

AIM:

To enhance the overall capability of students and to equip them with the necessary Communication Skills and Soft Skills that would help them excel 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 jobs.
- To enhance the performance of students at Placement Interviews, Group Discussions and other recruitment exercises.

A. Viewing and discussing audio-visual materials (6 periods)

1. **Resume / Report Preparation / Letter Writing:** (2)
Letter writing – Job application with Resume - Project report - Email etiquette.
2. **Presentation skills:** (1)
Elements of effective presentation – Structure of presentation - Presentation tools – Body language.
3. **Soft Skills:** (1)
Time management – Stress management – Assertiveness – Negotiation strategies.
4. **Group Discussion:** (1)
Group discussion as part of selection process, Structure of group discussion – Strategies in group discussion – Mock group discussions.
5. **Interview Skills:** (1)
Kinds of interviews – Interview techniques – Corporate culture – Mock interviews.
(Career Lab Software may be used for this section).

Note: Career Lab software may be used to learn the skills, to be applied in the practice session.

B. Practice session (24 periods)

1. **Resume / Report Preparation / Letter writing:** Students prepare their own resume and report. (4)
2. **Presentation Skills:** Students make presentations on given topics. (8)
3. **Group Discussion:** Students participate in group discussions. (6)
4. **Interview Skills:** Students participate in Mock Interviews (6)

TOTAL= 30 PERIODS

REFERENCES:

1. Anderson, P.V, "Technical Communication", Thomson Wadsworth, Sixth Edition, New Delhi, 2007.
2. Prakash P, "Verbal and Non-Verbal Reasoning", Macmillan India Ltd., Second Edition, New Delhi, 2004.
3. John Seely, "The Oxford Guide to Writing and Speaking", Oxford University Press, New Delhi 2004.
4. David Evans, "Decisionmaker", Cambridge University Press, 1997.
5. Thorpe, E and Thorpe, S "Objective English", Pearson Education, Second Edition, New Delhi 2007.
6. Turton, N.D and Heaton, J.B, "Dictionary of Common Errors", Addison Wesley Longman Ltd., Indian reprint 1998.