

# **GUJARAT TECHNOLOGICAL UNIVERSITY**

## **Syllabus for Bachelor of Interior Design**

### **SEMESTER-1**

**SUBJECT NAME – COMMUNICATION AND SKILLS**

**SUBJECT CODE – 1015108**

#### **EMPHASIS:**

The Art of communicating in English in the professional world.

Introduction to communication strategies and verbal /non-verbal communication, development of communication skills to improve professional expertise and empowering students to independently handle job applications, interviews and project presentations.

#### **CONTENT:**

Introduction to communication:

- Kinds of communication
- Importance and benefits of effective communication
- Components/Process of communication

Development of skills:

- Listening Skills
- Reading Skills
- Speaking Skills
- Writing Skills

Verbal communication:

- Linguistic Skills
- Face-to-face interaction
- Group interaction
- Presentation Skills
- Oral presentation and verbal interaction w.r.t. visual representations
- Use of technical terms in oral presentations
- Introduction to public speaking
- Job interviews

Written Communication:

- Grammar
- Beginning, composing and ending a message
- Resume and cover letter to resume
- Business letters
- Planning and writing documents/reports

Applications:

- Elocution
- Debate
- Group discussion
- Presentation/Technical seminar
- Extempore

**REFERENCES:**

- Communication Skills for Technical Students
- Krishna Mohan & Meera Banerji-Developing Communication Skills
- Bill Scott-Skills of Communicating