

A Laboratory Manual for

Effective Technical Communication

(3130004)

B.E. Semester 3 (All branches)

Institute logo



Directorate of Technical Education, Gandhinagar,

Gujarat

**Effective Technical Communication
(3130004)**

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Certificate

This is to certify that Mr./Ms. _____
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_____ Engineering of this Institute (GTU Code: _____) has satisfactorily
completed the Practical / Tutorial work for the subject **Effective Technical
Communication (3130004)** for the academic year _____.

Place: _____

Date: _____

Name and Sign of Faculty member

Head of the Department

Preface

Main motto of any laboratory/practical/field work is for enhancing required skills as well as creating ability amongst students to solve real time problems by developing relevant competencies in the psychomotor domain. By keeping in view, GTU has designed competency focused outcome-based curriculum for engineering degree programs where sufficient weightage is given to practical work. It shows the importance of enhancement of skills amongst the students and it pays attention to utilize every second of time allotted for practical amongst students, instructors and faculty members to achieve relevant outcomes by performing the activities rather than merely studying theory. It is essential for effective implementation of competency focused outcome-based curriculum that every practical is keenly designed to serve as a tool to develop and enhance relevant competency required by the various industries among every student. These psychomotor skills are very difficult to develop through traditional chalk and board content delivery methods in the classroom. Accordingly, this lab manual is designed to focus on the industry-defined relevant outcomes, rather than old practice of conducting practical to prove concepts and theory.

By using this lab manual students can go through the relevant theory in advance before the actual performance which creates an interest and students can have basic ideas prior to performance. This in turn enhances predetermined outcomes amongst students. Each activity in this manual begins with course outcomes as well as practical outcomes (objectives).

This manual also provides guidelines to faculty members to facilitate student centric lab activities through each activity by arranging and managing necessary resources in order. It also gives an idea of how students will be assessed by providing assessment criteria.

Utmost care has been taken while preparing this lab manual however there are chances of improvement. Therefore, we welcome constructive suggestions for improvement and removal of errors if any.

Practical – Course Outcome matrix**Course Outcomes (COs):**

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

1. Define and discuss dynamics of Verbal and Non – verbal aspects of Communication.
2. Write various documents of technical and professional communication.
3. Communicate in diverse formal situations taking place in the organization.
4. Illustrate and examine the knowledge of ethical aspects of engineering.
5. Demonstrate and explain social and professional etiquettes.
6. Plan self-development and practice self-assessment.

Sr. No.	Objective(s) of Activity	CO 1	CO 2	CO 3	CO 4	CO 5	CO 6
1.	To develop the skills of students for writing formal letters required for technical as well as professional communication.		√				
2.	To develop the skills of students for writing formal reports required for technical as well as professional communication.		√				
3.	To develop communication skills of students keeping in mind verbal as well as non verbal aspects through rigorous practice of Group Discussion.			√			
4.	To develop dynamics of verbal and non verbal aspects of communication through real life situations in Role Play.	√					
5.	To develop the skills of students for writing application letters along with a resume required for technical as well as professional communication.		√				
6.	To develop verbal and non-verbal communication skills for social and professional etiquettes while conducting meetings and writing minutes of meeting.		√				
7.	To inculcate ethical aspects in budding engineers, to acquire understanding of social and professional skills and promote planning and practice of self-development and self-assessment through provided Case studies.				√	√	√
8.	To practice communication skills – both verbal and non – verbal in professional surroundings through negotiation; keeping in mind the professional and social etiquettes through Mock Interview.			√			
9.	To practice effective communication skills – both verbal and non – verbal keeping in mind the professional and social etiquettes through Presentations.			√			
10.	To develop the skills for writing Review Document.			√			

Index

(Progressive Assessment Sheet)

Sr. No.	List of Activities	Hrs.	Page No.	Date of submission	Assessment Marks	Sign. of Teacher with date	Remarks
1.	Formal Letters	04					
2.	Report Writing	02					
3.	Group Discussion	04					
4.	Role Play	02					
5.	Cover letter and Resume writing	02					
6.	Conducting Meetings and writing Minutes of the Meeting	02					
7.	Case studies on Ethics, Professional etiquettes and Self - Development	04					
8.	Mock Interview	04					
9.	Presentations	04					
10.	Book Review	02					
11.	Practical Assessment : Viva	02					
Total							

Activity No: 1

Formal Letters

Date:

No. of hours to be dedicated: 04

Relevant CO: 2

Objectives: To develop the skills of students for writing formal letters required for technical as well as professional communication.

