



VIJAYAM INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)

Sundararajapuram (V), G.D. Nellore, Opp. Heritage Dairy, Puttur Road,
Chittoor Dist-517125, Andhra Pradesh

Website: www.vijayamit.com Contact: 08572-236328

COMMUNICATION SKILLS

(I - YEAR I - SEMESTER)

| LECTURE | TOPIC |
|---------|--|
| 1 | Nouns & Pronouns |
| 2 | Pronouns & Adjectives |
| 3 | Activity |
| 4 | Conjunctions & Prepositions |
| 5 | Activity |
| 6 | Subject – Verb Agreement – 1 |
| 7 | Subject – Verb Agreement – 2 |
| 8 | Articles |
| 9 | Present Tense |
| 10 | Present Perfect Tense |
| 11 | Past & Past Continuous Tense |
| 12 | Past Perfect & Past Perfect Continuous Tense |
| 13 | Future Tense |
| 14 | Activity |
| 15 | 7c's Of Communication |
| 16 | Body Language |
| 17 | Public Speaking |
| 18 | Activity |
| 19 | Resume Writing |
| 20 | Activity |
| 21 | Activity |
| 22 | Greetings & Introduction |
| 23 | Vocabulary & Conversation |
| 24 | Telephone Conversation & Idioms |
| 25 | Telling Time & Giving Directions |
| 26 | Giving Advices & Talking About Apology |



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SOFTSKILLS

(I - YEAR II - SEMESTER)

| LECTURE | TOPIC |
|---------|---|
| 1 | Communication skills: The basics |
| 2 | Understanding the communicative environment |
| 3 | What to listen for and why |
| 4 | When to speak and how |
| 5 | Starting and sustaining a conversation |
| 6 | Presentation and interaction |
| 7 | What to present and how |
| 8 | Multimedia presentation: Understanding the basics |
| 9 | Communication styles & speaking in groups |
| 10 | Visual, nonverbal and aural communication |
| 11 | The world of visual culture & visual perception |
| 12 | The aural: Its relevance and impact |
| 13 | The body and the face, its expressions and what it says and communicates |
| 14 | Interpersonal communication: Individuals, groups and cultures |
| 15 | Building Relationships and understanding group dynamics |
| 16 | Groups, Conflicts and their Resolution |
| 17 | Social Network, Media and Extending Our Identities |
| 18 | Emotional and social skills |
| 19 | Developing key traits: Creativity, critical thinking and problem solving |
| 20 | Developing key traits: Motivation, persuasion, negotiation and leadership |
| 21 | Motivating oneself & Leadership and motivating others |
| 22 | The art of persuasion: From persuasion to negotiation |
| 23 | Essential and vocational skills: survival strategies |
| 24 | Managing time & Managing stress |
| 25 | Resilience & Work-life balance |
| 26 | Applying soft-skills to workplace |

