

Professional Communication Skills Lab

Course Code: 19HE1103

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Course Outcomes: At the end of the course, the learners will be able to

- CO1: analyse popular speech and develop a suitable style of presentations.
- CO2: compose formal emails / reports and design CVs/resumes.
- CO3: become aware of interview strategies to produce appropriate answers
- CO4: demonstrate competence in verbal aptitude in standardized proficiency tests
- CO5: demonstrate soft skills through group discussions/debates

List of Activities

(Any 12 activities shall be conducted)

1. **Professional Communication – The 7 Cs of Communication:** learning to communicate using the 7 Cs of effective communication – Courtesy, Correctness, Clarity, Consideration, Conciseness, Creativity and Credibility.
2. **Soft Skills – Goal Setting and Time Management:** learning the strategies to set productive short-term, middle-term and long-term goals and manage their time effectively.
3. **Vocabulary Building:** training students in verbal aptitude for competitive examinations.
4. **Listening to TED talks and Public Speaking:** preparing presentations on the lives of remarkable engineers and perform individually.
5. **Group Discussions – Teamwork and Leadership:** demonstrating teamwork and leadership skills in teamwork related activities.
6. **Soft Skills – Emotional Intelligence, Decision Making and Problem Solving:** demonstrating Emotional Intelligence, Decision Making and Problem Solving skills through activities such as Group Discussions.
7. **Listening to formal/informal conversations:** answering a series of questions about the main ideas discussed and add supporting ideas after listening to audio/visual conversations.
8. **Personality Development – SWOC Analysis:** introducing themselves and narrate their Strengths, Weaknesses, Opportunities and Challenges.
9. **Writing Skills – writing effective resumes/CVs:** learning to write goal-oriented resumes/CVs.
10. **Interview Skills – One-to-one Interviews:** practising peer-interviewing skills through mock-interviews.
11. **Mock Interviews– Panel Interviews:** practising panel interviewing skills through mock-interviews.
12. **Writing Skills – Emails:** learning e-mail etiquette and writing enquiry/thank you emails to the employer.
13. **Writing Skills – Preparing Reports on Real-life Projects:** learning and practise the format and process of writing reviews and reports.
14. **PPT presentations:** making PowerPoint Presentations and present them in teams

Reference books:

1. Colm Downes, Cambridge English for Job-hunting, CUP, 2008
2. Nina O'Driscoll, Fiona Scott-Barrett: BEC Vantage Masterclass: Upper-Intermediate - Student's Book, CUP, 2003.
3. Malcolm Mann & Steve Taylore-Knowles, Destination C1&C2 Grammar & Vocabulary with Answer Key, Macmillan Publishers Limited, 2007.
4. Michael McCarthy, Felicity O'Dell: English Vocabulary in Use: Advanced Book with Answers: Vocabulary Reference and Practice, Third Ed., Cambridge University Press, 2017.
5. Chase, Becky Tarver. Pathways: Listening, Speaking and Critical Thinking. 2nd Ed. Heinley ELT, 2018.
