

Advanced Professional Communication THU-201

CONTENTS	Practical work	Contact Hrs
Unit – I <u>Writing Skills</u> 1) Précis writing: Do's and don'ts: 2) Paragraph Writing –Descriptive, Imaginative, Analytical and informative 3) Essay writing (300 words)	1). Exercise to be given to instill in the students the précis skills. 2). making it mandatory for students to read good easy books, autobiographies, newspaper.	6
Unit II <u>Advanced vocabulary</u> 1) Idioms and phrases 2) Phrasal Verbs 3) Oxymorons	1) Comprehension activities	3
Unit III <u>Soft skills</u> 1) Interviews- definition, purpose, preparation, types, do's and don'ts simulation exercise 2) Extempore speaking: simulation exercises 3) Art of conversation in formal settings: simulation exercises 4) JAM session: simulation exercise Group discussion: dos and don'ts, simulation exercise	1)Mock interview sessions to be conducted as part of practical exercise. Giving students the feedback of their limitations. 2) Showing some good videos on interview, available on net. 3)Making all students to deliver a talk of their choice. This must be done as a surprise class task, to assess the speakers' ability to speak. Corrections to be done without discouraging the speakers. 4) Group discussion sessions must be done regularly. Urge each student to give his/her opinions on the subject being discussed. Let there be peer evaluation of the performance. A lot of marks at the end of each GD Session. This will encourage the students to speak. 4)Hold JAM competition at class level, Reward the good speakers and organize inter-departmental sessions to encourage maximum participation. Every student must be encouraged to speak in JAM.	7
Unit IV <u>Technical writing- I</u> 1) Technical Report writing (Project report, feasibility report, research report) 2) Research paper writing (format, RM) 3) Technical Proposal writing (format, structure, types)	1) Show the students some samples of technical reports and briefly teach research methodology.	8
Unit V <u>Technical writing-II</u> 1) Principles of business correspondence 2) Drafting CVs, job application. 3) Presentation skills.	1.Improve drafting skills	6
Total		30