

Course Name: Verbal Communication Skills

1. Course Module Structure

This course is divided into 10 practical modules designed to develop effective speaking and listening skills. Each module focuses on building confidence, clarity, and fluency in communication through interactive learning and real-life applications.

2. Module, 3. Topic & 4. Module for 10

Module 1: Introduction to Communication

Topics:

- What is communication?
 - Types of communication
 - Importance of verbal communication
 - Barriers to communication
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Module 2: Basics of Speaking Skills

Topics:

- Clarity in speech
 - Tone and voice modulation
 - Pronunciation basics
 - Avoiding common speaking errors
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Module 3: Vocabulary Building

Topics:

- Word usage in daily conversation
 - Synonyms and antonyms
 - Context-based vocabulary
 - Improving word choice
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Module 4: Listening Skills

Topics:

- Active listening techniques
 - Importance of listening
 - Note-taking skills
 - Understanding spoken messages
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Module 5: Conversation Skills

Topics:

- Starting and ending conversations
 - Asking and answering questions
 - Polite expressions
 - Everyday communication practice
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Module 6: Public Speaking Basics

Topics:

- Overcoming stage fear
 - Structuring a speech
 - Speaking with confidence
 - Engaging the audience
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Module 7: Group Discussions

Topics:

- Participating in discussions
- Expressing opinions clearly

- Respecting others' views
 - Leadership in group settings
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Module 8: Presentation Skills

Topics:

- Preparing presentations
 - Organizing ideas
 - Using visual aids
 - Delivering effectively
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Module 9: Professional Communication

Topics:

- Communication in workplace
 - Formal vs informal speaking
 - Interview skills
 - Telephone etiquette
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Module 10: Practice and Assessment

Topics:

- Role-play activities
 - Real-life communication practice
 - Feedback and improvement
 - Final assessment and review
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