

ADVANCED ENGLISH COMMUNICATION SKILLS LAB

III Year B. Tech CSE (AI & ML) II Sem.

Course Code: A226088

Course Outcomes:

At the end of this course, students will be able to:

1. Develop sound communication skills in various situations with the help of enriched vocabulary.
2. Practice reading techniques for a faster and better comprehension.
3. Exhibit strong writing skills to express ideas effectively.
4. Demonstrate effective presentation skills.
5. Use appropriate verbal and non-verbal skills for a successful career.

Unit I

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.

Unit II

Activities on Reading Comprehension – General Vs Local comprehension, reading for facts, guessing meanings from context, scanning, skimming, inferring meaning, critical reading & effective googling.

Unit III

Activities on Writing Skills – Structure and presentation of different types of writing – letter writing/ Resume writing/ Statement of purpose - E-correspondence/ Technical report writing / Portfolio writing – planning for writing – improving one's writing.

Unit IV

Activities on Presentation Skills – Oral presentations (individual and group) through JAM sessions/seminars/PPTs and written presentations through posters/projects/reports/e-mails/assignmentsetc.

Unit V

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.

References Books:

1. Technical Communication by Meenakshi Raman & Sangeeta Sharma, Oxford University 2009.
2. Functional English for Success, Orient longman,2014.
3. Advanced Communication Skills Laboratory Manual by Sudha Rani, D. Pearson Education 2011.