

20PCP158	Professional Communication Skills Lab	L	T	P	S	C	CH
Version 1.00		0	0	2	0	1	30
Pre-requisites/ Exposure	Studied Communication Skills Lab Course						
Co-requisites	20PCT154						

COURSE OBJECTIVES

The Course aims to:

1. Prepare students for their careers through proficient use of English in professional and interpersonal communication in the globalized context.
2. Inculcate soft skills and a professional attitude in the student.
3. Impart expertise for effective presentation skills.

COURSE OUTCOMES

On completion of this course, the students are expected to

1. Give presentations in English confidently using appropriate tools.
2. Illustrate effective soft skills while negotiating ethically in professional situations.
3. Use neutral accent in English with correct pronunciation.
4. Apply soft skills during the placement process.
5. Evaluate situations critically for problem solving and decision making.

COURSE DESCRIPTION

The course aims to make students use information to practice strategic discourse. It will prepare them for the transition from academia to industry.

TEXT BOOKS

- T1** Globarena EL- Client Software for Communication Skills, Hyderabad

COURSE CONTENT

Unit I: **10 Contact Hours**

Soft Skills: Critical Thinking Skills, Creativity Skills, Social Etiquette

Presentation Skills: Elements & structure of effective presentation, preparation of presentation

Speaking Skills: Presentation on a given topic, extempore, cross talk, paper reading

Reading Skills: Technical Reading – inferring meaning, critical reading: exercise 7-8

Listening Skills: Listening exercises for word stress and pronunciation -3 & 4

El Client Software: Parts of Speech, subject–verb agreement, tenses – contextual usage exercises

Phonetics: Vowel sounds practice with speaking on software

Unit II: **10 Contact Hours**

Soft Skills: Problem Solving Skills, Professional Ethics & Values

Speaking Skills: Group discussion, poster making and presentation, news discussion

Phonetics: Consonant Sounds practice with speaking on software

El Client Software: Correction of Sentences, Common Errors in English exercises

Listening Skills: Listening exercises for word stress and pronunciation -5 & 6

Unit III:

10 Contact Hours

Soft Skills: Negotiation Skills, Telephone Etiquette, Interview Skills- Interview Skills

Vocabulary building: one-word substitutes, analogy

Phonetics: Diphthongs sounds practice

Listening Skills: Listening exercises for word stress and pronunciation -7 & 8

Mode of Evaluation: The performance of students is evaluated as follows:

	Practical	
Components	Continuous Internal Assessment (CAE)	Semester End Examination (SEE)
Marks	60	40
Total Marks	100	

Relationship between the Course Outcomes (COs) and Program Outcomes (POs)

Mapping Between COs and POs		
SN	Course Outcome (CO)	Mapped Programme Outcome (PO)
1	Give presentations in English confidently using appropriate tools.	10
2	Illustrate effective soft skills while negotiating ethically in professional situations.	10
3	Use neutral accent in English with correct pronunciation.	10

		Engineering Knowledge	Problem analysis	Design/development of solutions	Conduct investigations of complex	Modern tool usage	The engineer and society	Environment and sustainability	Ethics	Individual or team work	Communication	Project management and finance	Life-long Learning
		1	2	3	4	5	6	7	8	9	10	11	12
20PCP158	Professional Communication Skills Lab	0	0	0	0	0	0	0	0	0	3	0	0

1=addressed to small extent

2= addressed significantly

3=major part of course

