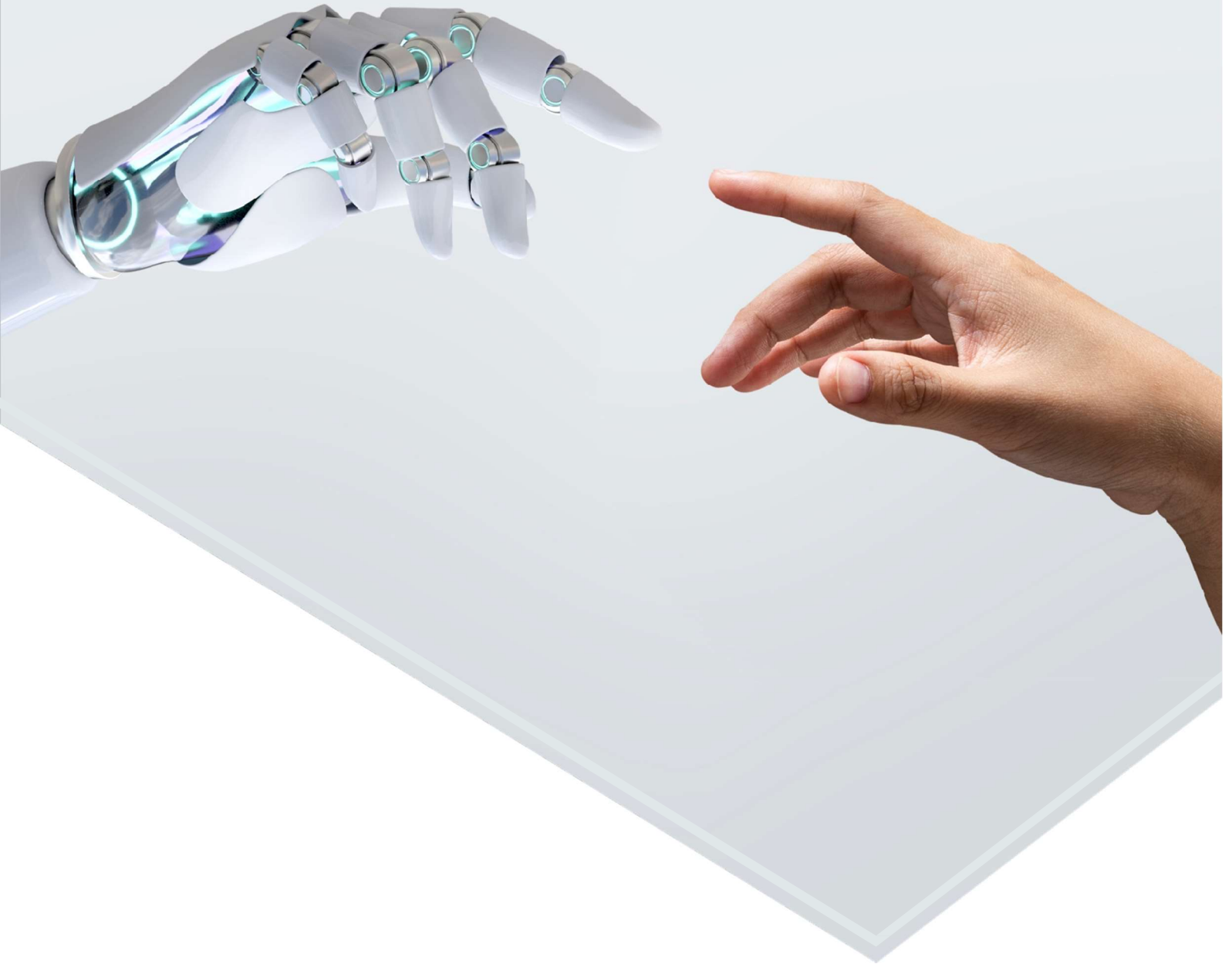




vijAI

empowering world with AI



COMMUNICATION SKILLS FOR TECHNICAL PROFESSIONALS

Course Curriculum

"Empower your educational path with a communication skills course that complements your goals—because every great achiever starts with the right words."

1. Month 1: Foundations of Communication

General Communication (1 week)

Understand the basics of effective communication.
Explore verbal and non-verbal communication techniques.

Business Communication (2 weeks)

Learn how to communicate professionally in a business context.
Cover topics like email etiquette, phone calls, and workplace communication.

Business Letter Writing (1 week)

Master the art of writing formal business letters.
Understand different types of business correspondence.

2. Month 2: Advanced Communication Techniques

Report Writing (2 weeks)

Develop skills in creating concise and informative reports.
Learn about structuring, formatting, and presenting data effectively.

Skill Development (2 weeks)

Reading: Enhance comprehension skills by analyzing various texts.
Writing: Practice different writing styles, such as persuasive essays or summaries.
Listening: Improve active listening skills through exercises and real-world scenarios.

3. Month 3: Practical Application and Refinement

Communication Projects (2 weeks)

Work on practical communication assignments.
Collaborate with peers to simulate real-world scenarios.

Portfolio Building (1 week)

Compile your best work into a professional portfolio.
Showcase your communication skills to potential employers.