



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA–533003, Andhra Pradesh, India
DEPARTMENT OF MECHANICAL ENGINEERING

III Year - I Semester		L	T	P	C
		1	0	2	2
ADVANCED COMMUNICATION SKILLS LAB					

Introduction

A course on *Advanced English Communication Skills (AECS) Lab* is considered essential at the third year level of B.Tech. At this stage, the students need to prepare themselves for their career which requires them to listen to, read, speak and write in English both for their professional and interpersonal communication. The main purpose of this course is to prepare the students of Engineering for their placements.

Course Objectives: This Lab focuses on using multi-media instruction for language development to meet the following targets:

- To improve students' fluency in spoken English
- To enable them to listen to English spoken at normal conversational speed
- To help students develop their vocabulary
- To read and comprehend texts in different contexts
- To communicate their ideas relevantly and coherently in writing
- To make students industry-ready
- To help students acquire behavioural skills for their personal and professional life
- To respond appropriately in different socio-cultural and professional contexts

Learning Outcomes: Students will be able to:

- Acquire vocabulary and use it contextually
- Listen and speak effectively
- Develop proficiency in academic reading and writing
- Increase possibilities of job prospects

Communicate confidently in formal and informal contexts

Syllabus

The following course activities will be conducted as part of the Advanced English Communication Skills (AECS) Lab:

1. **Inter-personal Communication and Vocabulary Building** - Starting a Conversation – Responding Appropriately and Relevantly – Role Play in Different Situations - Synonyms and Antonyms, One- word Substitutes, Prefixes and Suffixes, Idioms and Phrases and Collocations.
2. **Reading Comprehension and Listening Skills** –General Vs Local Comprehension, Techniques- Reading for Facts, Guessing Meanings from Context, Skimming, Scanning, Inferring Meaning-Listening Comprehension(Video/Audio talks)
3. **Technical Writing Skills** – Structure and Presentation of Different Types of Writing – Letter Writing/Resume Writing/ e-correspondence/ Technical Report Writing-Circular writing/ Meeting agenda/ Minutes of Meeting.



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA–533003, Andhra Pradesh, India
DEPARTMENT OF MECHANICAL ENGINEERING

4. **Presentation Skills** – Public speaking-Oral Presentations (individual or group) through JAM Sessions/Seminars/PPTs and Written Presentations through Posters/Projects/Reports/ e-mails/Assignments... etc.,- Stage dynamics- Body Language- Para Language.
5. **Getting Ready for the Job:**
 - a. **Group Discussion and Interview Skills** – Dynamics of Group Discussion, Intervention, Summarizing, Modulation of Voice, Body Language, Relevance, Fluency and Organization of Ideas and Rubrics of Evaluation- Concept and Process, Pre-interview Planning, Opening Strategies, Answering Strategies, Interview through Tele-conference & Video-conference and Mock Interviews.
 - b. Soft Skills: Inter and Intra Personal Skills.

Minimum Hardware Requirement:

Advanced English Communication Skills (AECS) Laboratory shall have the following infrastructural facilities to accommodate at least 30 students in the lab:

- **Spacious room with appropriate acoustics**
- **Eight round tables with five movable chairs for each table.**
- **Audio-visual aids**
- **LCD Projector**
- **Public Address system**
- **Computer with suitable configuration**

Suggested Software: The software consisting of the prescribed topics elaborated above should be procured and used.

- **Oxford Advanced Learner’s Compass, 10th Edition.**
- **DELTA’s key to the Next Generation TOEFL Test: Advanced Skill Practice.**
- **TOEFL & GRE(KAPLAN, AARCO & BARRONS, USA, CRACKING GRE by CLIFFS)**
- **TRAIN2SUCCESS.COM**

Suggested Reading:

1. Technical Communication by Meenakshi Raman & Sangeeta Sharma, Oxford University Press 2009.
2. Technical Communication by Paul V. Anderson. 2007. Cengage Learning pvt. Ltd. New Delhi.
3. Business and Professional Communication: Keys for Workplace Excellence .Kelly M. Quintanilla & Shawn T. Wahl. Sage South Asia Edition. Sage Publications. 2011.
4. The Basics of Communication: A Relational Perspective. Steve Duck & David T. McMahan. Sage South Asia Edition. Sage Publications. 2012.
5. English Vocabulary in Use series, Cambridge University Press 2008.
6. Management Shapers Series by Universities Press (India) Pvt Ltd., Himayatnagar, Hyderabad 2008.
7. Handbook for Technical Communication by David A. McMurrey & Joanne Buckley. 2012.



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA 533003, Andhra Pradesh, India
DEPARTMENT OF MECHANICAL ENGINEERING

8. Handbook for Technical Writing by David A McMurrey & Joanne Buckley CENGAGE Learning 2008.
9. Job Hunting by Colm Downes, Cambridge University Press 2008.
10. Master Public Speaking by Anne Nicholls, JAICO Publishing House, 2006.
11. English for Technical Communication for Engineering Students, Aysha Vishwamohan, Tata Mc Graw-Hil 2009.
12. Books on TOEFL/GRE/GMAT/CAT/IELTS/SAT by Barron's/DELTA/Cambridge University Press.
13. The Definitive Book of body Language – by Allan Pease, Barbara Pease.

Sample Web references:

Listening

- <https://learningenglish.voanews.com/z/3613>
- <http://www.englishmedialab.com/listening.html>

Speaking

- <https://www.talkenglish.com/>
- [BBC Learning English – Pronunciation tips](#)
- [Merriam-Webster – Perfect pronunciation Exercises](#)

All Skills

- <https://www.englishclub.com/>
- <http://www.world-english.org/>
- <http://learnenglish.britishcouncil.org/>

Online Dictionaries

- [Cambridge dictionary online](#)
- [MacMillan dictionary](#)
- [Oxford learner's dictionaries](#)