SCHEME OF COURSE WORK
III B. Tech
Technical Communication & Soft skills Lab (15HE1103)DEPARTMENT OF ENGLISH

Course Details:

Course Title	Technical Communication & Soft Skills Lab			
Course Code	**15HE1103**	L T P C	0 0 3 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):

The Students will be able to ...	
1	Use language fluently, accurately and appropriately in debates and group discussions
2	Use their skills of listening comprehension to communicate effectively in cross-cultural contexts.
3	Learn and use new vocabulary.
4	Write resumes, project reports and reviews.
5	Improve interview skills and develop soft skills.

Course Outcome versus Program Outcomes:

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO-1										3					
CO-2										3					
CO-3									3	3					
CO-4										3					
CO-5										3					

S - Strongly correlated, *M - Moderately* correlated, *Blank - No correlation*

Assessment Methods:	Listening Test/GD/ Mock interview / Individual or Team Presentation / Internal test / End Exam

Teaching-Learning and Evaluation

Week	TOPIC / CONTENTS	Course Outcomes	Sample questions	*TEACHING-LEARNING STRATEGY	Assessment Method & Schedule
1	**Teacher:** Listening and comprehension **Students Activity:** Listening to Some Audio/Video Clips and oral practice on Goal setting	CO2	Fill in the blanks, Answer Multiple choice questions after listening to an audio file	Lecture, PPT, Task-based interaction	Feedback & Diagnosis of learner needs.
2	Personality development Time management , problem solving and decision-making	CO4	Principles of time management	Lecture, PPT, Video modules, Task-based interaction	Feedback & Continuous Evaluation,
3	**T:** Vocabulary building and case studies S : Decision making in Cases	CO1	Make notes on the following passage. Search the idioms of the word 'make' with the help of CALD/OALD?	Lecture, PPT, Task-based interaction	Feedback & Continuous Evaluation and team presentation
4	**T :** Cross-cultural communication S: Role-play	CO2	Compare and contrast nonverbal communication in the East India and the West	Lecture, PPT, Task-based interaction	Feedback & Continuous Evaluation
5	**T: Meetings** S: Oral presentation by students	CO1 &C02	How to Chair and participate in meetings?	Lecture, Task-based interaction	Feedback & Continuous Evaluation
6	**T:** Group discussion S: Practice	CO5		Lecture, PPT, Video modules, Task-based interaction	Team Presentation
7	**T:** Group discussion S: Practice	CO5	Discuss topics such as Present state of Indian Politics…etc	Video modules, Task-based interaction	Feedback & Continuous Evaluation, Internal test / End Exam
8	**T:** Resume writing S: practice	CO3	Distinguish between chronological and functional resume	Lecture, PPT, Video modules, Task-based interaction	Feedback & Continuous Evaluation
9	**LAB CYCLE TEST – I**				
10	**T:** Intro to Interview skills S: practice	CO5	Introduce yourself	Lecture, PPT, Task-based interaction	Feedback & Continuous Evaluation
11	**T:** Videos on Interview skills S: practice	CO5	What are your strengths and weaknesses?	Lecture, PPT, Video modules, Task-based interaction	Feedback & Continuous Evaluation, Internal test / End Exam
12	**T:** Writing and analyzing essays, E-	CO1&CO3	What is the format of the	Task-based	Feedback &

				interaction	Continuous Evaluation
	Mail, covering letter **S:** practice		essay? Format of e-mail		
13	**T:** Report Writing **S:** practice	CO3	How do you do literature survey ? What are the salient features of report writing?	Lecture, PPT, Video modules, Task-based interaction	Feedback & Continuous Evaluation, Internal test
14	**T:** Report Writing **S:** Team presentation of reports	CO3	Present a chosen topic on PPT mode.	Task-based interaction	Feedback & Continuous Evaluation, Internal test
15	**T:**Team presentations (PPTs) **S:** Practice	C01&CO4	Present a chosen topic on PPT mode.	Lecture, PPT, Task-based interaction	Feedback & Continuous Evaluation, Internal test
16	**T:**Team presentations (PPTs) **S:** Practice	C01&CO4	Present a chosen topic on PPT mode.	Lecture, PPT, Task-based interaction	Feedback & Continuous Evaluation, Internal test
17	**T:** Solo presentations (PPTs) **S:** Practice	C01&CO4	Present a chosen topic on PPT mode.	Lecture, PPT, Task-based interaction	Feedback & Continuous Evaluation, Internal test
18	**LAB CYCLE TEST - II**				