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**AGEXT 122    Communication skills and Personality Development    2(1+1)**

**Theory**

**Part – I**

Communication: Meaning, definition and process of communication; verbal and nonverbal communication; principles and functions of communication, models and barriers to communication. Communication skills: listening, note taking, writing skills, oral presentation skills; field diary and lab record; indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles, precise writing, summarizing, abstracting; individual and group presentations, impromptu presentation, public speaking; Group discussion. Organizing seminars and conferences. Soft Skills.

**Part- II**

Extension teaching methods: meaning, classification-individual, group and mass contact methods. ICT Applications in TOT (New and Social Media), media mix strategies; Diffusion and adoption of innovation: Meaning, concept, process, stages of adoption and adopter categories.

**Practical**

Listening and note taking, writing skills, oral presentation skills; field diary and lab record; indexing, footnote and bibliographic procedures. Reading and comprehension of general and technical articles, precise writing, summarizing, abstracting; individual and group presentations. Handling and use of audio visual equipments- digital camera and LCD projector; Group discussion- exercise; presentation skills exercise; preparation and use of AV aids, preparation of extension literature – leaflet, booklet, folder, pamphlet news stories and success stories; Script writing, writing for print and electronic media, developing script for radio and television. Visit to community radio/radio station. Exposure to mass media

**Lecture Schedule:Theory**

S.N.	Topic	No.of Lectures
1.	Communication: Meaning, definition and process of communication	1
2.	Verbal and nonverbal communication; principles and functions of communication, models and barriers to communication	2

3.	Communication skills: listening, note taking, writing skills, oral presentation skills; field diary and lab record; indexing, footnote and bibliographic procedures	2
4.	Reading and comprehension of general and technical articles, precise writing, summarizing, abstracting	2
5.	Individual and group presentations, impromptu presentation, public speaking	1
6.	Group discussion. Organizing seminars and conferences. Soft Skills	2
7.	Extension teaching methods: meaning, classification-individual, group and mass contact methods	2
8.	ICT Applications in TOT (New and Social Media), media mix strategies	1
9.	Diffusion and adoption of innovation: Meaning, concept, process	2
10.	Stages of adoption and adopter categories	1

### Lecture Schedule:Practical

S.N.	Topic	No.of Lectures
1.	Listening and note taking, writing skills, oral presentation skills	2
2.	Field diary and lab record; indexing, footnote and bibliographic procedures	2
3.	Reading and comprehension of general and technical articles, precise writing, summarizing, abstracting	1
4.	Individual and group presentations.	1
5.	Handling and use of audio visual equipments- digital camera and LCD projector	2
6.	Group discussion- exercise; presentation skills exercise	1
7.	Preparation and use of AV aids, preparation of extension literature – leaflet, booklet, folder, pamphlet news stories and success stories	2
8.	Script writing, writing for print and electronic media, developing script for radio and television	2
9.	Visit to community radio/radio station/newspaper office	2
10.	Exposure to mass media	1

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