



# MAHENDRA ENGINEERING COLLEGE

Autonomous | Accredited by NAAC with 'A++' Grade (Cycle-2)

Accredited by NBA Tier-I (WA) UG : CSE, ECE, EEE

Mahendhirapuri, Mallasamudram (W), Namakkal (Dt) - 637 503, Tamil Nadu

04288-288 500 / 521 / 522 | www.mahendra.info



## DEPARTMENT OF ENGLISH

### REGULATION 2024 (CBCS)

### SEMESTER - IV

#### PRACTICAL

S. No.	Course Code	Course Title	L	T	P	C
01	24HS21002	<b>PROFESSIONAL COMMUNICATION SKILLS</b> (Common to all B.E ./ B.Tech Programmes)	0	1	2	2



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## Syllabus - Regulation 2024

Department English

### Semester – IV

(Common to all B.E./B.Tech. Programmes)

Course code	Course Name	Hours/week			Credit	Maximum marks
		L	T	P		
24HS21002	<b>PROFESSIONAL COMMUNICATION SKILLS</b> (Common to all B.E./B.Tech. Degree Programmes)				<b>C</b>	<b>100</b>
		0	1	2	2	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To familiarize students with the stage dynamics</li> <li>➤ To help the learners to improve their creative skills</li> <li>➤ To make them acquire the ability to speak effectively in real life situations</li> </ul>					
<b>Outcomes</b>	<p><b>At the end of the course, the learners will be able to :</b></p> <ul style="list-style-type: none"> <li>➤ Apply suitable vocabulary in academic and workplace contexts</li> <li>➤ Demonstrate communication skills effectively in both oral and written formats</li> <li>➤ Create documents professionally and make presentations effectively</li> </ul>					

### LIST OF EXERCISES

1.	Introduction to Professional Communication and SWOT Analysis
2.	Soft Skills (Goal Setting, Empathy, Stress Management, Emotional Intelligence, Conflict Resolution)
3.	Building Vocabulary (Intermediate Level)
4.	Welcome Address and Vote of Thanks
5.	Stage Dynamics (Body Language and Paralanguage – Individual Presentation for 3 minutes )
6.	Framing Questions (WH Questions & ‘Yes’ or ‘No’ Questions)
7.	Narrative Techniques - Narrating the Experience
8.	Master of Ceremony Skills
9.	Picture Description
10.	Impromptu Speech (Just a Minute)

**Total Hrs : 30**

<b>Textbook:</b>	
1	Joshi, Manmohan, <i>Soft Skills</i> , 1 <sup>st</sup> Edition. Bookboon, 2017
<b>Reference Books:</b>	
1	Muralikrishna, & Sunita Mishra, <i>Communication Skills for Engineers</i> . Pearson, New Delhi, 2011.
2	Barun K. Mitra, <i>Personality Development and Soft Skills</i> , Oxford University Press, New Delhi, 2011
<b>Online Websites:</b>	
1	<a href="https://www.ted.com/talks">https:// www.ted.com/talks</a>
2	<a href="https://joshtalks.com">https://joshtalks.com</a>
3	<a href="https://quizziz.com">https://quizziz.com</a>
4	<a href="http://www.pdfdrive.com">www.pdfdrive.com</a>
5	<a href="http://www.talking books.com">www.talking books.com</a>