



ROHINI COLLEGE OF ENGINEERING AND TECHNOLOGY
DEPARTMENT OF TRAINING AND PLACEMENT

FIRST SEMESTER

S.No	Subject Code	Subject	Credit
1	TRP 1101	Communication Skills PHASE I	0 2 0 1

SECOND SEMESTER

S.No	Subject Code	Subject	Credit
1	TRP 1201	Communication Skills PHASE II	0 2 0 1

SEMESTER I

TRPI101- Communication Skills PHASE -I

Objectives:

- To enhance the employability skills of learners
- To improve and use language effectively
- To help learners with active learning in job environment
- To develop writing skills and strategies in various contexts

Learning Outcomes:

Upon successful completion of the course the students should be able to

1. Demonstrate the language with confidence & without committing errors
2. Apply in practice the principles of active learning in the context of day-to-day life in general and the job environment in particular
3. Demonstrate appropriate writing skills / strategies in various contexts

UNIT I- Basics of Communication

Interpersonal communication - effective communication - listening skills - Active and Passive listening - newspaper reading and listening to news items - listening practice



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UNIT II - Writing

Introduction to journalistic writing - current news update -collection of news items and news clippings

UNIT III - Communication Skills Enhancement

Specific activities in writing skills - writing business letter - writing minutes - circulars- writing application for jobs - CV writing - writing mails to clients - writing advertisement - slogan writing

Text books and references

1. The art of speaking English. SRM Chockalingom, VesatilePublishing House, Chennai 2013
2. The English Grammar in Use. Murphy R 4th edition- PDF format- free download

SEMESTER II

TRPI201- Communication Skills Phase II

Objectives:

To develop presentation skills in English

To help communicate with other people confidently

Learning Outcomes:

Upon successful completion of the course. the students should be able to:

1. Demonstrate presentation skills in English n academic and professional contexts.
2. Demonstrate confidence in communicating with people: individually and in groups

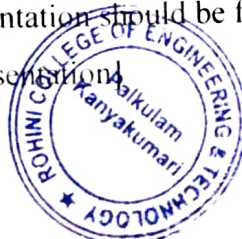
UNIT I-Presentation Skills& Debate

Structure of a Presentation- Presentation Tools- VoiceModulation- Audienceanalysis

BodyLanguage (Students should make oral presentations and extempore topicsinside the class room) The ability to debate on a given subjectshould be inculcated in students. Each student should be made to debate on the given topics.

UNIT II -Seminar Presentation

Each student shouldcollectmaterialsfrom books journals and new papersfor his/ her theme and prepare a short seminar paper. The presentation should be for the maximum of 10 minutes and two minutes for discussion. [Powerpoint Presentation]



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UNIT III – Group Discussion

GD as part of selection process – structure of GD – strategies in GD – Team work in GD – Body language in GD

Text Books & References

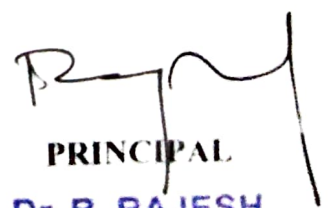
1 Soft Skills: Enhancing Employability. Connecting with Campus to Corporate

M S. Rao. L.K. International Publishing House. New Delhi (2010)

2 Communication Skills. Sanjay Kumar and Pushpa Lala, Oxford University Press.

New Delhi. II Edition, 2015




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Communication Skills PHASE I

TRP101 Attendance

