

ENGLISH COMMUNICATION SKILLS (Value Added Course)

VAC Coordinator: Praveena

VAC Instructors: K.Sreenivasulu, Assistant professor, AITS.

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Course Structure:

Course	Class	No. Of Students (Max)	Duration	Date
English Communication Skills	I B.Tech I Sem	78	3 hrs/week (Maximum of 30 hours)	30.07.2017 to 8.08.2017

Course Description: This course enhances Becoming successful in group discussions Learning the presentation skills: presentation strategies – from notes to presenting; group, pair, individual presentations ,Interview taking skills ,Non-Verbal Communication

Prerequisites:

- **Personal Development Presentation:** This semester student will develop an eight minute presentation on a topic regarding your own personal development and journey.
- **Book Reviews:** Student will write a two-page review of each of the four class texts. Student will also discuss each book in class.
- **Class Evaluation:** Student will write a one page typed summary of your reactions to the class material as a whole: what student liked, learned, what student would change.

Course Description:

- Oral Presentation- Purpose –Audience-Locale; Steps in Making a Presentation- Research and planning-Structure and style-Preparation – Presentation; Delivering a Presentation.
- *Meetings:* Types of Meetings; Importance of Business Meetings; Different Types of Business Meetings; Conducting Meetings-Selecting participants-Developing agendas-Opening meetings-Establishing ground rules for meetings-Time management-Evaluations of meeting process-Evaluating the overall meeting-Closing meetings; Common Mistakes Made at Meetings.

- *Reading Skills:* Reading Skill; Purpose of Reading; Types of Reading; Techniques for Effective Reading.
- *Employment Communication – Resume:* Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters
- *Employment Communication – Job Interview:* Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview