

## TECHNICAL COMMUNICATION AND SOFT SKILLS LAB

**Course Code : 13HE1103**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>

### **Introduction:**

The introduction of the Advanced English Communication skills Lab is considered essential at B.Tech. level. At this stage the students need to prepare themselves for their careers which may require them to listen to, read, speak and write in English both for their professional and interpersonal communication in the globalised context. The proposed course should be an integrated theory and lab course to enable students to use 'good' English and perform the following:

- ❖ Gathering ideas and information: organizing ideas relevantly and coherently
- ❖ Engaging in debates
- ❖ Participating in group discussions
- ❖ Facing interviews
- ❖ Writing project proposals / technical reports
- ❖ Making oral presentations
- ❖ Writing formal letters and essays
- ❖ Transferring information from non-verbal to verbal texts and vice versa
- ❖ Taking part in social and professional communication

### **Course Educational Objectives:**

The Lab focuses on using computer-aided multimedia instruction for language development to meet the following targets:

- ❖ To improve the students' accuracy and fluency in English through a well-developed vocabulary, and enable them to listen to English

spoken at normal conversational speed by educated English speakers and respond appropriately in different socio-cultural and professional contexts.

- ❖ To enable students face competitive exams such as, GRE, TOEFL, IELTS, UPSC and other Bank examinations.
- ❖ To enable them communicate their ideas relevantly and coherently in writing.

### Course Outcomes:

- ❖ Students will be able to use language accurately, fluently and appropriately.
- ❖ They will be able to show their skills of listening, understanding and interpreting.
- ❖ They will be able to write project reports, reviews and resumes.
- ❖ They will be able to express their ideas relevant to given topics.
- ❖ Students will also exhibit advanced skills of interview, debating and discussion.

### LIST OF TASKS :

1. Listening comprehension – Achieving ability to comprehend material delivered at relatively fast speed; comprehending spoken material in Standard Indian English, British English, and American English; intelligent listening in situations such as interview in which one is a candidate.
2. Vocabulary building, Creativity, using Advertisements, Case Studies etc.
3. Personality Development: Decision-Making, Problem Solving, Goal Setting, Time Management & Positive Thinking
4. Cross-Cultural Communication : Role-Play/ Non-Verbal Communication.
5. Meetings- making meeting effective, chairing a meeting, decision-making, seeking opinions , interrupting and handling interruptions, clarifications, closure- Agenda, Minute writing

6. Group Discussion – dynamics of group discussion, Lateral thinking, Brainstorming and Negotiation skills
7. Resume writing – CV – structural differences, structure and presentation, planning, defining the career objective
8. Interview Skills – formal & informal interviews, concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele and video-conferencing
9. Writing Skills - Business Communication, Essays for competitive examinations.
10. Technical Report Writing/ Project Proposals – Types of formats and styles, subject matter – organization, clarity, coherence and style, planning, data-collection, tools, analysis.- Feasibility, Progress and Project Reports.

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