Theory:

- Inquiry letter: are written to inquire about status of something, to inquire about the product or services, catalog
- Response to inquiry: are written in reply to inquiry by the prospective customer
- Order letter: are written to place an order for product or service
- Complaint letter: are written to lodge a claim or complaint and ask for replacement, reparation or compensation
- Adjustment letter: are written for answering claim/complaint letter how the claim shall be taken care with full/partial agreement
- Recommendation letter: are written for positive endorsement of a candidate's strength and framing them as an ideal candidate for the task
- Appreciation letter: are written for appreciation of someone's generally an employees' contribution
- Apology letter: are written for acknowledgement of wrongdoing, mistake or misunderstanding
- Acknowledgement letter: are written as a receipt which confirms the reception of certain documents, recognition of a fact, a situation, an event that has taken place
- Sales letter: are written to launch the product or to inform the prospective users about new product or service

Task: (Teacher can assign any five letters as per discretion)

1. Write a letter inquiring about the new minor course floated by the Gujarat Technological University, Ahmedabad and its benefits considering the future prospects of the course.
2. As Mr. Mukesh Mehta, the manager of Circuit House, Sector 20, Gandhinagar, write a letter to Kiran Electronics Ltd., New Market, Bhopal calling for the illustrated catalog and quotation of certain electronic goods required by your firm.
3. As a sales correspondent of Kiran Electronics Ltd., New Market, Bhopal, respond to the inquiry made by Mr. Mukesh Mehta, Manager, circuit house, Sector 20, Gandhinagar regarding illustrated catalog and quotation of your products.
4. You are the purchase supervisor of The Millennium School, Majitha Road, Amritsar. Write a letter to Punjab Goods, Waraich Road, Bhatinda ordering stationery items (notebooks, writing pads, pens, pencils, erasers, scales, A4 size papers, stamp pads).
5. You are the purchase supervisor of The Millennium School, Majitha Road, Amritsar. You had placed an order for stationary items to Punjab Goods, Waraich Road, Bhatinda. Write a letter to the Sales Manager complaining about the damaged and insufficient stationary items delivered by them.
6. You are the branch manager of Anna tours and travels, Ghanchi Bawli, Hyderabad. Your employee Srivenu has arranged the highest number of tours with the customer satisfaction in the year 2021. The company did good business. Draft an appreciation letter to appreciate his contribution to the company.
7. You are an employee of Maratha Infotech Pvt. Ltd., Kolhapur. For some reason, you have been reaching late to your office. Your boss, the manager Mr. Rajesh Wagle has asked for an explanation through letter no: MIPL/1254. Draft an apology letter with logical explanation and measures you would take in future.
8. As an owner of Messi Electricals Pvt. Ltd., Kalighat, Kolkata, you had ordered the electrical items (fans, lights, bulbs, wires, switchboards, pipes etc.) from Balbhadra Electricals Pvt. Ltd., Industrial estate, Jharsuguda. You have received all the items as per your order. Draft an acknowledgement letter for the same.
9. You are teaching in SVNIT, Surat as an Assistant Professor in your respective department. Your

10. Write a letter to the customer to promote/ advertise the new mobile phone - “Kio 12” that your company has launched. You are the marketing manager of Novice Mobiles Pvt. Ltd. near Brigade Road, Bangalore.

[illegible]

Handwriting practice lines consisting of 25 sets of three horizontal dashed lines for tracing and writing practice.

Letter no. _____

Handwriting practice lines consisting of multiple sets of three horizontal dashed lines for letter formation.

Handwriting practice lines consisting of multiple sets of three horizontal dashed lines for tracing and writing practice.

Letter no. _____

Handwriting practice lines consisting of multiple sets of three horizontal lines (top solid, middle dashed, bottom solid) for letter formation.

Handwriting practice lines consisting of 20 sets of three horizontal dashed lines.

Letter no. _____

Handwriting practice lines consisting of multiple sets of three horizontal dashed lines for letter formation.

Handwriting practice lines (dashed lines on a solid background).

Letter no. _____

Handwriting practice lines (dashed lines on a solid background).

