



PLACEMENT AND SOFT SKILL TRAINING
COIMBATORE INSTITUTE OF TECHNOLOGY
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Encl: Syllabus & Parameters

Rallabre
12/10/2023

Date: 12.10.2023

CIRCULAR

As a part of 19HOC31/ Communication Skills for Engineers-I- One credit course, it is planned to conduct soft skill training for all second year BE/ B.Tech III semester students on 30th & 31st October 2023.

In this Connection, all the Department Placement Faculty Coordinators are requested to make all arrangements to conduct the offline mode soft skill training (one credit course -15 hours) successfully and instruct the students to attend compulsorily. Attendance must be updated in the excel sheet for those two days by the respective faculty.

Note: Regular classes will be conducted from 1st November 2023 as per the academic schedule.

Rij
13/10/2023
Principal

CP
13/10/2023

L	T	P	C
0	0	2	1

COURSE OUTCOME: Students will be able to

1. Gain confidence, enhance Personality and develop positive attitude in their work and life.
2. Effectively communicate and present opinions using appropriate functional expressions for a given situation.
3. Compose Emails, Reports for a given business scenario using appropriate sentence construction and in the prescribed format.
4. Generate ideas and speak on a given topic in a competitive scenario like Debate, Group Discussion, and Public Speaking.

PERSONALITY DEVELOPMENT

Motivation and Self Confidence, SCOT Analysis - Personality Development – What is Personality, Developing Positive Attitude towards work and life, Building Relationship with others - Personality Development – Paradigms of Human Interaction, Fear Management. (4)

VERBAL COMMUNICATION

English Conversation – Asking and Giving Opinions - English Conversation –Thanking People, Asking and Giving Suggestions - English Conversation – Asking for Direction, Agreeing and Disagreeing - Role Play-Business. (5)

BUSINESS COMMUNICATION

Email Writing – Format, Etiquettes and Tips - Report Writing -Introduction, elements and tips - Drafting a report - Error Identification – Rules, Common Mistakes and Exercises - Sentence Completion Filler (fill in the blanks using apt words). (5)

PUBLIC SPEAKING

How to start and sustain a conversation - Debate - Extempore - Group Discussion – Importance and Process - Public Speaking – Introduction, Tips - Drafting a Public Speech - Interview – Types, Dos and Don'ts - Mock Press. (6)

REFERENCES

<https://nptel.ac.in/content/storage2/courses/109104030/references/references.pdf> (online resource)

John Seelay, Oxford Guide to Effective Writing and Speaking, 2nd Edition, Kindle Edition by Oxford University Press, 2007.

Sabina Pillai, Agna Fernandez, Soft Skills and Employability Skills –Published by Cambridge University Press, 2017.

Proposed Training Program		
Module		Duration(hrs)
Recruitment Essentials	Group Discussion	12
	Personal Interview	
	Resume Writing	
Assessment	Group Discussion & Resume Writing	3

Mock GD Evaluation Parameters						
Participant Name	Body Language (10Marks)	Content Knowledge (20Marks)	Interpersonal Skills (10Marks)	Communication (10Marks)	Total Score (50Marks)	Remarks

Mock GD Evaluation Parameters							
Name	Template (5Marks)	Power Verbs (5Marks)	Best Practices (5Marks)	Objectives (5Marks)	Project Ideas (5Marks)	Total Score (25Marks)	Remarks

ENGLISH DIGITAL LANGUAGE LABORATORY



23FYH221 - ENGLISH COMMUNICATION COMPETENCY LABORATORY

Assessment	:	Practical		L	T	P	C
				0	0	4	2

COURSE OUTCOMES

Upon completion of this course the students will be able to

CO1 : *Solve objective questions on verbal ability.***CO2** : *Apply reading and listening strategies to comprehend text***CO3** : *Use appropriate language structures and converse effectively***CO4** : *Compose appropriate structures for creative writing***CO5** : *Demonstrate presentation, Interview and Group Discussion***List of Experiments**

