LTP 3-2

#### BATHONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet communicating effectively can be challenging because of our inherent nature to assume, overreact to and misperceive what actually is happening. Poor or lack of communication is often cited as the cause of conflict and poor teamwork. In today's team-oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieving results and creating successful organizations. The goal of the Communication effectively in English course is to produce civic-minded competent communications. To that end, students must demonstrate et al as well as written communication, public address and performance.

#### HISEMESTER 48 hrs

#### 1. LISTENING COMPREHENSION 45 is

- Locating Main Ideas in a Listening Expensi
- 1.2 Note-taking

#### 2. ORAL COMMUNICATION SKILLS 14 hrs

- 2.1 Offering Responding to Offers
- 2.2 Requesting Responding to Requests
- 2.3 Congratulating
- 2.4 Expressing Sympathy and Condolences
- 2.5 Expressing Disappointments
- 2.6 Asking Questions-Polite Responses
- 2.7 Applications, organing
- 2.8 Complaining
- 2.9 Perisuading
- 2.10 Worming
- 2.10 Printing
- 2.11 Asking for and Giving Information
- 2.12 Giving Instructions
- 2.13 Getting and Giving Permission.
- 2.14 Asking For and Giving Options

# **Hsbte Syllabus 2 Nd Sem Maths**

**Kathleen Armour** 

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