



DHRUBA CHAND HALDER COLLEGE

(FORMERLY DAKSHIN BARASAT COLLEGE)

ESTD. – 1965

A NAAC Accredited Degree College Affiliated to University of Calcutta

P. O. Dakshin Barasat • Dist. South 24-Parganas • West Bengal • Pin 743372

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Ref. No.DCHC/EDU/ADON2/2023

Dated: 11/01/23.....20

NOTICE

The Department of Education is organising an Add on course in Communication Skill through online mode. The duration of the course is 30hrs. Interested students of Semester - 2 General can enroll their names to Prof. Smriti Manna on or before 18/01/2023. The course commences from 04/02/23. The classes will be held from 10 A.M. to 12 Noon every Saturday except holidays.

HEAD
Dept. of Education
Dhruba Chand Halder College
Dakshin Barasat, South 24 Pgs.

11.1.23
PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas. Pin- 743372

Dhruba Chand Halder College

Dakshin Barasat, West Bengal

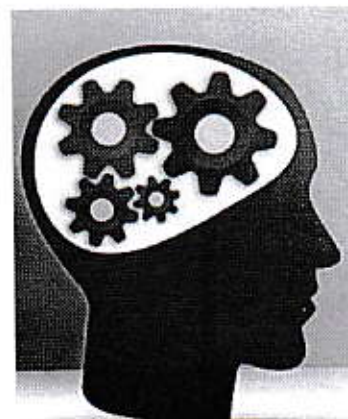
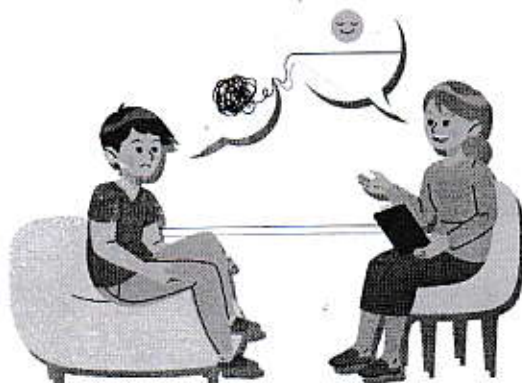


BROCHURE

SHORT TERM ADD-ON COURSE ON

Communication Skill

Participating Department
Department of Education



2023


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South 24 Parganas, Pin- 743372

Course Duration: 30 hours

Teachers Involved
Department of Education
Dr. Prabir Ghosh Ms. Rajyasree Halder Mr. Debkumar Halder Ms. Smriti Manna Ms. Moumita Mondal

Syllabus

- ❖ Introduction to Communication Skill
- ❖ Listening Skills
- ❖ Speaking Skills
- ❖ Group Discussion



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A Brief Overview of the Course

Communication skills allow you to understand and be understood by others. These can include but are not limited to effectively communicating ideas to others, actively listening in conversations, giving and receiving critical feedback and public speaking.

Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media.

There are different types of communication skills you can learn and practice that help you become an effective communicator. Many of these skills work together making it important to practice communication skills in different contexts whenever possible.


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