S.NO.	TOPICS
1.	Speech Sounds
2.	Vocabulary
3.	Reading Comprehension
4.	Listening Practice - I
5.	Dialogue Writing
6.	Conversational Exercise - I
7.	Focus on Language
8.	Creative Writing
9.	Conversational Exercise –II
10.	Listening Practice - II
11.	Greeting & Thanking
12.	Complaining, Apologizing & Congratulating
13.	Asking & Giving Directions
14.	Alphabet Series & Letter Series Word Formation
15.	Para Jumbles
16.	Synonyms and Antonyms
17.	Sentence Completion & Correction

	18.	Presentation Skills	
	19.	Group Discussion	
	20.	Interview Skills	
Total :			60 Hours

REFERENCES:	
1.	Michael Mccarthy et al., “Touchstone – Level 2” Second Edition, CUP, 2014
ONLINE RESOURCES:	
1.	https://www.mbaskool.com/business-concepts/marketing-and- strategy-terms/7049-group-communication.html
2.	https://www.mindtools.com/a99x190/interview-skills

23FYH122-ENGLISH COMMUNICATION SKILLS LABORATORY

L	T	P	C
0	0	2	1

Assessment	:	Practical				

COURSE OUTCOMES		
Upon completion of this course the students will be able to		
CO1	:	<i>Solve timed objective questions on logical reasoning and verbal ability.</i>
CO2	:	<i>Use appropriate functional expression and converse effectively.</i>
CO3	:	<i>Assimilate meaning and comprehend text.</i>
CO4	:	<i>Perceive the nuances of Presentation, Interview and Group Discussion skills.</i>
CO5	:	<i>Generate language structures accurately and speak fluently.</i>

SYLLABUS (Kindly adhere to the following pattern)	
Verbal Aptitude Alphabet Order, Alphabet Series - Letter Word Problem, Word Formation and Scramble - Series Completion –Para Jumbles- Synonyms and Antonyms - Sentence Completion - Logical Sequence of Words	
Speaking and Writing Introduction to Phonetics - Extempore - Just a Minute - Describing an object -- Creative Writing – Describing a Picture – Dialogue Writing – Paraphrasing - Self-Introduction -Greeting- Thanking – Apologizing - Congratulating -Complaining	
Reading and Listening Reading Comprehension- Skimming and Scanning - Listening to Short Conversations – Listening to Monologues – Listening and Gap Filling	
Career Development Skills Technical Presentation - Group Discussion – Interview Skills	
List of Experiments based on the above syllabus:	
S.NO.	TOPICS
1.	Speech Sounds
2.	Vocabulary
3.	Reading Comprehension
4.	Listening Practice
5.	Dialogue Writing
6.	Conversational Exercise
7.	Creative Writing
8.	Greeting & Thanking
9.	Complaining, Apologizing & Congratulating
10.	Alphabet Series & Letter Series Word Formation

	11.	Para Jumbles & Synonyms and Antonyms	
	12.	Sentence Completion & Correction	
	13.	Presentation Skills	
	14.	Group Discussion	
	15.	Interview Skills	
Total :			30 Hours

REFERENCES:	
1.	Michael Mccarthy et al., “Touchstone – Level 2” Second Edition, CUP, 2014

19FYEL11 EMPLOYABILITY SKILLS

COURSE OUTCOME:

- CO1: Given strictly timed objective questions on logical reasoning and verbal ability solve within the given time.
- CO2: For a given specific speaking task on topics like describing a picture, movie reviews, storytelling, and extempore generate ideas and speak confidently.
- CO3: For a given social situation viz., greeting, thanking, congratulating, apologizing and giving directions, demonstrate command over conversations using appropriate functional expressions.
- CO4: For a given 2 to 5 minutes speaking activity like Extempore and Debate, produce language structures accurately and fluently. For a given technical topic, prepare a power point presentation for 15 minutes.
- CO5: Given short conversations and monologues for listening, specify appropriate responses and construct a summary. Construct dialogues for a given social scenario and interpret the given graphic information and write creative paragraphs.

