

PROFESSIONAL COMMUNICATION & SOFT SKILLS LAB

COURSE CODE: 20HE3101

L T P C

0 0 3 1.5

COURSE OUTCOMES:

At the end of the course the student should be able to

CO1: Summarize formal, semi-formal and informal speeches by accomplished speakers (L4)

CO2: Use appropriate dialogues in formal and informal contexts (L3)

CO3: Demonstrate oral skills in group discussions and debates (L3)

CO4: Compose formal emails, reports and design resumes/CVs (L3)

CO5: Demonstrate formal oral presentations and PPTs (L3)

List of Activities

- 1.Listening for formal introductions/self introductions** – listening to videos of formal self-introductions and thereby learn to introduce themselves.
- 2.Listening to TED talks and answering short questions** – learning to identify the topic, the context and specific pieces of information by listening to short audio texts and answering a series of questions
- 3.Listening to inspiring speeches** - answering a series of questions about main idea and supporting ideas in a series of audio texts
- 4.Role Play** – imagining a situation, assuming different roles and enacting them in pairs.
- 5.Group Discussions on specific topics** – forming into groups and learning the DOs and Don'ts of GD discuss on specific topics.
- 6.Narrating short stories** – writing a short story and narrating it individually or in pairs
- 7.Narrating one's experiences** - recalling some unforgettable experiences individually or in pairs
- 8.Debates** – participating in debates after watching model debates
- 9.Oral presentations** – preparing for presentations on the lives of remarkable engineers and performing individually
- 10.PPT presentations** –making PowerPoint Presentations and presenting them in teams
- 11.Interview Skills – One-to-one Interviews:** practising peer-interviewing skills through mock-interviews.

12.Mock Interviews– Panel Interviews: practising panel interviewing skills through mock-interviews.

13.Writing Skills – Emails: learning e-mail etiquette and writing enquiry/thank you emails to the employer.

14.Writing Skills – Preparing Reports and Resumes: learning and practising the format and process of writing resumes and reports.

REFERENCE BOOKS:

1. Chase, Becky Tarver. *Pathways: Listening, Speaking and Critical Thinking*. Heinley ELT, 2nd Edition, 2018.
2. Hancock, Mark. *English Pronunciation in Use*. 10th Ed, CUP. 2003.
3. James, Ioan. *Remarkable Engineers*. Cambridge University Press, 2010.

WEB REFERENCES:

Listening

- <https://learningenglish.voanews.com/z/3613>
- <http://www.englishmedialab.com/listening.html>

Speaking

- <https://www.talkenglish.com/>
- BBC Learning English – Pronunciation tips
- Merriam-Webster – Perfect pronunciation Exercises

All Skills

- <https://www.englishclub.com/>
- <http://www.world-english.org/>
- <http://learnenglish.britishcouncil.org/>

Online Dictionaries

- Cambridge dictionary online
- MacMillan dictionary
- Oxford learner's dictionaries