

SWARNANDHRA

College of Engineering & Technology (Autonomous)
SEETHARAMAPURAM, NARSAPUR, W.G. DL, 534 280.
DEPARTMENT OF SCIENCE & HUMANITIES

Course Code	Course Title	Sem	Credits	Contact Hrs/Week	Sections
20HSS103	Advanced Communication Skills	V		3	


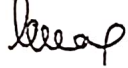





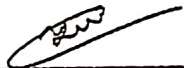
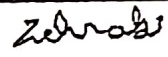
Course Outcomes: Students will be able to

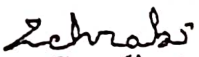
CO1	Gather ideas and organize information relevantly and coherently (K6)
CO2	Analyze group discussions and face interviews with confidence (K3)
CO3	Write resume with cover letter (K6)
CO4	Prepare oral presentations and public speaking (K3)
CO5	Differentiate social and professional communication (K2)


S.NO	WEEK NO	OUT COMES	Bloom's Level	TOPIC/ACTIVITY	Hours	Book reference	Delivery Method
1				UNIT-I			
				COMMUNICATION SKILLS			
	1,2	CO1	K2,K3,K4,K5,K6	JAM	2	R1,R2,R3,R4	Chalk&talk
				J2M	2		
				Introduce Yourself	2		
2				UNIT-II			
				INTERACTIVE SKILLS			
	3,4	CO2	K2,K3,K4,K5,K6	Body Language	1	R1,R2,R3,R4	Chalk&talk
				Role Play	3		PPT
3				UNIT-III			
	5,6			ORAL SKILLS			
				Presentations	3	R1,R2,R3,R4	PPT
				Public Speaking	3		
4				UNIT -IV			
				WRITING SKILLS			
	7			Cover Letter	1	R1,R2,R3,R4	Chalk&talk
				Resume Writing	2		
5				UNIT -V			
	8,9			TEAMWORK SKILLS			
				Dynamics of Group Discussion	1	R1,R2,R3,R4	PPT
				Group Discussion	6		
6				UNIT-VI			
				INTERVIEW SKILLS			
	10			Interview Skills	4	R1,R2,R3,R4	PPT

Reference Books:

- 1 Ashraf Rizvi- Effective Technical Communication- McGraw Hill Education, 2017.
2. Raymond Murphy -English Grammar in Use Book with Answers: A Self-Study Reference and Practice Book for Intermediate Learners of English Cambridge University Press, 2012.
- 3 Ed Swic-Practice Makes Perfect: English Grammar for ESL Learners, McGraw-Hill Education, 2018.
4. Martin Hewings -Advanced Grammar in Use with Answers: A Self-Study Reference and Practice Book for Advanced Learners of English, Cambridge University Press, 2013.

<p>Course Lecturers</p>	<p>1. Dr. Zehrabi </p> <p>2. K. Ramana Rao </p> <p>3. M. Durga Rao </p> <p>4. G. V. R. S. Sai Krishna </p> <p>5. P. Thripureswari </p> <p>6. C. Olive Mrudula </p> <p>7. Subrahmanyam </p> <p>8. Y. Manikanta Sai </p>
<p>Course coordinators</p>	<p>1. Dr. Zehrabi </p>


Course Coordinator/Faculty


Head of Department


Principal