

Second year of Five Years integrated M. Sc. (Physics)  
M.Sc. - II, Semester-III  
MG 201 : Communication Skills - I

L	T	P	C
2	1	0	3

**Section – 1**

• **SPEAKING AND LISTENING SKILLS** (15 Hours)

**'TIGER'S EYE'**

1. Welcome to India
2. Starting Work
3. The Missing Bass
4. Tiger's Eye
5. The Conference
6. Revision
7. The Inspector Calls
8. Strictly Confidential
9. The Box of Books
10. Bad News, Good News
11. A Surprise Present
12. Revision
13. A Case Full of Books
14. Deep Water
15. Tyger, Tyger

**Section – 2**

• **SPEAKING, LISTENING & WRITING SKILLS** (15 Hours)

**1. EFFECTIVE PRESENTATION STRATEGIES**

- Defining purpose
- Analyzing Audience & Locale
- Organizing Contents
- Preparing an outline
- Visual aids
- Understanding Nuances of Delivery
- Kinesics
- Proxemics
- Paralinguistics
- Chronemics

**2. INTERVIEWS :**

- Types of interviews
- Answering Strategies
- Job Interviews
- Preinterview preparation

**3. GROUP COMMUNICATION**

- Group Discussion Strategies
- Group Interaction Strategies
- Organizational Group Discussion
- Group Discussion as part of a selection process.

**4. MEETING :**

- Purpose
- Procedure
- Participation
- Physical Arrangement.

## 5. SEMINAR & CONFERENCES

- Types of Discussion Groups
- Regulating Speech
- Conducting Seminars
- Organizing Conferences
- Evaluating Oral Presentation

**(Total Contact Time (Theory) : 30 Hours)**

---

### BOOKS RECOMMENDED:

1. **Lesikar, Raymond V. and Flatley, Marie E,** *Basic Business Communication skills for Empowering the Internet generation*, Tata McGraw Hill publishing company limited. New Delhi 2005
2. **Riordan, Daniel G. and Pauley, Steven E.,** *Technical Report Writing Today*, Biz tantra. New Delhi. 2006.
3. **Rizvi, M. A.,** *Effective Technical Communication* ,The McGraw Hill New Delhi, 2005
4. **Raman, Meenakshi and Sharma, Sangeetha,** *Technical Communication Principles and Practices*, Oxford University Press, New Delhi, 2008.
5. **Sudan, Amrit Singh, Kumar N.,** *Business Communication*, Anmol Publications Pvt. Ltd. New Delhi, 2003.