



CALCUTTA BUSINESS SCHOOL
COURSE OUTLINE
PGDM TERM III 2019 -21

SUBJECT TITLE: ORAL COMMUNICATION

SUBJECT CODE: D M 21406

COURSE INSTRUCTOR: Ms. Mohua Roy

COURSE OBJECTIVES:

To enable the students to develop their oral communication skills in the English language to help them function efficiently in different business situations.

COURSE OUTLINE:

1. Understanding Interpersonal Communication & Business Etiquettes
2. Collaborating in Communication Efforts- Written & Feedbacks
3. Non-Verbal Communication Skills in Employability
4. Importance of Body Language, Types and Usage
5. Interview Skills- Understanding and preparation
6. Social Media and Communication
7. Social Media and Communication
8. Visual Media and Presentation
9. Importance of Team Communication
10. Meetings – making meetings more productive.