

## **MC5113 COMMUNICATION SKILL LABORATORY**

### DETAILED SYLLABUS

#### **OBJECTIVES:**

- To provide opportunities to learners to practice their communicative skills to make them become proficient users of English.
- To enable learners to fine-tune their linguistic skills (LSRW) with the help of technology to communicate globally.
- To enhance the performance of learners at placement interviews and group discussions and other recruitment procedures.

#### **LIST OF EXPERIMENTS:**

##### **1. PC based session (Weightage 40%)**

###### **A. English Language Lab**

**1. Listening Comprehension:** Listening and typing – Listening and sequencing of sentences – Filling in the blanks - Listening and answering questions.

**2. Reading Comprehension:** Filling in the blanks - Close exercises – Vocabulary building - Reading and answering questions.

**3. Speaking: Phonetics:** Intonation – Ear training - Correct Pronunciation – Sound recognition exercises – Common Errors in English. Conversations: Face to Face Conversation – Telephone conversation– Role play activities

##### **2. B. Discussion of audio-visual materials (Samples to learn and practice)**

###### **1. Resume / Report Preparation / Letter Writing**

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

###### **2. Presentation skills:**

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

###### **3. Soft Skills:**

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

###### **4. Group Discussion:**

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

###### **5. Interview Skills:**

Kinds of interviews – Required Key Skills – Corporate culture – Mock interviews Video samples.

### **3. II. Practice Session (Weightage – 60%)**

**Resume / Report Preparation / Letter writing:**

#### **4. SOFT SKILLS**

Hard skills & soft skills – soft skills: self-management skills & people skills - training in soft skills persuasive skills – sociability skills – interpersonal skills – team building skills – leadership skills – problem solving skills – adaptability - stress management – motivation techniques – life skills

#### **5. PRESENTATION SKILLS**

Preparing slides with animation related to the topic – organizing the material - Introducing oneself to the audience – introducing the topic – answering questions – individual presentation practice— presenting the visuals effectively – 5 minute presentation

#### **6. GROUP DISCUSSION SKILLS**

Participating in group discussions – understanding group dynamics - brainstorming the topic -- questioning and clarifying –GD strategies (expressing opinions, accepting or refusing others opinions, turn taking) – activities to improve GD skills – viewing recorded GD - mock GD.

#### **7. INTERVIEW SKILLS**

Interview etiquette – dress code – body language – mock interview --attending job interviews – answering questions confidently – technical interview – telephone/Skype interview - practice in different types of questions – one to one interview & panel interview – FAQs related to job interview- Emotional and cultural intelligence

#### **OUTCOMES:**

Upon Completion of the course, the students will be able to:

- Students will be able to make presentations and participate in group discussions with high level of self-confidence.
- Students will be able to perform well in the interviews
- They will have adequate reading and writing skills needed for workplace situations