Criteria for assessment:

14

Activity No: 2

Report Writing

Date:

No. of hours to be dedicated: 02

Relevant CO: 2

Objectives: To develop the skills of students for writing formal reports required for technical as well as professional communication.

Theory:

It is a description of an event carried back to someone who was not present on the scene. It includes careful investigation, sound thinking, logical organization and clear writing.

Types of report:

Letter form

Memorandum Form

Letter – text combination form

Structure of the report:

(1st Page)

- Heading or title
- Prepared by: Name and designation
- Submitted to: Name and designation
- Date

(2nd Page)

Introduction

1. Reference
2. Subject of study
3. Problem statement

(3rd Page)

Findings/ Problems/ Causes

(4th Page)

- Recommendations
- Signature

Task

1. As sales manager of a Lenskart company, you conducted a market survey and found that there is a considerable decline in the sales of your product. Assess your result by writing a short report on your market survey and also suggest steps required to boost the sales of your product.

(In examination any format of report can be asked)

OR

The District Collector, Surat, is concerned about the rapid increase in the number of road accidents in Surat. The Commissioner, Surat Municipal Corporation, Surat, has been asked to submit a report investigating the causes and suggesting measures to improve the situation. Prepare an outline for the above report.

2. A company is considering a proposal to establish a new factory in your town. The Managing Director has asked you to write a report on the suitability of the place for the establishment of this factory. For this report, an outline is provided below. Study it carefully and rewrite it in accordance with the principles of coordination, subordination, phrasing, numbering, ordering, etc.

Establishment of a New Factory Outline

1. Introduction
2. Fire fighting and Communication facilities
 - a. (a) Telephone (b) Fax (c) Films (d) Games
3. Education and Entertainment facilities
4. How is the market: A. Potential B. General
5. Labour from Local and other plants
6. Raw materials Cost
7. Transport facilities
8. Rail, road, air Connectivity
9. Raw materials:
 - (a) Building (b) Infrastructural
10. Recommendations
11. Conclusions

[illegible]

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Activity No: 3

Group Discussion

Date:**No. of hours to be dedicated: 04****Relevant COs: 3**

Objectives: To develop communication skills of students keeping in mind verbal as well as non verbal aspects through rigorous practice of Group Discussion.

Theory:

A group discussion is a discussion between a group of participants on a given subject. A group discussion typically forms a part of the selection process used by organizations and educational institutions.

Task

The teacher will provide the topics for group discussion from fields like current events, education, relevance of technology, social reforms etc.

Space for points for discussion

[illegible]

Criteria for assessment:

* As it's a practical activity, teachers must focus on speaking skills and non – verbal communication and not just on the written points mentioned for the discussion for marking the activity.

Activity No: 4

Role Play

Date:**No. of hours to be dedicated: 04****Relevant COs: 1**

Objectives: To develop dynamics of verbal and non-verbal aspects of communication through real life situations in Role Play.

Theory:

Role-play is any speaking activity when you either put yourself into somebody else's shoes, or when you stay in your own shoes but put yourself into an imaginary situation.

Task

Teachers will sort the students into groups and give them situations like...At the market, at the post office, at the bank, at the railway station, at the airport, at the gym etc. And students will write the script (dialogues).

Space for Role Play Script

[illegible]

Handwriting practice lines consisting of 20 sets of three horizontal dashed lines.

Handwriting practice lines consisting of 24 horizontal dashed lines.

Criteria for assessment:

Criteria	Kinetic features / 2	Language / 2	Paralinguistic features / 2	Content / 2	Speech Clarity / 2	Total / 10
Marks						

* As it's a practical activity, teachers must focus on aspects of verbal and non – verbal communication and not just on the written script mentioned in the task section.

Activity No: 5

Resume Writing

Date:

No. of hours to be dedicated: 02

Relevant CO: 2

Objectives: To develop the skills of students for writing formal letters required for technical as well as professional communication.

Theory:

Resume is always attached with an application letter, also known as a cover letter. Resume is a brief summary of personal and professional experiences, skills and education. There are three basic formats for resume; reverse – chronological, functional and combination.

Mandatory details to be included in the resume:

- Name
- Address
- Telephone no.
- Email id
- Date of birth
- Educational profile – tabular form of the same is preferable
- Special achievements
- Co – curricular and extra – curricular activities
- Areas of interest
- Skills and Hobbies

Task

Prime Focus Limited, Mumbai requires a Technical Resource Assistant and Branch Sales manager at their Pawai Branch office. Apply for the post with a cover letter and resume focusing on the skills required for the same.

