**13SH31P1 ADVANCED COMMUNICATION & SOFT SKILLS LABORATORY**

(Common to EEE, ECE & CSE branches)

Credits: 2

Periods/ week: 3Hrs Sessional Marks: 40

University Exam: 3 Hrs End Examination Marks: 60

1. Vocabulary Building – Synonyms and Antonyms, Word roots, One-word Substitutes, Prefixes and Suffixes, Study of word origin, Analogy, Idioms and Phrases.
2. Group Discussion – Dynamics of Group Discussion, Intervention, Summarizing, Modulation of voice, Body Language, Relevance, Fluency and Coherence.
3. Intrapersonal & Interpersonal Relationship Skills - Intrapersonal &

Interpersonal Relationship Skills - To be an Effective Team Player

1. Resume’ Writing – Structure and Presentation, Planning, Defining the career

Objective, Projecting ones strengths and Skill-Sets, Summary, Formats and Styles, Letter-Writing.

1. Interview Skills – Concept and Process, Pre-Interview Planning, Opening   
   Strategies, Answering Strategies, Interview through Tele and Video-Conferencing.
2. Corporate Etiquettes- Dressing Etiquettes- Dining Etiquettes- Nonverbal Communication- Proximity of Place

**Books Recommended**:

1. Effective Technical Communication, M. Ashraf Rizvi, Tata Mc. Graw-Hill Publishing Company Ltd.
2. A Course in English communication. Madhavi Apte, Prentice-Hall of India, 2007.
3. Communication Skills. Leena Sen, Prentice-Hall of India, 2005.
4. Academic Writing- A Practical guide for students by Stephen Bailey, Rontledge Falmer, London & New York, 2004.
5. English Language Communication: A Reader cum Lab Manual., Dr A Ramakrishna Rao, Dr G Natanam & Prof SA Sankaranarayanan, Anuradha Publications, Chennai
6. Body Language- Your Success Mantra. Dr. Shalini Verma, S. Chand, 2006.
7. Soft Skills, Dr K. Alex, S. Chand Publications, New Delhi.