

DEPARTMENT OF ENGLISH
SCHEME OF COURSE WORK
PROFESSIONAL COMMUNICATION & SOFT SKILLS LAB

Course Details:

Course Title	Professional Communication & Soft Skills Lab								
Course Code	20HE1103	L	T	P	C	0	1	2	2
Program:	B. Tech.								
Specialization:	Common to all branches								
Semester	V/VI								
Prerequisites	Plus two and ELL in the first year								
Courses to which it is a prerequisite	N/A								

Course Outcomes (COs):

1	analyse popular speeches in English and develop a suitable style of presentation.
2	compose well-organized emails, business/technical reports, and resumes.
3	employ interview techniques to perform well in interviews
4	demonstrate soft skills and exchange views on a wide range of topics through GD/Debates
5	interpret different types of texts – literary, articles in newspapers/magazines.

Program Outcomes (POs): Program Outcomes (POs): A graduate of engineering will be able to

PO-1	Graduates will be able to apply the knowledge of mathematics, science, engineering fundamentals to solve complex civil engineering problems.
PO-2	Graduates will attain the capability to identify, formulate and analyse problems related to civil engineering and substantiate the conclusions
PO-3	Graduates will be in a position to design solutions for civil engineering problems and design system components and processes that meet the specified needs with appropriate consideration to public health and safety
PO-4	Graduates will be able to perform analysis and interpretation of data by using research methods such as design of experiments to synthesize the information and to provide valid conclusions.
PO-5	Graduates will be able to select and apply appropriate techniques from the available resources and modern civil engineering and software tools, and will be able to predict and model complex engineering activities with an understanding of the practical limitations.
PO-6	Graduates will be able to carry out their professional practice in civil engineering by appropriately considering and weighing the issues related to society and culture and the consequent responsibilities.
PO-7	Graduates will be able to understand the impact of the professional engineering solutions on environmental safety and legal issues.
PO-8	Graduates will transform into responsible citizens by resorting to professional ethics and norms of the engineering practice.
PO-9	Graduates will be able to function effectively in individual capacity as well as a member in diverse teams and in multidisciplinary streams.
PO-10	Graduates will be able to communicate fluently on complex engineering activities with the engineering community and society, and will be able to prepare reports and make presentations effectively.
PO-11	Graduates will be able to demonstrate knowledge and understanding of the engineering and management principles and apply the same while managing projects in multidisciplinary environments.
PO-12	Graduates will engage themselves in independent and life-long learning in the broadest context of technological change while continuing professional practice in their specialized areas of civil engineering.

Course Outcome versus Program Outcomes:

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO-1										3		
CO-2										3		
CO-3									3	3		
CO-4										3		
CO-5										3		

CO-PO Mapping Levels: 1: Slight (Low), 2: Moderate (Medium), 3: Substantial (High)

Program Specific Objectives (PSOs): The student must attain the knowledge and skills to

PSO-1	Collect, process and analyse the data from topographic surveys, remote sensing, hydrogeological investigations, geotechnical explorations, and integrate the data for planning of civil engineering infrastructure.
PSO-2	Analyse and design of substructures and superstructure for buildings, bridges, irrigation structures and pavements.
PSO-3	Estimate, cost evaluation, execution and management of civil engineering projects.

Course Outcome Versus Program Specific Outcomes:

COs	PSO1	PSO2	PSO3
CO-1			
CO-2			
CO-3			
CO-4			
CO-5			

Assessment Methods:	Listening Tests/GDs/Conversations/Mock Interviews /Individual or Team Presentations/Two Cycle Tests/End-Semester Examination
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Teaching-Learning and Evaluation

Week	TOPIC / CONTENTS	Course Outcomes	UNITS FROM BEC	*TEACHING-LEARNING STRATEGY	Assessment Method & Schedule
1	Teamwork and Leadership Skills	4	BEC- Unit 3: Getting the Right Job	GD (What makes a best place to work?)	Teacher/peer evaluation
2	Presentation Skills	1	BEC-Unit 6: Launching a Product	Video of product launches by CEOs	Teacher/peer evaluation

3	Writing Skills: Preparing Reports & Proposals	2	BEC-Unit 11, 16, 19, 20	Take home assignment/review of models	Assignment /record work
4	Listening to TED Talks and Public Speaking	1	BEC-Unit 12: Presenting your business idea BEC-Unit 13: Arranging Business Travel	Individual /team presentations or sales pitch	Audio tests
5	Writing Skills: writing effective resumes/CVs	2	BEC – Unit 3, 24; Cambridge English for Job Hunting- Unit 2	Individual	Assignment /record work
6	Interview Skills: One-to-one Interviews & SWOC Analysis	3	BEC-Unit 9, 24; Cambridge English for Job Hunting- Unit 1	Individual/team	Teacher/peer evaluation
7	Interview Skills: Panel Interviews	3	BEC-Unit 9, 23, 24; Cambridge English for Job Hunting- Unit 4, 5	Individual/team	Teacher/peer evaluation
8	Cycle Test – I				
9	Writing Skills: Emails	2	BEC-Unit 7, 8, 13, 14, 15, 17,24	Individual	Assignment /record work
10	Soft Skills: Goal Setting, Time Management, Decision Making and Problem Solving	4	BEC-Unit 7,8, 13, 14, 15, 21	Individual/pair/computer work	Teacher/peer evaluation

11	Interpersonal Skills	4	BEC-Unit 22	Role play/ Individual/team	Teacher/peer evaluation
12	Reading for Vocabulary Building	5	BEC – Unit 4, 8, 9, 15	Role play/ Individual/team	Teacher/peer evaluation
13	Innovative Thinking Skills	1	BEC-Unit 23	Role play/ Individual/team	Teacher/peer evaluation
14	Presentation Skills	1	BEC-Unit 6: Launching a Product	Individual/team	Teacher/peer evaluation
15	Interpersonal Skills	4	BEC-Unit 22	Individual/team	Teacher/peer evaluation
16	Cycle Test – II				
	End Examination				