

GE2321 COMMUNICATION SKILLS LABORATORY L T P C
(Fifth / Sixth Semester) 0 0 4 2

Globalisation has brought in numerous opportunities for the teeming millions, with more focus on the students' overall capability apart from academic competence. Many students, particularly those from non-English medium schools, find that they are not preferred due to their inadequacy of communication skills and soft skills, despite possessing sound knowledge in their subject area along with technical capability. Keeping in view their pre-employment needs and career requirements, this course on Communication Skills Laboratory will prepare students to adapt themselves with ease to the industry environment, thus rendering them as prospective assets to industries. The course will equip the students with the necessary communication skills that would go a long way in helping them in their profession.

OBJECTIVES

- To equip students of engineering and technology with effective speaking and listening skills in English.
- To help them develop their soft skills and interpersonal skills, which will make the transition from college to workplace smoother and help them excel in their job.
- To enhance the performance of students at Placement Interviews, Group Discussions and other recruitment exercises.

A. ENGLISH LANGUAGE LAB (18 Periods)

1. LISTENING COMPREHENSION: (6)

Listening and typing – Listening and sequencing of sentences – Filling in the blanks - Listening and answering questions

2. READING COMPREHENSION: (6)

Filling in the blanks - Close exercises – Vocabulary building - Reading and answering questions.

3. SPEAKING: (6)

Phonetics: Intonation – Ear training - Correct Pronunciation – Sound recognition exercises – Common Errors in English.

Conversations: Face to Face Conversation – Telephone conversation – Role play activities (Students take on roles and engage in conversation)

B. DISCUSSION OF AUDIO-VISUAL MATERIALS (6 PERIODS)

(Samples are available to learn and practice)

1. RESUME / REPORT PREPARATION / LETTER WRITING (1)

Structuring the resume / report - Letter writing / Email Communication - Samples.

2. PRESENTATION SKILLS: (1)

Elements of effective presentation – Structure of presentation - Presentation tools – Voice Modulation – Audience analysis - Body language – Video samples

3. SOFT SKILLS: (2)

Time management – Articulateness – Assertiveness – Psychometrics – Innovation and Creativity - Stress Management & Poise - Video Samples

4. GROUP DISCUSSION: (1)

Why is GD part of selection process? - Structure of GD – Moderator – led and other GDs - Strategies in GD – Team work - Body Language - Mock GD -Video samples

Ge2321 Communication Skills Lab Manual

John W. Davies, Ian K. Dunn



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Advanced Communication Skills Laboratory Manual D. Sudha Rani, 2010 **Advanced Communication Skills**

Laboratory Manual: Sudha Rani, 1900 Advanced Communication Skills Laboratory Manual is the sequel to the acclaimed A Manual for English Language Laboratories and addresses the specific needs of students and teachers in technical and other professional courses. It focuses on reading and writing skills and integrates these with speaking, listening and other intra and inter personal skills. Besides imparting communication and soft skills, the three tier evaluation exercises (self evaluation, peer group evaluation and teacher evaluation) will identify the students' communication skills and help in developing skill sets.

Advanced Manual for Communication Laboratories and Technical Report Writing: For WBUT D. Sudha

Rani, 2011 Advanced Manual for Communication Laboratories and Technical Report Writing For WBUT. As per the Revised 2011 Syllabus, it addresses the needs of communication and technical writing. The first part is designed to be an activity based skill oriented laboratory record cum manual and focuses on reading and writing skills and integrates these with speaking, listening and other intra and inter personal skills. Apart from imparting communication and soft skills, the three tier evaluation exercises (self evaluation, peer group evaluation and teacher evaluation) will identify the students' communication skills and aid them in developing specific skill sets. The second part imparts writing skills with special emphasis on the ways of writing impeccable technical reports. The balanced approach to language learning, a combination of spoken and written communication of this book will help students of technical and other professional courses. *Business Communication and Soft Skills Laboratory Manual* D. Sudha Rani, 2011 Business Communication and Soft Skills Laboratory Manual provides hands on experience of business and professional situations. It imparts the required communication and soft skills through group activities and peer group assessment essential for effective communication and personality development. This ensures long term employability of students entering the professional domain and professionals striving for consistency and success in their jobs. This is also an effective tool for students and teachers to use a communicative approach to business communication.

Communication Skills John W. Davies, 2001 Rev ed of Communication for engineering students John W. Davies 2nd ed 1996 **Communications Skills** Patricia S. Buck, Lillian L. Gordon, 1970 *Professional Communication*

and Soft Skills Laboratory Manual, 2022 *Communication for Engineering Students* John W. Davies, 1996 Communication for Engineering Students provides a concise, highly readable and practical guide to the basic written and spoken communication skills required by students of all branches of engineering. **Communication Skills** John W. Davies, Ian K.

Dunn, 2011 An informal guide to help engineering and applied science students become better communicators. It is the only British book to cover the communication skills engineering and applied science students will need in both their academic and professional careers using examples of good practice, checklists and self assessment tests. Topics include writing technical reports, giving presentations, email and web communication, avoiding plagiarism and compiling work based learning portfolios.

Lab Manual for Modern Electronic Communication Jeffrey S. Beasley, Gary M. Miller, David Shores, Mark E. Oliver, 2021

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