

COs [COURSE OUTCOMES]
Professional Communication Laboratory
MCA [KCA153]
Session: 2023-24

CO1: Develop proper listening skills; articulate and enunciate words and sentences clearly and efficiently and the ability to work as a team member as an integral activity in the workplace.

CO2: Increase confidence in public speaking projects, presentation and their ability to read, comprehend, organize, and retain written information. Improve reading fluency.

CO3: Unlock creative communicative competence in coherent speech outlines that demonstrate their ability to use organizational formats with a specific purpose; Deliver effective speeches that are consistent with and appropriate for the audience and purpose.

Syllabus
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- 1. Group Discussion: participating in group discussions- understanding group dynamics.**
- 2. GD strategies-activities to improve GD skills. Practical based on Accurate and Current Grammatical Patterns.**
- 3. Interview Etiquette-dress code, body language attending job interview — Telephone/Skype interview one to one interview & Panel interview.**
- 4. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic/ Kinesics, practicing word stress, rhythm in sentences, weak forms, intonation.**
- 5. Oral Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics voice modulation ,Audience Awareness, Presentation plan visual aids.**
- 6. Speaking:-Fluency & Accuracy in speech- positive thinking, Improving Self expression Developing persuasive speaking skills, pronunciation practice (for accept neutralization) particularly of problem sounds, in isolated words as well as sentences.**
- 7. Individual Speech Delivery/Conferences with skills to defend Interactions/Quizzes.**
- 8. Argumentative Skills/Role Play Presentation with Stress and Intonation.**
- 9. Comprehension Skills based on Reading and Listening Practical's on a model Audio-Visual Usage.**