

COURSE CODE	
COURSE OBJECTIVE	The aim of this course is to allow learners to practice speaking in diverse context by using various mediums after establishing in-depth understanding with each context and medium through extensive input.
COURSE TITLE	Communication and Presentation Skills Lab
CREDIT HOURS	1
MODE OF INSTRUCTIONS	Case Studies Activity Based Learning Role Plays Individual Pair work Group Work Correspondence
GRADING CRITERIA	<ul style="list-style-type: none"> • Mid-Term 20 • Quizzes (3) 10 • Assignments 05 • Lab Work 10 • Class Participation 05 • Final Presentation 05 • Final Exam 45 <p>Note: There is no retake of lab activities, quizzes and mid-term.</p>
LAB COURTESIES	<ul style="list-style-type: none"> • Dress code: Formal attire • Deadlines must be observed • Attendance is compulsory • Eatables are not allowed in the lab. • Writing on the tables or on the vipers is strictly prohibited.
PLAGIARISM / ACADEMIC DISHONESTY	<ul style="list-style-type: none"> • All work submitted must be the student's own work. Cases of plagiarism shall be sent to the Disciplinary Committee. Research format is expected to follow standard documentation APA guidelines.

Week	Topics	
	Lab-1	Lab-2
Week-1	<ul style="list-style-type: none"> • Introduction • Diagnostic Test 	<ul style="list-style-type: none"> • Diagnostic Test
Week-2	<ul style="list-style-type: none"> • Impromptu Presentation 	<ul style="list-style-type: none"> • Impromptu Presentation • Email Writing
Week-3	<ul style="list-style-type: none"> • Self-Evaluation Report • Verbal & Non-Verbal Communication (Group Observation, Draft Report & Group Act Preparation) 	<ul style="list-style-type: none"> • Verbal & Non-Verbal Communication (Group Act)
Week-4	<ul style="list-style-type: none"> • Quiz-1 	<ul style="list-style-type: none"> • Quiz-1
Week-5	<ul style="list-style-type: none"> • Panel Discussion (Instructions, Topic Allocation & Preparation) • Self-Evaluation PowerPoint Presentation 	<ul style="list-style-type: none"> • Panel Discussion (Virtual/Physical) • Self-Evaluation PowerPoint Presentation
Week-6	<ul style="list-style-type: none"> • Role Play (Instructions, Topic Allocation, Drafting the Script & Preparation) • Self-Evaluation PowerPoint Presentation 	<ul style="list-style-type: none"> • Role Play • Self-Evaluation PowerPoint Presentation
Week-7	<ul style="list-style-type: none"> • Debates/Crossfire (Instructions, Topic Allocation & Preparation) • Self-Evaluation PowerPoint Presentation 	<ul style="list-style-type: none"> • Debates/Crossfire (Virtual/Physical)
Week-8	<ul style="list-style-type: none"> • Quiz-II 	<ul style="list-style-type: none"> • Quiz-II • Application/Email Writing
Week-9	<ul style="list-style-type: none"> • Communication Virtually (Webinars/Presentations/Seminars/Lectures) 	<ul style="list-style-type: none"> • Communication Virtually (Webinars/Presentations/Seminars/Lectures)
Week-10	<ul style="list-style-type: none"> • Informative Speaking (Individual Presentation) 	<ul style="list-style-type: none"> • Informative Speaking (Individual Presentation) • Self-Evaluation PowerPoint Presentation-II
Week-11	<ul style="list-style-type: none"> • Self-Evaluation PowerPoint Presentation-II 	Mid Term
Week-12	<ul style="list-style-type: none"> • Persuasive Speaking (Individual Presentation) 	<ul style="list-style-type: none"> • Persuasive Speaking (Individual Presentation) • Self-Evaluation PowerPoint Presentation-II
Week-13	<ul style="list-style-type: none"> • Quiz-III 	<ul style="list-style-type: none"> • Quiz-III
Week-14	<ul style="list-style-type: none"> • Final Presentation • Self-Evaluation Written Report 	<ul style="list-style-type: none"> • Final Presentation • Self-Evaluation Written Report