

## PROFESSIONAL COMMUNICATION

### OBJECTIVES:

The course aims to:

- Enhance the Employability and Career Skills of students
- Orient the students towards grooming as a professional
- Make them Employable Graduates
- Develop their confidence and help them attend interviews successfully.

### UNIT - I

Introduction to Soft Skills-- Hard skills & soft skills -employability and career Skills—Grooming as a professional with values—Time Management—General awareness of Current Affairs

### UNIT - II

Self-Introduction-organizing the material - Introducing oneself to the audience – introducing the topic – answering questions – individual presentation practice— presenting the visuals effectively – 5 minute presentations

### UNIT - III

Introduction to Group Discussion— Participating in group discussions – understanding group dynamics- brainstorming the topic — questioning and clarifying –GD strategies-activities to improve GD skills

### UNIT - IV

Interview etiquette – dress code – body language – attending job interviews— telephone/skype interview -one to one interview & panel interview – FAQs related to job interviews

### UNIT - V

Recognizing differences between groups and teams- managing time-managing stress- networking professionally- respecting social protocols-understanding career management-developing a long-term career plan-making career changes

### OUTCOMES:

At the end of the course Learners will be able to:

- Make effective presentations
- Participate confidently in Group Discussions.
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace

### Recommended Software

1. Globearena
2. Win English

### REFERENCES:

1. Butterfield, Jeff Soft Skills for Everyone. Cengage Learning: New Delhi, 2015
2. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015
3. Interact English Lab Manual for Undergraduate Students,. OrientBlackSwan: Hyderabad, 2016.
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014
5. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.