



VAAGDEVI COLLEGE OF ENGINEERING

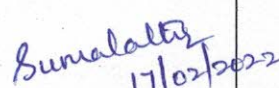




Autonomous

Bollikunta, Khila Warangal (Mandal), Warangal Urban-506 005 (T.S), www.vaagdevi.edu.in

DEPARTMENT OF ENGLISH

BOARD OF STUDIES MEETING (2021-2022)


Minutes of meeting of Board of Studies in English Department held on
17-02-2022.

DEPARTMENT OF ENGLISH				
Sl. No.	Name with Details	Designation	Phone & Email	Sign
1	Dr. M. Sumalatha Asst. Prof. Head, Department of English VCE, WGL	Chairperson	9391647155 Sumalatha_m@vaagdevi.edu.in	 17/02/2022
2	Dr. N.V.S.N Lakshmi Asst. Prof. of English JNTUH, CEH	Member (Univ. Nominee)	9652128383 syamala@jntuh.ac.in	 17/02/2022 Dr. N.V.S.N. LAKSHMI Assistant Professor of English Department of Humanities and Social Sciences JNTUH College of Engineering W.T.U.N., Kakatiya, Hyderabad-506004
3	Dr. Madhavi Reddy Kesari, Assoc. Prof. Head, Dept. of Humanities & Social Sciences NIT, WGL	Member (Subject Expert)	8332969522 madhavik24@nitw.ac.in	 17/02/2022 Associate Professor Department of Humanities & Social Sciences National Institute of Technology, Warangal Telangana - INDIA - 506 004
4	Dr. B. Deepa Jyothi Asst. Prof. of English KU, WGL	Member (Subject Expert)	7396319617 deepa.jyothi91@gmail.com	 17/02/2022 Department of English KAKATIYA UNIVERSITY Warangal-506 004
5	D. Mallesham Asst. Prof. of English. VCE, WGL	Member	9502739412 mallesham12@gmail.com	

The following decisions are taken:

Approved the syllabus of the following subject (R-20 Regulations).

- ❖ Advanced English Communication Skills Lab.


Chairman-Board of Studies
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**VAAGDEVI COLLEGE OF ENGINEERING
UGC –AUTONOMOUS, BOLLIKUNTA, WARANGAL.**

ADVANCED ENGLISH COMMUNICATION SKILLS LAB

Prerequisite: English Language and Interactive Communication Skills Lab

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Introduction

The introduction of the Advanced English Communication Skills Lab is considered essential at 3rd year level. At this stage, the students need to prepare themselves for their careers which may require them to listen, speak, read, and write in English both for their professional and interpersonal communication in the globalised context.

The proposed lab should be a laboratory course to enable students to use 'good' English and perform the following:

- Gather ideas and information to organize ideas relevantly and coherently.
- Engage in debates.
- Participate in group discussions.
- Face interviews.
- Write project/research reports/technical reports.
- Make oral presentations.
- Write formal letters.
- Transfer information from non-verbal to verbal texts and vice-versa.
- Take part in social and professional communication.

Course Objectives

This Lab focuses on using multi-media instruction for language development to meet the following targets. By the end of the course the students will be able

- To prepare the students for their placements by improving communication skills.
- To familiarize and train students with the types and elements of Résumé/ Curriculum Vitae.
- To expose students to the concepts of report writing familiarize and train students to write technical reports.
- To practice interview skills as an observer, an interviewer and/or an interviewee.

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Course Outcomes

After completing this course, students will be able to:

- ❖ Participate in group discussion to present their viewpoints briefly and effectively.
- ❖ Inculcate flair for writing and felicity in written expression in Résumé / Curriculum Vitae / Reports.
- ❖ Participate confidently with appropriate body language in interviews.
- ❖ Enhance their team building skills and capabilities for effective decision making.

Syllabus

Module 1: Fundamentals of Interpersonal Communication

- ❖ Listen to process information- give information, as part of a simple explanation – conversation starters: small talk-exposure to functional aspects of intonation- accent- tone- pauses for practice – compare information and ideas from multiple sources- converse with reasonable accuracy over a wide range of everyday topics.
- ❖ Lexical chunks for accuracy and fluency- factors influencing the fluency, Role play-deliver a five-minute formal / informal talk – greetings – respond to greetings – invite and offer – accept – decline – take leave- making a request-apology etc.
- ❖ Listening for gist- listening for details-Being an active listener: giving verbal and non-verbal feedback – Summarizing academic readings and lectures - conversational speech listening to and participating in conversation – persuasion.

