

101009/EN100F BUSINESS COMMUNICATION AND VALUE SCIENCE I**Course Contents and Lecture Schedule**

NO.	TOPICS	HOURS
MODULE 1 (5 hours)		
1	Overview of communication, Business communication	1
2	Self-awareness, identity and body awareness	2
3	Stress management	2
MODULE II (11 hours)		
4	Essential Grammar – I: Refresher on Parts of Speech, Tenses: Applications of tenses in Functional Grammar, Sentence formation (general & Technical), Common errors, Voices	4
5	Communication Skills: Barriers of communication, Effective communication, Types of communication- verbal and non – verbal – Role-play based learning, Importance of Questioning	3
6	Listening Skills: Law of nature- Importance of listening skills, Difference between listening and hearing, Types of listening.	2
7	Expressing self, connecting with emotions, visualizing and experiencing purpose	2
MODULE III (7 hours)		
8	Email writing: Formal and informal emails. Written Communication: Summary writing, story writing, CV.	2
9	Verbal communication: Pronunciation, clarity of speech, Vocabulary Enrichment: Exposure to words from General Service List (GSL) by	3

	West, Academic word list (AWL) technical specific terms related to the field of technology, phrases, idioms, significant abbreviations formal business vocabulary	
10	Life skill: working with rhythm and balance, colours, and teamwork	2
MODULE IV (7 hours)		
11	Introduction to life skills, Critical life skills, Multiple Intelligences,	2
12	Embracing diversity, Leadership, teamwork	2
13	Dealing with ambiguity, managing stress,	1
14	Motivating people, creativity, result orientation.	2