UNIT – 1

Self Introduction - Barriers to Speaking and Listening - Introduction to Spoken English, Greetings, Thanking - Apologizing, Congratulating - Giving Directions, Shopping – Role Play 6

UNIT – 2

Activity based on newspaper articles - Word Building - A picture and a few words activity - Current Events. 4

UNIT -3

Alphabet test – Alphabet Order, Alphabet Series - Letter Word Problem, Word Formation and Scramble - Series Completion –Para Jumbles- Synonyms and Antonyms- Types and Exercises- Sentence Completion –Types and Exercises. 8

UNIT -4

Reading Comprehension- Skimming and Scanning - Reading Prose – Bacon’s Essays (Speaking Activity based on the essays) - Story Building- Extempore - Movie Reviews. 4

UNIT – 5

Speech Sounds - Word Vocabulary - Reading Comprehension - Listening Practice- I -Dialogue Writing - Conversational Exercise – I - Focus on Language - Creative Writing - Conversational Exercise – II - Listening Practice – II 8

Total - 30

19FYEL21 ENGLISH FOR EMPLOYABILITY

L	T	P	C
0	0	2	1

COURSE OUTCOME:

- CO1: Given strictly timed objective questions on logical sequence of words, sequential order of things, comparison, and sentence correction, solve within the given time.
- CO2: For a given specific speaking task on topics like JAM, Describing an object, book review and extempore generate ideas and speak confidently.
- CO3: For a given social situation viz., Travel and Transport, complaining, giving instructions, advising and sympathizing, requesting and warning people, communicate effectively to peer using appropriate functional language.
- CO4: For a given HR topic, generate valid points for and against the topic and present them with appropriate group behaviour. For any job requirement, plan and prepare a 20 min HR mock interview

UNIT – 1

Ice Breakers - Just a Minute - Book Reviews - Describing an object – Extempore – Paraphrasing.

6

UNIT – II

Spoken English - Travel and Transport, Complaining - Giving Instructions, Advising and Sympathizing – Requesting and warning people 5

UNIT – III

Logical Sequence of Words- Exercises - Sequential Order of Things - Comparison Type Questions – Introduction and Exercises - Idioms and Phrases - Types and Exercises - Vocabulary through Mythology - One word Substitutes, Word Power Exercises - Common Errors in English - Sentence Correction. 7

UNIT – IV

Activity based on newspaper articles - Vocabulary – Homophones and Homonyms - Reading Prose – Reading Comprehension Activity 4

UNIT – V

Professional Communication - Mock Group Discussion – Mock Interview – Telephoning Skills – Personality Development Activities. 8

Total - 30

22MDC19 /20MSS19 EMPLOYABILITY SKILLS

COURSE OUTCOME:

- CO1: Given strictly timed objective questions on logical reasoning and verbal ability solve within the given time.
- CO2: For a given specific speaking task on topics like describing a picture, movie reviews, storytelling, and extempore generate ideas and speak confidently.
- CO3: For a given social situation viz., greeting, thanking, congratulating, apologizing and giving directions, demonstrate command over conversations using appropriate functional expressions.
- CO4: For a given 2 to 5 minutes speaking activity like Extempore and Debate, produce language structures accurately and fluently. For a given technical topic, prepare a power point presentation for 15 minutes.
- CO5: Given short conversations and monologues for listening, specify appropriate responses and construct a summary. Construct dialogues for a given social scenario and interpret the given graphic information and write creative paragraphs.

UNIT – 1

Self Introduction - Barriers to Speaking and Listening - Introduction to Spoken English, Greetings, Thanking - Apologizing, Congratulating - Giving Directions, Shopping – Role Play 6

UNIT – 2

Activity based on newspaper articles - Word Building - A picture and a few words activity - Current Events. 4

UNIT -3

Alphabet test – Alphabet Order, Alphabet Series - Letter Word Problem, Word Formation and Scramble - Series Completion –Para Jumbles- Synonyms and Antonyms- Types and Exercises- Sentence Completion –Types and Exercises. 8

UNIT -4

Reading Comprehension- Skimming and Scanning - Reading Prose – Bacon’s Essays (Speaking Activity based on the essays) - Story Building- Extempore - Movie Reviews. 4

UNIT – 5

Speech Sounds - Word Vocabulary - Reading Comprehension - Listening Practice- I -Dialogue Writing - Conversational Exercise – I - Focus on Language - Creative Writing - Conversational Exercise – II - Listening Practice – II 8

Total - 30

COURSE OUTCOME:

- CO1: Given strictly timed objective questions on logical sequence of words, sequential order of things, comparison, and sentence correction, solve within the given time.
- CO2: For a given specific speaking task on topics like JAM, Describing an object, book review and extempore generate ideas and speak confidently.
- CO3: For a given social situation viz., Travel and Transport, complaining, giving instructions, advising and sympathizing, requesting and warning people, communicate effectively to peer using appropriate functional language.
- CO4: For a given HR topic, generate valid points for and against the topic and present them with appropriate group behaviour. For any job requirement, plan and prepare a 20 min HR mock interview

UNIT – 1

Ice Breakers - Just a Minute - Book Reviews - Describing an object – Extempore – Paraphrasing.

