



I Year – II Semester		L	T	P	C
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<b>Communication Skills Lab (R19HS1203)</b>					

**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.



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA**

**KAKINADA–533003, Andhra Pradesh, India**

R-19 Syllabus for IT, 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