Use Google Drive Resume formats by following steps.

- **Google Drive - New - Document - Template - Resume Templates**

[illegible]

Handwriting practice lines consisting of 28 sets of three horizontal dashed lines.

This image shows a full page of primary-ruled paper. It features multiple sets of horizontal dashed lines spaced evenly down the page, providing a guide for handwriting practice. The lines are light gray and extend across the entire width of the page. There are no margins, text, or other markings present.

Handwriting practice lines consisting of 20 sets of three horizontal dashed lines.

Criteria for assessment:

31

Activity No: 6

Conducting Meeting and Writing Minutes of Meeting

Date:

No. of hours to be dedicated: 02

Relevant COs : 2

Objectives: To develop verbal and non-verbal communication skills for social and professional etiquettes while conducting meetings and writing minutes of meeting.

Theory:

Steps to be followed:

1. Deciding Agenda : **Agendas** are the points to be discussed in the meeting.
2. Required Information to write the **Notice** for the Meeting.
 - Agenda
 - Date & Time (duration) of the Meeting
 - Venue
 - Who will attend the Meeting?
 - Who is going to call the meeting?
 - Structure of the Notice

Note: (Format of Notice will be discussed by the Teacher)

3. **Actual Meeting** to be conducted on decided day and time.
4. **Writing Minutes of Meeting:** The Minutes Meeting are the official record of what happened / discussed / decided during a meeting. The Minutes of Meeting serve as an outline, a written record for anyone unable to attend, and to use for future reference.

The information to be included in Minutes of Meeting:

- Date, time & Venue
- Present Members
- Absent Members
- Agenda wise discussion and outcome of the discussion (decision taken)
- Next Meeting Date or Month
- Submitted by..... Signature
- Approved by..... Signature

Note: (Format of Minutes of Meeting will be discussed by the Teacher)

Task:

You are the Tech-fest Coordinator of your college. You need to conduct a meeting to plan for the upcoming Tech-fest of your college.

1. Decide the Agenda of the meeting
2. Prepare a Notice for the Tech-fest committee Members of All departments including Faculty coordinator.
3. Conduct the Mock Meeting as per the decided agendas. (Assign the responsibility to someone for noting down the decision taken in the meeting.)
4. Based on the discussion of the meeting, prepare and write Minutes of Meeting.

Suggestion: Teacher can form students groups (minimum 5 in each group)

To see the MOM sample templates go to - <https://meetingnotes.com/blog/3-examples-of-meeting-minutes-free-templates>

- Write the agendas (points to be discussed) that you have decided for the meeting.

- Write Notice in the space provided below.

A sheet of white paper designed for handwriting practice. It features six identical horizontal rows of dashed lines, each row consisting of three parallel dashed lines spaced evenly apart. The rows are intended for tracing or copying letters and words.

- **Write the Minutes of Meeting in an appropriate format in the space provided below.**

[illegible]

Handwriting practice lines consisting of multiple sets of three horizontal dashed lines for tracing and writing practice.

Activity No: 7

Ethics, Professional Etiquettes and Self Development

Date:

No. of hours to be dedicated: 06

Relevant COs : 4,5,6

Objectives: To inculcate ethical aspects in budding engineers, to acquire understanding of social and professional skills and promote planning and practice of self-development and self-assessment through provided Case studies.

Theory:

- Ethics in Engineering
- Telephone etiquettes
- Etiquettes for foreign business trips
- Visits of foreign counterparts
- Etiquettes for small talks
- Respecting privacy
- Learning to say NO
- Self-development and Assessment:

Note: The teacher will explain and discuss the theory in the theory class.

Tasks

1. You are a civil Engineer and doing your job at a construction site. You have a doubt that the senior supervisor does not maintain the standard ratio of Cement and sand to prepare the concrete. The quality of the steel is also not as per the standard norms. When you try to interfere in this matter you find all the other people at sight try to ignore the matter. What will you do? How will you handle the situation with reference to the Ethical problem solving that has been discussed in your class?

[illegible]

2. You are to receive an urgent online voice call meeting with your boss on your mobile phone. In this meeting your boss is going to give you important instructions regarding upcoming projects.

