

**COMMUNICATION SKILLS LABORATORY
(COMMON TO ALL BRANCHES)**

Instruction	2 periods per week
Duration of University Exam	3 hours
University Examination	50 marks
Sessional	25 marks

The following are the **objectives** of the course:

To enable the students to

- learn the appropriate use of language and body language
- participate in group discussions and debates
- improve their public speaking skills
- improve their presentation skills
- learn how interviews are conducted and faced

The following are the **outcomes** of the course:

The students will be able to

- use language and body language effectively
- participate in group discussions and debates effectively
- make speeches with reasonable ease
- make presentations well
- to farewell in interviews

Note: While teaching the following items, emphasis may be laid on intensive practice in the language lab. Lecturing may be avoided as far as possible.

1. **Role play:** Use of dialogues in a variety of situations and settings
2. **Presentation Skills:** Making effective presentations, Expressions which can be used in presentations, Use of non-verbal communication, Coping with stage fright, Handling questions and answer session
3. **Public Speaking:** Planning, Preparation, Techniques of delivery, Handling stage fear/fright
4. **Group Discussion:** Initiating, continuing and concluding a GD, Giving feedback; Practising case studies and Topic based GDs
5. **Debate:** Differences between a debate and a group discussion, Essentials of a debate, Participating in a debate
6. **Interview Skills:** Facing interviews confidently, Use of suitable expressions during interviews; Mock interviews

Suggested Reading:

1. E. Suresh Kumar. *A Handbook for English Language Laboratories (with CD)*. Revised edition, Cambridge University Press India Pvt. Ltd. 2014
2. T. Balasubramanian. *A Text book of English Phonetics for Indian Students*. Macmillan, 2008.
3. Edgar Thorpe. *Winning at Interviews*. Pearson Education, 2006.
4. J. Sethi et al., *A Practical Course in English Pronunciation (with CD)*. Prentice Hall of India, 2005.
5. Hari Mohan Prasad. *How to Prepare for Group Discussions and Interviews*. Tata McGraw Hill, 2006.