DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

<u>Scheme/Specialization: B.Tech. I</u>

DETAILS OF THE COURSE

Course Code	Course Title	Credits	Lecture	Tutorial	Practical
22HSP104	**Communication Skills Lab**	**01**	**0**	**0**	**2**

PREREQUISITE
None

COURSE OBJECTIVES

- To provide opportunities to the students to improve their language skills through the Language Laboratory software.

- To engage them in interactive exercises focusing on improving their communication skills and fluency in English.

- To prepare and deliver effective presentations

COURSE OUTCOMES:

CO1	To carry over the knowledge of linguistic items and incorporate it in their speech
CO2	To develop confidence in speaking in public
CO3	To make effective presentations

COURSE ASSESSMENT
The Course Assessment (culminating to the final grade), will be made up of the following three components;

S. No.	Component	Weightage
a)	Continuous Assessment	60%
b)	Mid-term examination	20%
c)	End Semester Examination	20%

COURSE CONTENTS

1. Language Skills: Practice in Vocabulary, Grammar, Reading, Listening and Writing on Language Laboratory software

2. Speaking Skills Practice: Self-presentation, Extempore Speaking, Just a Minute, Weave a Story, Debate, Group Discussion, Elevator Pitch, Role Play

3. Presentation Skills: Preparing and delivering effective presentations

BOOKS/ REFERENCE BOOKS:-

1. Dale Carnegie: *The Quick and Easy Way to Effective Speaking*, Lexicon Publications

2. Carmine Gallo: *Talk Like Ted*

3. McKay, Matthew, Martha Davis, Patrick Fanning. *Messages: The Communication Skills Book*.

   New Harbinger Publications

4. Dale Carnegie and J. Berg Esenwein: *The art of public speaking,* Rupa Publications

5. Andrew Leigh & Michael Maynard: *The Perfect Presentation*, Random House

6. Andrew Leigh & Michael Maynard: *Perfect Communications*, Random House

RELEVANT LAB SOFTWARE & ONLINE/E RESOURCES
1. Tense Buster
2 .Business Writing
3. Study Skills Success
4. Issues in English
Ted Talks