What will you take care of before the call and during the call?

This image shows a full page of primary-ruled paper. It features multiple sets of horizontal dashed lines spaced evenly down the page, providing a guide for handwriting practice. The lines are light gray and extend across the entire width of the page. There are no margins, text, or other markings present.

b. What will you take care of during the meeting and presentation?

This image shows a full page of primary-ruled paper. It features multiple sets of horizontal dashed lines spaced evenly down the page, providing a guide for handwriting practice. The lines are light gray and extend across the entire width of the page. There are no margins, text, or other markings present.

[illegible][illegible]

[illegible][illegible]

This image shows a blank sheet of white paper with ten horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

8. You are the Director of a leading Engineering institute in the city. The institute is planning to organise an interview under your observation for the selection of the teachers. Before a few days of the interview, you get a call from the chief Secretary of the State requesting you to favour one of his candidates who is his close relative for the appointment in your institute. The Chief secretary also told you that if you do him this favour, he will grant more funds for your institute in the next year and all the pending issues of your college will be solved. But he also said that if you do not act as per his wish, he will create problems for him and his institute in future.

- Is this an ethical problem? Which ethics / values are involved in this matter?
- Which are the options that you can see in this case?
- Which option would you choose? Why?

[illegible]

What kind of decision would you take? Why?

[illegible]

Do you think it is ethical? (Any criteria you will decide for recruitment for your family members?)

[illegible]

11. Rajesh is running an NGO to help Orphan children. He received a government grant of Rs.5 lac for a project to teach the orphan children, who work at shops, tea-stalls, do boot-polishing etc. A year passed, but Rajesh managed to utilize only 2 lac rupees from the grant. Though he tried his best, he couldn't manage to educate all the orphan children for one or the other reason. Now the situation is that Rajesh has to return all the unspent money back to the government by the end of the financial year. But other members of the NGO suggested the following options.

1. If we honestly return Rs. 2 lac back, then government officials will think we have not worked well for our NGO and they'll reduce our grant for next year or they may not give us grant money for the next year.
2. We should take help from CA to manipulate our account books and show the majority of the grant was utilized for education.
3. Many other NGOs do the same thing- there is no problem – nobody will raise any objection, as long as we give 10% of the grant to the Officer in charge of this project.

Questions: Do you have any other option? What would you do if you were at Rajesh's place? Why?

[illegible]

Would you increase the marks taking into consideration his good academic record and future prospects? WHY?

Justify

This image shows a full page of handwriting practice paper. It features multiple sets of horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is white, and the lines are light gray or black, depending on the print quality. There is no text or other markings on the page.

Criteria	Understanding of Relevant Concepts /3	Language /3	Solution / Response to the situation /4	Total /10
Marks				

Activity No: 8

Mock Interview

Date:

No. of hours to be dedicated: 04

Relevant COs : 3

Objectives: To practice communication skills – both verbal and non – verbal in professional surrounding through negotiation; keeping in mind the professional and social etiquettes through Mock Interview

Note for the Teacher: The teacher will explain and discuss the verbal and non-verbal aspect of formal communication to prepare the students for the Mock Interview task with reference to the following points in the class.

- Preparation before the Interview
- What to take care during the Interview
- What to take care after the Interview

Then, the Mock Personal interview for the students will be conducted in the Lab sessions and the individual feedback should be given to the students for their further improvement. The students can also be given some sample questions for preparation.

- a. Introduce yourself.
- b. What do you want to do in your life?
- c. How would you describe your ideal job?
- d. Why did you choose this career?
- e. What goals do you have in your career?
- f. What is success for you?
- g. Describe the situation in which you were successful.
- h. Can you adjust in a team? How?
- i. What motivates you?
- j. Why should I hire you?
- k. What are your long term and short term goals?
- l. What do you see yourself doing five years from now?
- m. Which major problem have you dealt with recently?
- n. Can you handle pressure?
- o. What are your strengths?
- p. What are your weaknesses?

- q. Describe yourself in five words.
- r. Who were your favorite teachers? Why?
- s. Do you have any plans for further education?
- t. What qualities should a professional possess while doing a job?
- u. Is money important to you?

