**17SH32P1 - ADVANCED COMMUNICATION SKILLS LAB**

(Common for EEE& ECE)

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| **Course Category:** | Basic Sciences | **Credits:** | 2 |
| **Course Type:** | Laboratory | **Lecture-Tutorial-Practical:** | 0-0-3 |
| **Pre-requisite:** | Basic Level of LSRW skills | **Sessional Evaluation:**  **External Exam Evaluation:**  **Total Marks:** | 40  60  100 |

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| **Course Objectives:** | To make the student learn about: | |
| 1.To improve verbal proficiency  2.The group discussion skills viz verbal and nonverbal  3.To writing a standard résumé.  4.To improve analytical abilities to think on a particular given topic.  5.To interview skills  6.To acquire soft skills and use them effectively in a realistic professional  work places. | |
| **Course Outcomes:** | Upon successful completion of the course, the students will able to: | |
| **CO1** | Understand verbal proficiency and face competitive exams; GATE, GRE, TOEFL, GMAT |
| **CO2** | Develop group discussion skills viz verbal and nonverbal |
| **CO3** | Develop intrapersonal and interpersonal relationship skills |
| **CO4** | Prepare effective résumés and job applications. |
| **CO5** | Face all types of interviews successfully and get jobs in different companies |
| **CO6** | Improve personal and professional grooming, business dressing and telephonic skills. |
| **Course Content:** | **LIST OF EXPERIMENTS**  **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, voice modulation , body language, relevance, fluency and coherence  **3.Intrapersonal & interpersonal relationship skills:** Intrapersonal & interpersonal relationship skills, to be an effective team player  **4.Résuméwriting:** Structure and presentation, planning, defining the career objective, projecting ones strengths and skill, sets, summary, formats and styles, cover letter.  **5. Interview skills:** Concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele and video conferencing  **6.Corporate etiquettes:** Dressing etiquettes, dining etiquettes, nonverbal communication, proximity of place | |
| **Reference books:** | **Reference books:**  1. “Effective technical communication”, by M. Ashraf Rizvi, Tata Mc. Graw-Hill Publishing Company Ltd.  2.“A Course in english communication”, by Madhavi Apte, Prentice-Hall of India, 2007.  3. “Communication skills”, by Leena Sen, Prentice-Hall of India, 2005.  4. “Academic writing**-** A Practical guide for students, Stephen Bailey, Rontledge Falmer, London & New York, 2004.  5.“English language communication**:** A Reader cum Lab Manual”**,** by  Dr A Ramakrishna Rao, Dr G Natanam& Prof SA Sankaranarayanan, Anuradha Publications, Chennai  6.“Body language- Your success mantra”, by Dr. ShaliniVerma,  S. Chand, 2006.  7. “Soft skills”, by Dr K. Alex, S. Chand Publications, New Delhi. | |