

**EN508HS: ADVANCED COMMUNICATION SKILLS LAB**

III Year B.Tech. CSE I-Sem

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**1. INTRODUCTION:**

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 globalized 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:

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.

**3. SYLLABUS:**

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

1. **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.
2. **Activities on Reading Comprehension** –General Vs Local comprehension, reading for facts, guessing meanings from context, scanning, skimming, inferring meaning, critical reading& effective googling.
3. **Activities on Writing Skills** – Structure and presentation of different types of writing – *letter writing/Resume writing/ e-correspondence/Technical report writing/* – planning for writing – improving one's writing.
4. **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.
5. **Activities on Group Discussion and Interview Skills** – Dynamics of group discussion, intervention, summarizing, modulation of voice, body language, relevance, fluency and organization of ideas and rubrics for evaluation- Concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele-conference & video-conference and Mock Interviews.

**4. MINIMUM REQUIREMENT:**

The Advanced English Communication Skills (AECS) Laboratory shall have the following infrastructural 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

**5. SUGGESTED SOFTWARE:**

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

- Oxford Advanced Learner's Compass, 7<sup>th</sup> Edition
- DELTA's key to the Next Generation TOEFL Test: Advanced Skill Practice.
- Lingua TOEFL CBT Insider, by Dream tech
- TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS)

**TEXT BOOKS:**

1. Effective Technical Communication by M Asharaf Rizvi. McGraw Hill Education (India) Pvt. Ltd. 2<sup>nd</sup> Edition
2. Academic Writing: A Handbook for International Students by Stephen Bailey, Routledge, 5<sup>th</sup> Edition.

**REFERENCES:**

1. Learn Correct English – A Book of Grammar, Usage and Composition by Shiv K. Kumar and Hemalatha Nagarajan. Pearson 2007
2. Professional Communication by Aruna Koneru, McGraw Hill Education (India) Pvt. Ltd, 2016.
3. Technical Communication by Meenakshi Raman & Sangeeta Sharma, Oxford University Press 2009.
4. Technical Communication by Paul V. Anderson. 2007. Cengage Learning pvt. Ltd. New Delhi.
5. English Vocabulary in Use series, Cambridge University Press 2008.
6. Handbook for Technical Communication by David A. McMurrey & Joanne Buckley. 2012. Cengage Learning.
7. Communication Skills by Leena Sen, PHI Learning Pvt Ltd., New Delhi, 2009.
8. Job Hunting by Colm Downes, Cambridge University Press 2008.
9. English for Technical Communication for Engineering Students, Aysha Vishwamohan, Tata Mc Graw-Hill 2009.