ADVANCED ENGLISH COMMUNICATION SKILLS LAB

VI Semester:

Course Code	Category	Hours / Week			Credits	Maximum Marks		
		L	**T**	**P**	**C**	**CIA**	**SEE**	**Total**
A5HS04	**HSMC**	-	-	3	1.5	30	70	100

COURSE OUTCOMES:
1. Organize the ideas coherently from the text.
2. Participate in debates, group discussions.
3. Write project/research reports/technical reports/formal letters.
4. Make oral presentations.

LIST OF EXPERIMENTS

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

Week -1
Activities on Fundamentals of Inter-personal Communication
Starting a conversation - responding appropriately and relevantly - using the right body language - Role Play in different situations & Discourse Skills- using visuals.

Week -2
Activities on Building Vocabulary
Synonyms and antonyms, word roots, one-word substitutes, prefixes and suffixes, study of word origin, business vocabulary, analogy, idioms and phrases, collocations & usage of vocabulary

Week -3
Activities on Reading Comprehension
General Vs Local Comprehension, Reading for facts, guessing meanings from context, Scanning and Skimming.

Week -4
Activities on Reading for Specific Purposes
Inferring meaning, Critical reading & Effective goggling.

Week-5
Activities on Writing Skills- Technical Reports
Structure and presentation of different types of writing - letter writing/ Resume writing/ e-correspondence

Week-6
Activities on Writing Skills
Technical report writing/ Portfolio writing - planning for writing - improving one's writing.

Week- 7
Activities on Presentation Skills
Oral presentations (individual and group) through JAM sessions and Seminars.

Week- 8
Activities on Presentation Skills Using ICT
PPTs and written presentations through posters/ projects/ reports/ e-mails/ assignments etc.

Week- 9

Activities on Group Discussion

Dynamics of group discussion, intervention, summarizing, modulation of voice, body language, relevance, fluency and organization of ideas and rubrics for evaluation- Concept and process

Week-10

Interview Skills

Pre-interview planning, opening strategies, answering strategies, interview through tele-conference & video-conferencing and Mock Interviews.

Reference Books:

1. Raman, M & Sharma, S. (2009). Technical Communication. Oxford University Press.
2. Rani. S. (2011). Advanced Communication Skills Laboratory Manual. Pearson Education.
3. Anderson, V. (2007). Technical Communication. Cengage Learning pvt. Ltd.
4. Kelly M. Quintanilla & Shawn T. Wahl. (2011). Business and Professional Communication: Keys for Workplace Excellence. Sage South Asia Edition. Sage Publications.
5. Stev. D & David T. Mc Mahan. (2012). The Basics of Communication: A Relational Perspective. Sage South Asia Edition. Sage Publications.
6. Mc Murrey. D & Buckley. J. (2012). Handbook for Technical Communication Cengage Learning.
7. Sen. L. (2009). Communication Skills. PHI Learning Pvt Ltd.
8. Vishvamohan, A. (2009). English for Technical Communication for Engineering Students. Tata Mc Graw Hill.
9. Books on TOFEL/ GRE/ GMAT/ CAT/ IELTS by Barron's/ DELTA/ Cambridge University Press.
10. Tomalin, B & Thomas, B. (2009). International English for Call Centers. Macmillan Publishers.