TECHNICAL COMMUNICATION & SOFT SKILLS LAB
(Common to all Branches)

Course Code: 15HE1103

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Course Outcomes:

At the end of the Course, the Student will be able to:

CO 1 Use language fluently, accurately and appropriately in debates and group discussions

CO 2 Use their skills of listening comprehension to communicate effectively in cross-cultural contexts.

CO 3 Learn and use new vocabulary.

CO 4 Write resumes, project reports and reviews.

CO 5 Exhibit interview skills and develop soft skills.

1. Group Discussion – dynamics of group discussion, Lateral thinking, Brainstorming.

2. Listening comprehension – Achieving ability to comprehend material delivered at relatively fast speed; comprehending spoken material in Standard Indian English, British English, and American English.

3. Cross-Cultural Communication / Non-Verbal Communication, Problems of Language, Lack of Language equivalency/ difficulties in using English.

4. Vocabulary building, Creativity in using Advertisements, Case Studies etc.

5. Personality Development: Decision-Making, Problem Solving, Goal Setting, Time Management & Positive Thinking.

6. Resume writing – structure and presentation, planning, defining the career objective.

7. Writing Skills – Letter writing, Email etiquette; Essays for competitive examinations, Analyzing newspaper articles.

8. Technical Report Writing/ Project Proposals – Types of formats and styles, subject matter – organization, clarity, coherence and style, planning, data-collection, tools, analysis.- Progress and Project Reports.

9. Meetings- making meeting effective, chairing a meeting, decision-making, seeking opinions, interrupting and handling interruptions, clarifications, closure, Negotiation skills.

10. Interview Skills – concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele and video-conferencing.

REFERENCES:

1. M. Ashraf Rizvi, "Effective Technical Communication", Tata McGraw-Hill Publishing Company Ltd. 2005.

2. Andrea J. Rutherford, "Basic Communication Skills for Technology", 2nd Edition, Pearson Education, 2007.

3. Meenakshi Raman & Sangeeta Sharma, "Technical Communication", Oxford University Press, 2011.

    DELTA's key to the Next Generation TOEFL Test: "Advanced Skill Practice," New Age International (P) Ltd., Publishers, New Delhi. 2010.