

EC-256

PROFESSIONAL COMMUNICATION SKILLS LAB

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**COURSE OBJECTIVES:****The Professional Communication Skills Lab prepares students to**

1. improve the dynamics of professional presentations.
2. develop the ability to compeer professional occasions.
3. enable to read news paper for their communicative competence.
4. equip with effective business correspondence.
5. develop in them communication and social graces necessary for functioning.  
\* for employable ready skills \* win in the job interviews \* Build confidence to handle professional tasks.

**COURSE OUTCOMES:****After successful completion of the course, the students will**

1. Develop effective communication and presentation skills.
2. Learn corporate etiquette - organizing and managing professional events and will understand how reading enhances their communicative competency.
3. Conduct effective correspondence and prepare reports which produce results.
4. Develop all-round personalities with a mature outlook to function effectively in different circumstances.

**List of Exercises / Activities:****1. Presentation skills:**

- (a) Key presentation skills inspired by Steve Jobs - You Tube.
- (b) Personality & finishing skills training videos.

How to make Effective Presentations, Methodology, Structure, using Technology and Conclusion.

**2. Speech writing:**

- (a) Welcoming guests on to the stage. (b) Proposing vote of thanks.
- Invite and thank people with professional etiquette.

**3. Reading skills:**

- (a) News paper reading (b) Reading and interpretation

News paper reading - loud reading within the groups. Reporting the news with one another without the help of the news paper.

(Besides this, motivate students to read News Paper every day without fail.)

**4. Writing Skills:**

Report writing (a) Feasibility report (b) Project report

( Writing an Abstract - Parts of a report - Title page - Declaration - Acknowledgements - Table of contents - Introduction - Conclusion - Citations - References - Appendices.)

**5. Career skills:**

- (a) Resume & Cover letter. (b) Interview - The purpose & preparation for an interview.

**Discover oneself** - Self Introduction - Social background ( family, home and town) - interests, Hobbies, likes & dislikes (persons, places, food, music, etc) - Strengths, Weaknesses, Skills, Qualities, Achievements - Opinions (love, life, marriage, politics, India, etc) what is life according to me? A creative narration with factual information is expected.

**Effective Resume writing:** structure and presentation - planning and defining the career objective - strengths and skills set - format - cover letter.

**Facing Interviews :** Interview Process - Understanding employer expectations - Pre-interview planning - Opening strategies - Answering strategies, Frequently Asked Questions (FAQs).

**REFERENCE BOOK(S) :**

1. Business Communication, II Ed, OUP, by Meenakshi Raman & Prakash Singh, 2012.
2. Technical Communication - English Skills For Engineers, II Ed, OUP by Meenakshi Raman & Sangeetha Sharma, 2011.(Unit-IV).
3. Technical Communication - Principles and Practice, II Ed, OUP by Meenakshi Raman & Sangeetha Sharma, 2015.(Unit-V)

**SOFTWARE :**

TOEFL Mastery, Rosetta Stone, TED Talks, Globarena, Clarity.

**Web Resources :**

[www.esl-lab.com](http://www.esl-lab.com), [www.eslgold.com](http://www.eslgold.com)