

III B.Tech I Semester**15AHS06 - ADVANCED ENGLISH LANGUAGE COMMUNICATION SKILLS LAB**

(Common for ME, ECE and CSE)

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1. INTRODUCTION

The introduction of the Advanced Communication Skills Lab is considered essential at 3rd year 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 a laboratory course to enable students to use 'good' English and perform the following:

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

2. OBJECTIVES:

This Lab focuses on using multi-media instruction for language development to meet the following targets:

- To improve the students' 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.
- Further, they would be required to communicate their ideas relevantly and coherently in writing.
- To prepare all the students for their placements.

3. SYLLABUS: The following course content to conduct the activities is prescribed for the Advanced Communication Skills (ACS) Lab:

UNIT-I: COMMUNICATIVE COMPETENCY

1. Reading Comprehension – Techniques-Book Review
2. Listening comprehension – Video Talks-Eminent speeches
3. Verbal Competency - Vocabulary - Spotting Errors- Aptitude Tests

UNIT-II: TECHNICAL WRITING

1. Essentials of writing -Technical Paper/ Report writing-Concise writing
2. Administrative / Business Documentation – Circular Writing -Meeting – Agenda – Minutes-Resolutions

3. Project Writing – Framing Outline – Finding Problem- Documentation-Citation

UNIT-III: PRESENTATIONAL SKILLS

1. Oral presentations -- Public Speaking –Paper & Seminar Presentation
2. Digital Presentations -Power point - Video Presentation -Poster presentation
3. Stage Dynamics – Body Language – Para Language

UNIT-IV: CORPORATE SKILLS

1. Etiquettes -Dress - Dining – Net Etiquettes
2. Telephonic skills –Mobile Etiquettes
3. Soft Skills – Intra – Inter Personal Skills

UNIT-V: GETTING READY FOR JOB

1. Before Interview -Curriculum vitae/ Resume-Covering letter-E-mail writing
2. During Interview – G.D-Mock Interviews– Psychometric Tests – Follow up
3. After interview - Excelling in Profession– Team spirit– Work culture

4. LEARNING OUTCOMES:

- Acquiring extensive range of vocabulary and its proper use contextually
- Flair in Writing and felicity in written expression.
- Enhanced job prospects / Employability skills /developing organizational abilities in tune with corporate requirement
- Effective Speaking Abilities

5. MINIMUM REQUIREMENT:

The Advanced Communication Skills (ACS) Laboratory shall have the following infra-structural facilities to accommodate at least 35 students in the lab:

- Spacious room with appropriate acoustics.
- Round Tables with movable chairs
- Audio-visual aids /LCD Projector
- Public Address system
- P – IV Processor, Hard Disk – 80 GB, RAM–512 MB Minimum, Speed – 2.8 GHZ
- T. V, a digital stereo & Camcorder
- Headphones of High quality

6. SUGGESTED SOFTWARE:

The software consisting of the prescribed topics elaborated above should be procured and used.

1. K-VAN SOLUTIONS-Advanced communication lab
2. DELTA's key to the Next Generation TOEFL Test: Advanced Skill Practice.
3. TOEFL & GRE(KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS)
4. Train2success.com

7. BOOKS RECOMMENDED:

1. Objective English for Competitive Exams, HariMohana Prasad, 4th edition, Tata McGraw Hill.
2. Effective Technical Communication, AshrifRizvi, TataMcGrahill, 2011.

3. Technical Communication, Meenakshi Raman & Sangeeta Sharma, O U Press 2009.
4. Books on TOEFL/GRE/GMAT/CAT/IELTS, Barron's/DELTA/Cambridge University Press. 2012.
5. Soft Skills for Everyone, Butterfield Jeff, Cengage Publications, 2011.
6. Ultimate Psychometric Tests: Mike Bryon, Vinod Vasishtha for Kogan Page India Pvt. Ltd, New Delhi.
7. Soft Skills- Know Yourself And Know The World, Dr.K.Alex, Chand Publications ,Third revised edition 2014.
8. Management Shapers Series , Universities Press (India) Pvt Ltd., Himayatnagar, Hyderabad 2008.
9. Word Power Made Handy, Shalini Verma, S Chand Publications, 2011.

