

## 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.

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”, 2<sup>nd</sup> 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.