

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR  
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES**

**Scheme/Specialization: B.Tech. I Year**

**DETAILS OF THE COURSE**

| <b>Course Code</b> | <b>Course Title</b>              | <b>Credits</b> | <b>Lecture</b> | <b>Tutorial</b> | <b>Practical</b> |
|--------------------|----------------------------------|----------------|----------------|-----------------|------------------|
| <b>22HSP107</b>    | <b>Communication Skills Lab.</b> | <b>01</b>      | <b>0</b>       | <b>0</b>        | <b>02</b>        |

**PREREQUISITE**

None

**COURSE OBJECTIVES**

- To provide opportunities to the students to improve their language skills through the Language Laboratory software.
- To engage them in interactive exercises focusing on improving their communication skills and fluency in English.
- To prepare and deliver effective presentations

**COURSE OUTCOMES:**

|     |  |
|-----|--|
| CO1 | To carry over the knowledge of linguistic items and incorporate it in their speech |
| CO2 | To develop confidence in speaking in public  |
| CO3 | To make effective presentations  |

**COURSE ASSESSMENT**

The Course Assessment (culminating to the final grade), will be made up of the following three components:

| <b>S. No.</b> | <b>Component</b>         | <b>Weightage</b> |
|---------------|--------------------------|------------------|
| a)            | Continuous Assessment    | 60%              |
| b)            | Mid-term examination     | 20%              |
| c)            | End Semester Examination | 20%              |

**COURSE CONTENTS**

1. Language Skills: Practice in Vocabulary, Grammar, Reading, Listening and Writing on Language Laboratory software
2. Speaking Skills Practice: Self-presentation, Extempore Speaking, Just a Minute, Debate, Group Discussion, Elevator Pitch, Role Play
3. Presentation Skills: Preparing and delivering effective presentations

#### **BOOKS/ REFERENCE BOOKS:-**

1. Dale Carnegie: *The Quick and Easy Way to Effective Speaking*, Lexicon Publications
2. Carmine Gallo: *Talk Like Ted*
3. McKay, Matthew, Martha Davis, Patrick Fanning. *Messages: The Communication Skills Book*. New Harbinger Publications
4. Dale Carnegie and J. Berg Esenwein: *The art of public speaking*, Rupa Publications
5. Andrew Leigh & Michael Maynard: *The Perfect Presentation*, Random House
6. Andrew Leigh & Michael Maynard: *Perfect Communications*, Random House

#### **RELEVANT LAB SOFTWARE & ONLINE/E RESOURCES**

1. Tense Buster
  2. .Business Writing
  3. Study Skills Success
  4. Issues in English
- Ted Talks