

North East Institute of Social Sciences and Research
(NEISSR)

Paper: BSW 203

**Title: Communication Skills for Effective
Social Work Practice**

Semester Teaching Plan

Official Address: 7th Mile, Chümoukedima, Nagaland – 797103

Teaching Plan

- Course Summary
- Expanded Course Description
- Teaching and Evaluation
- Class Schedule and Reading

Course Summary

Paper Number: BSW 203

Paper Title: Communication Skills for Effective Social Work Practice

Semester & Year: II 2023

Instructors: Mr. Liangamang Robert

Class hours: 1 Hr.

Course Description:

Youth development is a process that prepares a young person to meet the challenges of adolescence and adulthood and achieve his or her full potential. Youth development is promoted through activities and experiences that help youth develop social, ethical, emotional, physical, and cognitive competencies. This paper will help to understand about employability, Career planning, Training & Development, Youth Counselling & Social work in educational setting.

Course Objectives:

- Obtain a comprehensive understanding of the nature and scope of effective communication while working with people
- Gain insight into the importance and use of program media as a facilitative tool for effective communication
- Students have a clear understanding of the utilization of media for social work practice.

Course Outcome:

- Students are able to achieve a comprehensive understanding of effective communication with people
- Students have a clear understanding of the utilization of media for social work practice.

Teaching Methods

Lectures, class room discussions, Class activity, Role-play, Exposure visit, PowerPoint presentations, Videos, recapitulation, question and answer round, presentations by the students & practical exam.

Class Participation:

Recapitulation, group discussion, group & Individual assignment, Question and Answer Round.

Assignments and Evaluation

The criterion for evaluation of the course is as follow

• University Examination (External)	60 Marks □
• Internal Assessment	40 Marks
1. Written Internal Test	25 Marks
2. Assignment	10 Marks
3. Class Participation and attendance	05 Marks
	Total 100 Marks

CLASS SCHEDULE

MONTH

August

Unit 1: Communication process

- Meaning
- Importance
- Scope
- Pre-requisites for practicing effective communication
- Communication attitude, values, and

August

Unit II: Nature, Model, and Types:

- Nature of Communication
- Models of communication
- Types of communication: Verbal, Writing, Gestures, Hidden, mass communication versus interpersonal communication
- One-way and two-way communication
- Communication style

September

Unit III: PRINCIPLES AND SKILLS;

- Principles of effective communication
- Communication skills
- Effective listening and responding
- Understanding and promoting healthy communication patterns

October

UNIT IV: FACILITATION SKILLS:

- Effective techniques of addressing a group,
- Management of a group
- Dynamics for the realization of a group, goal, and growth
- Methods of facilitating a participatory discussion with a group to take it forward into concrete action

October

UNIT V: MEDIA STRATERGIES:

- Types of media: print, visual, audio-visual,
- Preparation and appropriate application of media
- Strategies to aid communication while working with people.

November

- Revision
- Discussion on elected topics according to the suggestion of the students
- Evaluation and Feedback

FACE SHEET/COVER PAGE OF THE ASSIGNMENT

Name of the Student:

Semester and year:

Paper No.:

Specialization:

Paper Title:

Category of Assignment: Individual/Group

Types of Assignment

1. PPT presentation
2. Reflection

Title of the Assignment:

Name of the Course Teacher:.....

Date of Submission:

SUGGESTED READING:

1. Simon, Christine, Naylor, Belinda, Effective Communication for Managers, 1st Edition, Cassel, 1995.
2. Goddard, ken, informative writing, 1st Edition, Cassel, 1995.
3. Harvard Business School, Effective Communication, United States of America
4. Foster John, Effective Writing Skills, Volume-7, First Edition, Institute of Public Relations(IPR), 2000.
5. Vangelist L. nit, Mark N. Knapp, Interpersonal Communication and Human Relationships, Third Edition, Allyn and Bacon
6. Beebe, Beebe, and Redmond: International Communication, Allyn and Bacon Publishers, 1996