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# 18BP012 COMMUNICATION SKILLS LABORATORY

## LABORATORY EXPERIMENTS

### PRACTICAL

2 HOURS / WEEK

The following learning modules are to be conducted using words worth® English language lab software

### BASIC COMMUNICATION COVERING THE FOLLOWING TOPICS

Meeting People Asking Questions Making Friends What did you do? Dos and Don'ts

### PRONUNCIATIONS COVERING THE FOLLOWING TOPICS

Pronunciation (Consonant Sounds) Pronunciation and Nouns Pronunciation (Vowel Sounds)

### ADVANCED LEARNING

Listening Comprehension / Direct and Indirect Speech Figures of Speech

Effective Communication Writing Skills

Effective Writing Interview Handling Skills E-Mail etiquette Presentation Skills

### RECOMMENDED BOOKS: (LATEST EDITION)

1. Basic communication skills for Technology, and reja. J. Ruther Ford, 2<sup>nd</sup> Edition, Pearson Education,2011
2. Communication skills, Sanjay Kumar, Pushpalata. 1<sup>st</sup>Edition, Oxford Press,2011
3. Organizational Behavior, Stephen .P. Robbins, 1<sup>st</sup>Edition, Pearson,2013
4. Brilliant- Communication skills, Gill Hassan, 1<sup>st</sup>Edition, Pearson Life,2011
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, Goal Swami Rajesh, 5<sup>th</sup>Edition, Pearson,2013
6. Developing your influencing skills, Deborah Daley, Lois Burton, Margaret, Green hall, 1st Edition Universe of Learning LTD,2010
7. Communication skills for professionals, Kona naira, 2<sup>nd</sup>Edition, New arrivals–PHI, 2011
8. Personality development and soft skills, Baron K MITRE, 1<sup>st</sup>Edition, Oxford Press, 2011
9. Soft skill for everyone, Butter Field, 1st Edition, Engage Learning India pvt.ltd, 2011
10. Soft skills and professional communication, Francis Peters SJ, 1<sup>st</sup>Edition, Mc Grew Hill Education,2011
11. Effective communication, John Adair, 4<sup>th</sup>Edition, Pan MacMillan,2009
12. Bringing out the best in people, Aubrey Daniels, 2<sup>nd</sup>Edition, Mc Grew Hill,1999

