

NIRMA UNIVERSITY

Institute:	INSTITUTE OF LAW
Name of Programme:	B.B.A.,LL.B.(Hons.)
Course Code:	0FL001VA23
Course Title:	Skill Lab I - Communication Skills
Course Type:	Supplementary
Year of Introduction	2023-2024

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Course Learning Outcomes (CLO):

At the end of the course, students will be able to:

1. Demonstrate communication skills and writing skills (BL-2)
2. Build decision making ability in their personal and professional life (BL-3)
3. Develop cultural awareness (BL-3)
4. Develop adaptability and agility for their professional grooming (BL-3)
5. Interpret feedback in constructive manner (BL-2)

Teaching hours

Content:

Unit I

Communication Skills

- 1.1 Understanding basics
- 1.2 Planning your communication
- 1.3 Communication powerfully in writing
- 1.4 Communicating effectively face to face
- 1.5 Running productive meetings
- 1.6 Delivering great presentation

5 Hours

Unit II

Applying the seven stages of communications Source

- 2.1 Encoding
- 2.2 Channel
- 2.3 Decoding
- 2.4 Receiver
- 2.5 Feedback
- 2.6 Context

2 Hours

Unit III

How good are your communications skills?

- 3.1 Speaking,
- 3.2 Listening,
- 3.3 Writing,
- 3.4 Reading Effectively
- 3.5 The 7Cs of communication
- 3.6 10 common communication mistakes
- 3.7 How approachable are you?

2 Hours

Unit IV	Writing Skills	2 Hours
	4.1 Inverted Pyramid Writing, Summarize First, Explain Later	
	4.2 Writing reports	
	4.3 AIDA: Attention-Interest-Desire-Action	
	4.4 Inspiring Action With Your Writing	
	4.5 Writing a Blog	
	4.6 Exploring Ideas in Your Industry	
	4.7 Writing a Press Release	
	4.8 How to Get Noticed by the Media	
Unit V	5.1 Decision making model	4 Hours
	5.2 The vroom yetton model	
	5.3 The kepner-tregoe model	
	5.4 OODA loops	
	5.5 The TDODAR model	
	5.6 The recognition primed decision	
	5.7 Impacts of ethics and values	
Unit VI	Decision Making and Critical Thinking	1 Hours
Unit VII	7.1 Cultural Awareness	6 Hours
	7.2 Teaching cultural sensitivity	
	7.3 Team building	
	7.4 Anticipating cultural awareness	
	7.5 Organizing event	
Unit VIII	8.1 Adaptability And Agility	6 Hours
	8.2 Introduction	
	8.3 Ways to embrace adaptability	
	8.4 Role plays	
Unit IX	9.1 Receiving Feedback	2 Hours
	9.2 Types of feedbacks	
	9.3 Immersion with other courses	

Self-Study: Guided reading and class exercise on relevant portion of communication skills text book

Suggested List of Experience: Debating, discussion, group activity, collaborative learning, simulation exercises, learning through ICT

Suggested Reading Reference: Online links :-
 (1) https://www.mindtools.com/pages/article/newCS_99.htm
 (2) www.macmillanenglish.com/life-skills

Suggested Case List: N.A.