

ADVANCED COMMUNICATION SKILLS LABORATORY

Lectures: 3 Periods/week

Sessional Marks : 40

Semester End Exam: 3 hours

Semester End Examination Marks: 60

Credits : 2

Course objectives:

- To expose the students to a variety of learner-friendly methods of language learning
- To train the students to use language effectively to face interviews, group discussion and public speaking
- To initiate the students to speak better
- To expose the students to corporate etiquette
- To develop proficiency in presentation
- To train the students in speech writing
- To develop employability skills
- To develop civic sense and concern to the society

Course outcomes:

- The student develops a variety of learner –friendly methods of language learning
- The students are capable of using language effectively to face interviews, group discussion and public speaking
- The students develop confidence level to speak better
- The students learn the corporate etiquettes
- They are proficient in presentations
- The students develop felicity of expression
- The students develop employability skills
- The students turn out to be responsible and become service minded.

1. Employability skills – Interview skills
2. Critical appreciation
 - Poems
 - Short stories
 - Life stories
 - Excerpts of great personalities
3. Film clippings
4. Briefing and explaining
5. Board room discussions
6. Presentations
7. Mini Projects
- Assignment on – Visiting orphanages, old age homes, hospitals, bank, traffic etc.,
8. Speech writing

- Acceptance speech
- Hositng
- Vote of thanks
- Introducing people on the stage
- Farewell speech
- Comparing
- Commentary
- Thank you speech

BOOKS:

1. Soft skills for Everyone – Jeff Butterfield
Cengage learning
First print 2010, Third Indian Reprint 2012
2. Personality Development and Soft Skills - Barun K.Mitra
Oxford University Press , First published 2011.