



I Year – II Semester		L	T	P	C
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Communication Skills Lab (HS1203)					

Prerequisite Course: Students are expected to involve in the reception process actively and take part in producing (a talk / a text) , giving way to assess and upgrade their skill set effectively.

Course Description and Objectives: The Laboratory is designed to train students in receptive (listening and reading) as well as productive and interactive (speaking and writing) skills by incorporating a comprehensive, coherent and integrated approach that improves the learners’ ability to effectively use English language in academic/ workplace contexts.

Course Outcomes:

Upon completion of the course, the student will be able to achieve the following outcomes.

CO	Course Outcomes	Pos
1	To develop and improve listening Skills	6
2	To develop and improve speaking Skills	9
3	To develop and improve reading Skills	6
4	To develop and improve writing Skills	7
5	To develop and improve Team Building Skills	8
6	To provide a primary exposure to employability	7

Syllabus:

UNIT I:

Oral Activity: JAM, Hypothetical Situations, Self/Peer
Profile Common Errors in Pronunciation, Neutralising Accent

UNIT II:

Oral Activity: Telephonic Etiquette, Role Plays
Poster Presentations

UNIT III:

Oral Activity: Oral Presentation skills, Public speaking
Data Interpretation

UNIT IV:

Oral Activity: Group Discussions: Do’s and Don’ts- Types, Modalities

UNIT V:

Oral Activity: Interview Skills: Preparatory Techniques, Frequently asked questions, Mock Interviews.
Pronunciation: Connected speech (Pausing, Tempo, Tone, Fluency etc.)

TEXT BOOKS:

1. “Infotech English”, Maruthi Publications.



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R-19 Syllabus for CE, JNTUK

REFERENCE BOOKS:

1. Infotech English, Maruthi Publications (with Compact Disc).
2. Exercises in Spoken English Part 1,2,3,4, OUP and CIEFL.
3. English Pronunciation in use- Mark Hancock, Cambridge University Press.
4. English Phonetics and Phonology-Peter Roach, Cambridge University Press
5. English Pronunciation in use- Mark Hewings, Cambridge University Press.
6. English Pronunciation Dictionary- Daniel Jones, Cambridge University Press.
7. English Phonetics for Indian Students- P. Bala Subramanian, Mac Millan Publications
8. Technical Communication- Meenakshi Raman, Sangeeta Sharma, Oxford University Press.
9. Technical Communication- Gajendra Singh Chauhan, Smita Kashiramka,
Cengage Publications