

I Year – II SEMESTER

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**ENGLISH – COMMUNICATION SKILLS LAB – II**

**Suggested Lab Manuals:**

**OBJECTIVE:** To impart to the learner the skills of grammar as well as communication through listening, speaking, reading, and writing including soft, that is life skills.

**ADVANCED COMMUNICATION SKILLS**

UNIT 6	Body language
UNIT 7	Dialogues
UNIT 8	Interviews and Telephonic Interviews
UNIT 9	Group Discussions
UNIT 10	Presentation Skills
UNIT 11	Debates

**Text Book:**

‘Strengthen your Communication Skills’ Part-B by Maruthi Publications

**Reference Books:**

1. INFOTECH English (Maruthi Publications).
2. Personality Development and Soft Skills (Oxford University Press, New Delhi).