Module 2: Effective Writing Skills

- ❖ Résumé Writing-Concept of Résumé Writing-Professional career objective-Resume-Curriculum vitae, Biodata: Difference-Format of Résumé and Types of Résumés -Tips to build a winning Résumé-Tips to write effective cover letter-Statement of Purpose-Letters of Recommendation.
- ❖ Report Writing-Elements of Report Writing- Significance, format, layout, and mechanism- types of Reports-Newspaper Reports-Technical reports -Special Reports-Report in manuscript format.

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Module 3: Presentation Skills

Oral presentations - individual and group through JAM sessions/seminars/PPTs and Written presentations through posters/projects/reports.

Module 4: Group Discussion

Concept and process of Group Discussion-Importance of Group Discussion-Do's and Don'ts of Group Discussion-Group Discussion for placements-Practice on topics-Current affairs, Abstract topics, General awareness, Business and economy, Education and Social issues.

Module 5: Interview Skills

Interview Skills: Meaning and Purpose of an Interview-Types of interviews-telephonic interview, video conference-(n)etiquette; Interview preparation techniques-Dress code at an interview-Types of interview questions-FAQs in HR Interview.

Minimum Requirement of infrastructural facilities for Advanced English Communication Skills Lab:

The Advanced English Communication Skills (AECS) Laboratory shall have the following infrastructural facilities to accommodate at least 35 students in the lab:

- Spacious room with appropriate acoustics
- Audio-visual aids
- LCD Projector
- Public Address system
- P – IV Processor, Hard Disk – 80 GB, RAM–512 MB Minimum, Speed – 2.8 GHZ
- T. V, a digital stereo
- Headphones of High quality
- Forty movable chairs and Eight round tables to accommodate 5 students per each table

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Prescribed Lab Manual: A book titled *A Coursebook of Advanced Communication Skills Lab* published by Universities Press, Hyderabad.

Suggested Software: The software of the topics prescribed above are procured and used.

- **Globarena**
- **Open source software**
- **Oxford Advanced Learner's Compass, 8th Edition**
- **DELTA's key to the Next Generation TOEFL Test: Advanced Skill Practice.**
- **Lingua TOEFL CBT Insider, by Dreamtech**
- **TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS)**
- **The following software from 'train2success.com'**
 - **Positive Thinking**
 - **Interviewing Skills**
 - **Telephone Skills**
 - **Time Management**
 - **Skill mate**
 - **Presentation skills, Cambridge (with VCD)**

Books Prescribed:

1. **Technical Communication** by Meenakshi Raman & Sangeeta Sharma, Oxford University Press 2009.
2. **English Language Communication : A Reader cum Lab Manual** Dr A Ramakrishna Rao, Dr G Natanam & Prof SA Sankaranarayanan, Anuradha Publications, Chennai 2008.
3. **Advanced Communication Skills Laboratory Manual** by Sudha Rani, D, Pearson Education 2011.
4. **Technical Communication** by Paul V. Anderson. 2007. Cengage Learning pvt. Ltd. New Delhi.

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5. **Business and Professional Communication: Keys for Workplace Excellence.** Kelly M. Quintanilla & Shawn T. Wahl. Sage South Asia Edition. Sage Publications. 2011.

DISTRIBUTION AND WEIGHTAGE OF MARKS:

- The practical examinations for the Laboratory practice shall be conducted as per the University norms prescribed for the core engineering practical sessions.
- For the English Language lab sessions, there shall be continuous evaluation during the year for 30 sessional marks and 70 End Examination marks. Of the 30 marks, 20 marks shall be awarded for day-to-day work and 10 marks to be awarded by conducting Internal Lab Test(s). The End Examination shall be conducted by the teacher concerned, by inviting the External Examiner from outside. In case of the non-availability of the External Examiner, other teacher of the same department can act as the External Examiner.

Mini Project: As a part of Internal Evaluation

- Seminar/ Professional Presentation
- A Report on the same has to be prepared and presented.
- *Teachers may use their discretion to choose topics relevant and suitable to the needs of students.*
- *Not more than two students to work on each mini project.*
- *Students may be assessed by their performance both in oral presentation and written report.*

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