Assignments

Semester-3 Professional Communication Skills

Unit 1: Technical Writing – Email Etiquette & Letter Writing

Assignment:
Draft the following:

1. A formal email requesting information about a professional course.

2. A business letter placing an order for technical equipment.

3. A letter of complaint regarding a delayed delivery.

Unit 2: Interpersonal Communication in the Workplace

Assignment:
Write a reflective essay (300–400 words) on **"The Role of Empathy and Active Listening in Effective Workplace Communication."**
Also, provide real-life or fictional workplace scenarios demonstrating effective and poor interpersonal communication.

Unit 3: Debate – The Three-Minute Debate Planner

Assignment:
Prepare a three-minute debate script either *for* or *against* one of the following topics:

- Digitalization reduces employment.

- Social media makes people less social.

- AI is dangerous to human creativity.

Include introduction, main points, examples, and a strong conclusion.

Unit 4: Goal Setting & Tracking

Assignment:
Design your **personal goal plan** by following these steps:

1. Set one **Outcome Goal** (long-term).

2. Define **3 Performance Goals**.

3. Break down each performance goal into **3 process goals**.

4. Create a **commitment and reward strategy** for tracking your progress.

Unit 5: Time Management & Task Planning

Assignment:
Create a weekly planner based on:

- Your academic and personal responsibilities.

- Prioritized tasks using Eisenhower Matrix.

- A time-blocking strategy with deadlines.
  Also, reflect in 150–200 words on how you plan to overcome procrastination.

Unit 6: Reading Comprehension Skills: Intermediate Level

Assignment:
Choose any technical or academic article (400–500 words).
Do the following:

1. Write a **summary** in 100 words.

2. Identify and define 5 unfamiliar words using context clues.

3. Frame 3 **critical thinking questions** based on the text.

Unit 7: Vocabulary Building and Usage in Technical Context

Assignment:

1. Prepare a vocabulary journal with **20 technical terms** related to your engineering branch.

2. Write their definitions, example sentences, and suitable synonyms or antonyms.

3. Use 5 of the terms in a short paragraph (100–150 words).

Unit 8: Presentation Skills

Assignment:
Prepare a 5-minute PowerPoint presentation (5–7 slides) on one of the following:

- A current technological trend (e.g., AI, IoT, Blockchain).

- Environmental sustainability in engineering.
  Include title slide, introduction, main points, visuals, and conclusion. Write your **speaker notes** below each slide.

Unit 9: Group Discussion Skills

Assignment:
Write a script for a **mock group discussion** (minimum 4 participants) on one of the following topics:

- Should smartphones be allowed in classrooms?

- Online education vs Traditional education.

- Is technical knowledge more important than communication skills?

Each participant must have a distinct viewpoint and use GD etiquette.

Unit 10: Non-Verbal Communication

Assignment:
Write a report (250–300 words) on the **importance of non-verbal communication** in professional settings.
Include:

- Definitions of key concepts like kinesics, proxemics, gestures.

- Examples of appropriate and inappropriate non-verbal behavior.

- How non-verbal cues support or contradict verbal communication.

Unit 11: Assertive Communication and Voice Projection

Assignment:
Prepare a **role-play script** between two colleagues where one practices assertive communication to:

- Give constructive feedback

- Express disagreement politely
  Write a reflective paragraph on the impact of assertiveness in the scenario.

Unit 12: Impromptu Speaking and Role Play

Assignment:

1. Choose 3 topics from the list below and write **brief 1-minute speeches** for each:

   o Importance of time.

   o Technology is a double-edged sword.

   o Teamwork leads to success.

2. Record and evaluate your delivery (if possible), focusing on fluency, clarity, and confidence.

3. Reflect on the challenges faced during impromptu speaking.