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| COURSE CODE | |
| COURSE OBJECTIVE | The aim of this course is to allow learners to practice speaking in diverse context by using various mediums after establishing in-depth understanding with each context and medium through extensive input. |
| COURSE TITLE | Communication and Presentation Skills Lab |
| CREDIT HOURS | 1 |
| MODE OF INSTRUCTIONS | Case Studies Activity Based Learning Role Plays Individual Pair work Group Work Correspondence |
| GRADING CRITERIA | <ul style="list-style-type: none"> • Mid-Term 20 • Quizzes (3) 10 • Assignments 05 • Lab Work 10 • Class Participation 05 • Final Presentation 05 • Final Exam 45 <p>Note: There is no retake of lab activities, quizzes and mid-term.</p> |
| LAB COURTESIES | <ul style="list-style-type: none"> • Dress code: Formal attire • Deadlines must be observed • Attendance is compulsory • Eatables are not allowed in the lab. • Writing on the tables or on the vipers is strictly prohibited. |
| PLAGIARISM / ACADEMIC DISHONESTY | <ul style="list-style-type: none"> • All work submitted must be the student's own work. Cases of plagiarism shall be sent to the Disciplinary Committee. Research format is expected to follow standard documentation APA guidelines. |

| Week | Topics | |
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| | Lab-1 | Lab-2 |
| Week-1 | <ul style="list-style-type: none"> • Introduction • Diagnostic Test | <ul style="list-style-type: none"> • Diagnostic Test |
| Week-2 | <ul style="list-style-type: none"> • Impromptu Presentation | <ul style="list-style-type: none"> • Impromptu Presentation • Email Writing |
| Week-3 | <ul style="list-style-type: none"> • Self-Evaluation Report • Verbal & Non-Verbal Communication (Group Observation, Draft Report & Group Act Preparation) | <ul style="list-style-type: none"> • Verbal & Non-Verbal Communication (Group Act) |
| Week-4 | <ul style="list-style-type: none"> • Quiz-1 | <ul style="list-style-type: none"> • Quiz-1 |
| Week-5 | <ul style="list-style-type: none"> • Role Play (Instructions, Topic Allocation, Drafting the Script & Preparation) • Self-Evaluation PowerPoint Presentation | <ul style="list-style-type: none"> • Role Play • Self-Evaluation PowerPoint Presentation |
| Week-6 | <ul style="list-style-type: none"> • Panel Discussion (Instructions, Topic Allocation & Preparation) • Self-Evaluation PowerPoint Presentation | <ul style="list-style-type: none"> • Panel Discussion • Self-Evaluation PowerPoint Presentation |
| Week-7 | <ul style="list-style-type: none"> • Debates/Crossfire (Instructions, Topic Allocation & Preparation) • Self-Evaluation PowerPoint Presentation | <ul style="list-style-type: none"> • Debates/Crossfire (Virtual/Physical) |
| Week-8 | <ul style="list-style-type: none"> • Quiz-II | <ul style="list-style-type: none"> • Quiz-II • Application/Email Writing |
| Week-9 | <ul style="list-style-type: none"> • Communication Virtually (Webinars/Presentations/Seminars/Lectures) | <ul style="list-style-type: none"> • Communication Virtually (Webinars/Presentations/Seminars/Lectures) |
| Week-10 | <ul style="list-style-type: none"> • Informative Speaking (Individual Presentation) | <ul style="list-style-type: none"> • Informative Speaking (Individual Presentation) • Self-Evaluation PowerPoint Presentation-II |
| Week-11 | <ul style="list-style-type: none"> • Self-Evaluation PowerPoint Presentation-II | Mid Term |
| Week-12 | <ul style="list-style-type: none"> • Persuasive Speaking (Individual Presentation) | <ul style="list-style-type: none"> • Persuasive Speaking (Individual Presentation) • Self-Evaluation PowerPoint Presentation-II |
| Week-13 | <ul style="list-style-type: none"> • Quiz-III | <ul style="list-style-type: none"> • Quiz-III |
| Week-14 | <ul style="list-style-type: none"> • Final Presentation • Self-Evaluation Written Report | <ul style="list-style-type: none"> • Final Presentation • Self-Evaluation Written Report |