TECHNICAL COMMUNICATION & SOFT SKILLS LAB

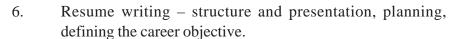
(Common to all Branches)

Course Code: 15HE1103 L T P C 0 0 3 2

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.



- 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.