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Course 101: Communication Skills

Course Content	
	<p>Unit 1. Introduction</p> <ul style="list-style-type: none">1.1. Spoken and conversation for Greetings, Requests, Invitation, Permission, Thanks etc.1.2. Basic Sentence patterns1.3. Basic rule of Composition1.4. Vocabulary Development1.5. Paragraph Development <p>Unit 2. Fundamentals of Grammar</p> <ul style="list-style-type: none">2.1. Agreement between Subject and Verb2.2. Model Auxiliary2.3. Active and Passive voice2.4. Conjunction and prepositions <p>Unit 3. Writing Skills</p> <ul style="list-style-type: none">3.1. Guidelines for effective writing3.2. Writing style of application3.3. Personal Resume <p>Unit 4. Business Letter and Report Writing Skills</p> <ul style="list-style-type: none">4.1. Business letter and Memo including Requests, Complaints, Quotation etc.4.2. Technical Report writing <p>Unit 5. Speaking and Discussion Skills</p> <ul style="list-style-type: none">5.1. Components of Effective talk / presentation5.2. Planning of content of a talk / presentation5.3. Use of Visual aids5.4. Effective speaking skills5.5. Discussion skills