

**K.L.N. COLLEGE OF ENGINEERING
(AUTONOMOUS)**

DEPARTMENT OF ENGLISH

Vision

- To provide an atmosphere to impart all the four language skills and imbibe necessity to know more about the language
- To inculcate fidelity to supplement technical education.
- To train the students with appropriate communication skills for enhancing their employability and higher studies

Mission

- To inculcate confidence among the students helping them to get placed and raise themselves at any situation
- To teach the students to adopt to the trivialities of English language.

Communication Skills Laboratory

(20HS2L1)

SYLLABUS

(Under Regulations 2020)

Semester – 2	20HS2L1 – Communication Skills Lab	L	T	P	C
		-	-	2	1
Total Periods - 30					

Course Objective

This course is framed for imparting practical approach in learning and enhancing communication skill among engineering students. Students will be able to identify appropriate expressions in speaking and writing. They will also be able to understand the style and perfection of language in reading and listening various contexts of engineering and technology. The course will benefit to the students to gain confidence for every day communication, aptitude test and interviews.

Unit-1 - Listening

Listen and takes notes of Lecture, Listen and Write appropriate word, Talks on Engineering and Technology, Developing effective listening skills, barriers to effective listening

Unit – 2 - Speaking

Self-Introduction, Role play of Celebrities, Sharing memorable incidents

Unit – 3 - Reading

Reading Online Blogs, Reading Advertisement in Online, Newspaper archives reading

Unit – 4 - Writing

Process Description, Narrating experiences, Creating Email blogs, Review Writing – Books, Movies, and Journals

Unit -5 – Summarized Activities

Reading – cloze exercises, Identifying redundant words, Jargon words, Foreign words, Technical terms

Writing – Error free sentences, Sequential paragraphs, Essay writing on various levels – basic, middle, and advanced

Speaking – Face to face conversation on specific topics, interviewing celebrities, getting acquaintance with new people, sharing information with persons from abroad

Text Book

1. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015

Reference Books

1. Butterfield, Jeff Soft Skills of Everyone. Cengage Learning: New Delhi, 2015

2. Interact English Lab Manual for Undergraduate Students,. Orient BlackSwan: Hyderabad, 2016.
3. Raman, Meenakshi and Sangeetha Sharma. Professional Communication. Oxford University Press: Oxford, 2014.
4. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.