6

UNIT – II

Spoken English - Travel and Transport, Complaining - Giving Instructions, Advising and Sympathizing – Requesting and warning people 5

UNIT – III

Logical Sequence of Words- Exercises - Sequential Order of Things - Comparison Type Questions – Introduction and Exercises - Idioms and Phrases - Types and Exercises - Vocabulary through Mythology - One word Substitutes, Word Power Exercises - Common Errors in English - Sentence Correction. 7

UNIT – IV

Activity based on newspaper articles - Vocabulary – Homophones and Homonyms - Reading Prose – Reading Comprehension Activity 4

UNIT – V

Professional Communication - Mock Group Discussion – Mock Interview – Telephoning Skills – Personality Development Activities. 8

Total - 30

22MDS28 EMPLOYABILITY SKILLS

COURSE OUTCOME:

- CO1: Given strictly timed objective questions on logical reasoning and verbal ability solve within the given time.
- CO2: For a given specific speaking task on topics like describing a picture, movie reviews, storytelling, and extempore generate ideas and speak confidently.
- CO3: For a given social situation viz., greeting, thanking, congratulating, apologizing and giving directions, demonstrate command over conversations using appropriate functional expressions.
- CO4: For a given 2 to 5 minutes speaking activity like Extempore and Debate, produce language structures accurately and fluently. For a given technical topic, prepare a power point presentation for 15 minutes.
- CO5: Given short conversations and monologues for listening, specify appropriate responses and construct a summary. Construct dialogues for a given social scenario and interpret the given graphic information and write creative paragraphs.

UNIT – 1

Self Introduction - Barriers to Speaking and Listening - Introduction to Spoken English, Greetings, Thanking - Apologizing, Congratulating - Giving Directions, Shopping – Role Play 6

UNIT – 2

Activity based on newspaper articles - Word Building - A picture and a few words activity - Current Events. 4

UNIT -3

Alphabet test – Alphabet Order, Alphabet Series - Letter Word Problem, Word Formation and Scramble - Series Completion –Para Jumbles- Synonyms and Antonyms- Types and Exercises- Sentence Completion –Types and Exercises. 8

UNIT -4

Reading Comprehension- Skimming and Scanning - Reading Prose – Bacon’s Essays (Speaking Activity based on the essays) - Story Building- Extempore - Movie Reviews. 4

UNIT – 5

Speech Sounds - Word Vocabulary - Reading Comprehension - Listening Practice- I -Dialogue Writing - Conversational Exercise – I - Focus on Language - Creative Writing - Conversational Exercise – II - Listening Practice – II 8

Total - 30

22MDS19 ENGLISH FOR EMPLOYABILITY

L	T	P	C
0	0	2	1

COURSE OUTCOME:

- CO1: Given strictly timed objective questions on logical sequence of words, sequential order of things, comparison, and sentence correction, solve within the given time.
- CO2: For a given specific speaking task on topics like JAM, Describing an object, book review and extempore generate ideas and speak confidently.
- CO3: For a given social situation viz., Travel and Transport, complaining, giving instructions, advising and sympathizing, requesting and warning people, communicate effectively to peer using appropriate functional language.
- CO4: For a given HR topic, generate valid points for and against the topic and present them with appropriate group behaviour. For any job requirement, plan and prepare a 20 min HR mock interview

UNIT – 1

Ice Breakers - Just a Minute - Book Reviews - Describing an object – Extempore – Paraphrasing.

6

UNIT – II

Spoken English - Travel and Transport, Complaining - Giving Instructions, Advising and Sympathizing – Requesting and warning people

5

UNIT – III

Logical Sequence of Words- Exercises - Sequential Order of Things - Comparison Type Questions – Introduction and Exercises - Idioms and Phrases - Types and Exercises - Vocabulary through Mythology - One word Substitutes, Word Power Exercises - Common Errors in English - Sentence Correction. 7

UNIT – IV

Activity based on newspaper articles - Vocabulary – Homophones and Homonyms - Reading Prose – Reading Comprehension Activity

4

UNIT – V

Professional Communication - Mock Group Discussion – Mock Interview – Telephoning Skills – Personality Development Activities.

8

Total - 30

22MDC49 MANAGERIAL COMMUNICATION SKILLS

L	T	P	C
0	0	2	1

ASSESSMENT: PRACTICAL COURSE OUTCOME

- CO1: Conceive appropriate verbal responses from the learners to a given social situation, using the guidelines to effective speaking skills and body language.
- CO2: Generate troubleshooting solutions to develop team building and interpersonal skills with case studies that focus on body language and empathy.
- CO3: Develop appropriate responses for business phone calls and formulate effective resolutions to professional conflicts that arise out of cross-cultural communication gaps in a given managerial context
- CO4: Compose appropriate written responses to professional problems faced by a team at the workplace arising out of ineffective communication skills.
- CO5: Generate valid points for and against a HR topic and present them with appropriate group behavior. For any job requirement, plan and prepare for a 20-minute mock interview.

INTRODUCTION

Introduction – Code and Content – Stimulus and Response: Source – The Encoding Process – The Channel – The Decoding Process – The Receiver – Speaking Skills – Effective Speaking Guidelines – Communicating Soft Skills: A Self-assessment – Closing Tips (4)

SOFT SKILLS

Introduction to Soft Skills – Lessons from the Three Case Studies – Change in Today's Workplace: Soft Skills as a Competitive Weapon – Antiquity of Soft Skills – Classification of Soft Skills: Time Management - Attitude – Responsibility – Ethics, Integrity, Values and Trust – Self-confidence and Courage – Consistency and Predictability – Teamwork and Interpersonal Skills - Communication and Networking – Empathy and Listening Skills – Problem Solving, Troubleshooting and Speed reading – Leadership – Body Language (8)

TELEPHONING SKILLS & NEGOTIATIONS

Preparing to make a telephone call – Receiving calls – Taking and leaving messages – Asking for and giving repetition – The secretarial barrier – Cross-cultural communication on the telephone – Fixing appointments – Changing arrangements – Ending a call – Cross-cultural communication on the telephone – Problem-solving on the telephone – Complaints – Negotiations: Types of negotiation – Preparation for a negotiation – Making an opening statement – Bargaining and making concessions – Accepting and confirming – Summarizing and looking ahead – Types of negotiator – Dealing with conflict - Rejecting – Ending the negotiation (8)

WRITING SKILLS TO CREATE AN IMPRESSION:

Introduction- Fifteen Principle to Increase Clarity in Communication – Edit-Edit-Edit: The Reader's Perspective – Clarity of Thought – Clarity of Text. (3)

SPEAKING

Job Interviews: Introduction - Types of Interviews – Planning and Preparing for an Interview -Importance of body Language in Interview - Need for proper Articulation - Concluding an Interview - Telephonic or Video Interview - A Mock Interview - Group Discussion: Introduction - Ability to Work as a Team – Communication Skills - Active Listening - Non-verbal Communication - Leadership and Assertiveness - Reasoning – Ability to Influence - Innovation, Creativity, and Lateral Thinking - Flexibility - Key Steps to Succeed in a Group Discussion - The Responsibility of the First Speaker - Concluding the Discussion -Dos and Don'ts during a Group Discussion

(7)
Total : 30

REFERENCE BOOKS

1. Mitra K.Barun, "*Personality Development and Soft Skills*", Oxford University Press, 2011.
2. Krishna Mohan, Meera Banerji. "*Developing Communication Skills*" Mac Million Publishers, 2012.
3. Sai Lakshmi. B, "*Poly Skills- A Course in Communication and ife Skills*" LCambridge University Press, 2012.
4. Simon Sweeney, "*English for Business Communication*", Cambridge University Press, 2013.
5. Meenakshi Raman, Sangeeta Sharma, "*Technical Communication - Principles and Practice*", 3rd edition, Oxford University Press, New Delhi, 2015.