



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA
KAKINADA – 533 003, Andhra Pradesh, India
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

COURSE STRUCTURE-R19

| I Year - II Semester | | L | T | P | C |
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| COMMUNICATION SKILLS LAB (HS1203) | | | | | |

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.,)

References:

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.