

## ADVANCED ENGLISH COMMUNICATION SKILLS LAB (Common to CSE & IT)

III B. Tech. - II Semester  
Course Code: A3HS13

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### COURSE OVERVIEW:

The introduction of the Advanced Communication Skills Lab is considered essential at 3<sup>rd</sup> 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:

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

### COURSE OBJECTIVES:

1. 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.
2. Further, they would be required to communicate their ideas relevantly and coherently in writing.
3. To prepare all the students for their placements.

### COURSE OUTCOMES:

1. Accomplishment of sound vocabulary and its proper use contextually.
2. Flair in Writing and felicity in written expression.
3. Enhanced job prospects.
4. Effective Speaking Abilities

## SYLLABUS

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

1. Listening for writing short answers, identifying topic, context, function, etc.
2. Activities on Fundamentals of Inter-personal Communication and Building Vocabulary- Starting a conversation- responding appropriately and relevantly- using the right body language- Role Play in different situations & Discourse Skills-using visuals-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.
3. Activities on Reading Comprehension-General Vs Local comprehension, reading for facts, guessing meanings from context, scanning, skimming inferring meaning, critical reading & effective googling, understanding sentence structure/ error identification.

4. Functional/Communicative Task e.g. giving instructions, explaining a development, asking for comments, requesting information, agreeing to requests Correspondence: e.g. explaining, apologizing, reassuring, and complaining. Report: describing, summarizing. Proposal: describing summarizing, recommending, persuading. Activities on Writing Skills – Structure and presentation of different types of writing- letter writing/Resume writing/e Correspondence, Technical report writing/Portfolio writing- planning for writing- improving one's writing.
5. Format and Focus on Conversation between the interlocutor and each candidate-Giving personal information. Talking about present circumstances, past experiences and future plans, expressing opinions, speculating etc.-A 'mini presentation' by each candidate on a business theme- Organizing a larger unit of discourse-Giving information and expressing and justifying opinions-Two-way conversation between candidates followed by further prompting from the interlocutor -Expressing and justifying opinions, speculating, comparing and contrasting agreeing and disagreeing etc.
6. Activities on Presentation Skills - Oral presentations (individual and group) through JAM sessions/seminars/PPTs and written presentations through posters/projects/reports/e-mails/assignments etc.
7. Activities on Group Discussion and Interview Skills - Dynamics of group discussion, intervention,summarizing,modulationofvoice,body/language,relevance,fluencyand organization of ideas and rubrics for evaluation- Concept and process, pre-interview planning, opening strategies,answeringstrategies,interviewthroughtele-conference&video-conference and Mock Interviews.

**TEXT BOOKS:**

1. Technical Communication by MeenakshiRaman and SangeetaSharma, Oxford University Press2009.
2. Advanced Communication Skills Laboratory Manual by SudhaRani,D,Pearson Education2011.
3. Technical Communication by PaulVAnderson.2007.CengageLearningpvt.Ltd.NewDelhi.
4. Business and Professional Communication: Keys for Workplace Excellence. Kelly M.Quintanilla & ShawnT.Wahl.SageSouthAsiaEdition.SagePublications.2011.
5. The Basics of Communication: A Relational Perspective .SteveDuck &DavidT. McMahan. SageSouth AsiaEdition.SagePublications.2012.
6. English Vocabulary in Useseries, Cambridge UniversityPress2008.
7. Management Shapers Series by Universities Press (India) Pvt.Ltd., Himayatnagar, Hyderabad 2008.
8. Handbook for Technical Communication by David AMcMurrey & JoanneBuckley2012Cengage Learning.
9. Communication Skills by LeenaSen, PHI LearningPvtLtd.,NewDelhi,2009.
10. Handbook for Technical Writing by DavidAMcMurrey & JoanneBuckely CENGAGE Learning2008.
11. Job Hunting by ColmDownes, Cambridge University Press2008.
12. Master Public Speaking by AnneNicholls, JAICOPublishingHouse,2006.
13. English for Technical Communication for Engineering Students, Aysha Vishwamohan, Tata McGraw-Hil2009.
14. Books on TOEFL/GRE/GMAT/CAT/IELTS by Barron's/DELTA/Cambridge University Press.
15. International English for Call Centres by BarryTomalin and Suhashini Thomas, Macmillan Publishers,2009.

**DISTRIBUTION AND WEIGHTAGE OF MARKS:**

Advanced Communication Skills Lab Practical's:

1. The practical examinations for the ACS Laboratory practice shall be conducted as per the University norms prescribed for the core engineering practical sessions
2. For the English Language lab sessions, there shall be continuous evaluation during the year for 25 sessional marks and 50 End Examination marks. Of the 25 marks, 15 marks shall be awarded for day to-day work and 10 marks to be awarded by conducting Internal Lab Test(s). The End Examination shall be conducted by the teacher concerned, by inviting the External Examiner from outside .In case of the non-availability of the External Examiner, other teacher of the same department can act as the External Examiner

**Mini Project:** As a part of Internal Evaluation.

Seminar/ Professional Presentation

A Report on the same has to be prepared and presented

*\*Teachers may use their discretion to choose topics relevant and suitable to the needs of students.*

*\*Not more than two students to work on each mini project.*

*\*Students may be assessed by their performance both in oral presentation and written report.*