020-21)

VAT Course Name: Enhance your Communication skills

VAT Code: VAT 27

Duration in Hours: 40

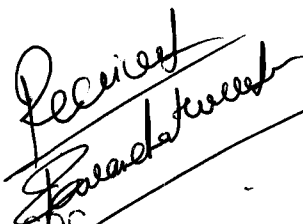
Number of Students Enrolled: 64

Number of Students Completed: 62

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

Student ID	Student Name	Program/Course	Year	Passing Grade
180921004	TARUN KUMAR	BPharm	3rd Year	G
180921002	NAND KISHOR	BPharm	3rd Year	G
180921043	SHAHROUKH KHAN	BPharm	3rd Year	S
180921062	PRAKASH KUMAR GUPTA	BPharm	3rd Year	S
160921031	MADHURJYA BORA	BPharm	3rd Year	G
190921903	SURAJ KUMAR SINGH	BPharm	3rd Year	S
180921009	UJJAWAL KAKRAN	BPharm	3rd Year	S
180921003	SAPTARSHI DUTTA	BPharm	3rd Year	G
180921040	UTKARSH .	BPharm	3rd Year	G
180921027	PRASHANT KUMAR	BPharm	3rd Year	S
180921061	HIMANSHI CHAUHAN	BPharm	3rd Year	P
190921902	VISHAL SINGH	BPharm	3rd Year	S
180921047	YASH BHATT	BPharm	3rd Year	G
180921056	GULSHAN KUMAR SINGH	BPharm	3rd Year	G
170921017	DIBYA DARSHAN KASHYAP	BPharm	3rd Year	S
180921011	AROHI SAXENA	BPharm	3rd Year	S
190921906	NEERAJ JOSHI	BPharm	3rd Year	G
180921015	MANSI SINGHAL	BPharm	3rd Year	G
180921044	ANISH KUMAR	BPharm	3rd Year	S
180921052	VISHAL KUMAR	BPharm	3rd Year	S
180921037	SHUBH SINGHAL	BPharm	3rd Year	G
180921010	PRAJVAAL .	BPharm	3rd Year	S
180921008	PRADEEP KUMAR	BPharm	3rd Year	S
170921011	ANURAG MISHRA	BPharm	3rd Year	G
180921046	SANJANA RAJ	BPharm	3rd Year	G
180921048	SAURABH .	BPharm	3rd Year	S
180921035	SANJANA CHAMOLI	BPharm	3rd Year	S
180921054	MUNAL KUMAR	BPharm	3rd Year	P
180921053	RITESH KUMAR	BPharm	3rd Year	G
180921042	PRASHANT KUMAR	BPharm	3rd Year	S
180921050	AMAN VERMA	BPharm	3rd Year	S
180921055	YASHODHAR CHAUDHARY	BPharm	3rd Year	G
180921017	NAMAN KULSHRESTHA	BPharm	3rd Year	G
180921001	SHEETAL DHULL	BPharm	3rd Year	S
180921028	SHAGUN ARORA	BPharm	3rd Year	S
190921900	SHIVANK SHARMA	BPharm	3rd Year	G
180921025	SUYASH TRIVEDI	BPharm	3rd Year	S
190921901	ANUSHKA .	BPharm	3rd Year	S
180921020	ASHWANI PUNDIR	BPharm	3rd Year	G


 Registrar
 DIT University, Dehradun


 Career Development Cell
 DIT University, Dehradun

180921060	SHREYA SHARMA	BPharm	3rd Year	G
180921021	PIYUSH SAINI	BPharm	3rd Year	S
180921034	VISHAL PANJWANI	BPharm	3rd Year	S
180921039	SHIVANGI SINGH	BPharm	3rd Year	G
180921045	BHARTI JANGRA	BPharm	3rd Year	G
18P277050	AAKASH SAINI	BPharm	3rd Year	G
180921006	SAMARDEEP SINGH RAWAT	BPharm	3rd Year	S
180921038	RITIK .	BPharm	3rd Year	S
180921014	MOHD ARSH FIROZ	BPharm	3rd Year	G
180921029	SUDHANSHU PANWAR	BPharm	3rd Year	S
190921905	KARISHMA CHAUHAN	BPharm	3rd Year	S
180921005	ABHINAV GUPTA	BPharm	3rd Year	G
180921026	PRANAV PRAKASH	BPharm	3rd Year	G
180921007	SUMERA SHAMIM	BPharm	3rd Year	S
180921058	ROHIT DHIMAN	BPharm	3rd Year	S
180921024	RITIK VERMA	BPharm	3rd Year	S
180921051	MUKUL PAL	BPharm	3rd Year	G
190921904	ARJUN SINGH RANA	BPharm	3rd Year	G
180921030	GURPREET SINGH	BPharm	3rd Year	S
180921013	MOHD SHAZEB .	BPharm	3rd Year	S
180921057	HARSH SINGH	BPharm	3rd Year	G
180921018	NOMAN SHAREEF	BPharm	3rd Year	G
180921031	AMIT JOSHI	BPharm	3rd Year	S
180921019	CHIRAG RAWAT	BPharm	3rd Year	S
180921016	ROHIT KUMAR	BPharm	3rd Year	G


 Registrar
 BIT University, Dehradun