Criteria for assessment:

Criteria	Dressing /2	Body Language /2	Com. Skills /2	Knowledge/ Responses /2	Overall Impression /2	Total /10
Marks						

Activity No: 9

Presentations

Date:

No. of hours to be dedicated: 04

Relevant COs : 3

Objectives: To practice effective communication skills – both verbal and non – verbal keeping in mind the professional and social etiquettes through Presentations.

Note for the Teacher: The teacher will explain and discuss the verbal and non-verbal aspect of formal communication to prepare the students for the Presentation Task with reference to the following points.

- Preparation before the Presentation
- How to prepare presentation: Written / Oral
- What to take care during the Presentation: Introduction, Middle & Conclusion

The topics for presentation should be given in the beginning of term so that the students can get enough time for preparing the presentations. The topics can be selected from the syllabus or the students can also choose the topic other than the syllabus with the prior consent of the subject faculty.

Criteria for assessment:

Criteria	Body Language /2	Grammar/ Language /2	Presentation Mode /2	Concept Clarity /2	Overall Presentation /2	Total /10
Marks						

Book Review

[illegible]

[illegible]

[illegible]

Any Quote / Lines that you like the most from the book:

[illegible]

[illegible]

Criteria	Understanding of the Content /2.5	Overall Language /2.5	Grammar /2.5	Overall Presentation /2.5	Total /10
Marks					

Books suggested for Review:

1. You can Win by Shiv Khera
2. How to Win Friends and Influence People by Dale Carnegie
3. Getting Things Done: The Art of Stress Free Productivity by David Allen
4. Quiet :The Power of Introverts in the World they can't stop Talking by Susan Cain
5. The Alchemist by Paulo Coelho
6. The 7 Habits of Highly Effective People by Stephen Covey
7. What to say when you talk to yourself by Dr.Shad Helmstetter
8. The big leap by Gay Hendricks
9. Thinking Fast and Slow by Daniel Kahneman
- 10.The Art of Thinking Clearly by Ralf Dobelli
- 11.Upside Down Key by Sudha Murthy
- 12.Born to be Happy by Pramod Batra
- 13.Kiss that Frog by Brian Tracy
- 14.Build from Scratch by Vineet Bajpai
- 15.Tenmuch by A G Krishnamoorthy
- 16.Poor Little Rich Slum by Rashmi Bansal
- 17.Our Iceberg is Melting by John Paul Cotter
- 18.Most and More by Mahatria Ra
- 19.Third Curve by Mansoor Alikhan
- 20.Selected Short Stories by Rabindranath Tagore Edited by William Radice
- 21.That Thou Art by Dhruv Bhatt
- 22.Old Man and the Sea by Ernest Hemingway
- 23.Rich Dad Poor Dad by Robert Kiyosaki
- 24.The Monk Who Sold His Ferrari by Robin Sharma
- 25.Who Moved My Cheese? By Dr Spencer Johnson
- 26.The Business of the 21st Century by Robert Kiyosaki
- 27.My Experiments with Truth by Mahatma Gandhi
- 28.Five Point Someone by Chetan Bhagat
- 29.The Secret by Rhonda Byrne
- 30.The Power of Positive Thinking by NormanVincent Peale
- 31.The Power of Your Subconscious Mind by Joseph Murphy
- 32.Awaken the Giant Within by Anthony Robbins
- 33.The 5 AM Club by Robin Sharma
34. Who Will Cry When you Die? By Robin Sharma

35. Discover Your Destiny by Robin Sharma
36. The wings of Fire by A.P.J. Abdul Kalam
37. I have a Dream by Rashmi Bansal
38. The 5 Steps to Success by Yandamoori Veerendranath
39. The 4th Idiot by Biswaroop Roy Choudhury
40. You Are Born To Blossom by A.P.J. Abdul Kalam
41. Tiya: A Parrot's Journey Home by Samarpan
42. How to Develop a 'Never Give Up' Attitude by Dr. Hardik Joshi
43. Three Thousand Stitches : Ordinary People, Extraordinary Lives by Sudha Murthy
44. Chanakya in Daily Life by Radhakrishnan Pillai
45. Krishna, the man and his Philosophy by Osho
46. Siddhartha by Hermann Hesse
47. Ikigai: The Japanese secret to a long and a happy life by Francesc Miralles and Hector Garcia
48. Life's Amazing Secrets by Gaur Gopal Das
49. Energize your Mind by Gaur Gopal Das
50. Atomic Habits – Tiny Changes, Remarkable Results by James Clear

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