

4th Semester, Bachelor of Engineering. (B.E).

Syllabus: Communication and Presentation Skills.

Theory: 50 marks .Sessionals: 25marks. (Total: 75 Marks).

Unit – 1:

Communication - Channels of Communication, Barriers in Communication, Speaking ,Conversation Tasks on a given Social milieu , Aims at Improving the Oral Communication skills, Public Speaking Skills, Features of Effective Speech , Verbal and non Verbal.

Unit – II:

Soft Skills - Why soft skills matter , The soft skills gap , Key points of soft skills.

Unit III

Interviews – Broad perspectives of interviews ,Techniques of Interviews , Types of Interviews – Strength and Weaknesses .

Unit IV:

Group Discussion: What is Group Discussion – How to face a G.D. – Why it is important – G.D. Preparation – Types of G.D. – Do's and Don'ts.

Unit V:

Presentation Skills: Structuring - Audience pre-assessment, Opening presentation – Body of the presentation – Closing presentation. The art and presentation of Curriculum Vitae.

Unit VI:

Personality Development - Boosting creativity , Sustaining enthusiasm and energy, spiking up intuition – Accelerating success.

Books recommended

Ajmani, J.C. *New English. Get It Right*. New Delhi: Rupa Publications 2012.

Adair, John. *Effective Communication*. London: Pan Macmillan Ltd, 2003.

Amos, Julie Ann. *Handling Tough Job Interviews*. Mumbai: Jaico Publishing, 2004.

Collins, Patrick. *Speak with Power and Confidence*. New York: Sterling, 2009.

Hasson, Gill. *Brilliant Communication Skills*. Great Britain: Pearson Education, 2012.