

I Year - II Semester	ENGLISH - COMMUNICATION SKILLS	L	T	P	C
	LAB- II	0	0	3	2

PRESCRIBED LAB MANUAL FOR SEMESTER II:

'INTERACT: English Lab Manual for Undergraduate Students' Published by **Orient Blackswan Pvt Ltd.**

OBJECTIVES:

To enable the students to learn demonstratively the communication skills of listening, speaking, reading and writing.

OUTCOME:

A study of the communicative items in the laboratory will help the students become successful in the competitive world.

The course content along with the study material is divided into six units.

UNIT 1:

1. Debating
Practice work

UNIT 2:

1. Group Discussions
Practice work

UNIT 3:

1. Presentation Skills
Practice work

UNIT 4:

1. Interview Skills
Practice work

UNIT 5:

1. Email,
2. Curriculum Vitae
Practice work

UNIT 6:

1. Idiomatic Expressions
2. Common Errors in English
Practice work

Reference Books:

1. Strengthen your communication skills by Dr M Hari Prasad, Dr Salivendra Raju and Dr G Suvarna Lakshmi, Maruti Publications.
2. English for Professionals by Prof Eliah, B.S Publications, Hyderabad.
3. Unlock, Listening and speaking skills 2, Cambridge University Press
4. Spring Board to Success, Orient BlackSwan
5. A Practical Course in effective english speaking skills, PHI
6. Word power made handy, Dr shalini verma, Schand Company
7. Let us hear them speak, Jayashree Mohanraj, Sage texts
8. Professional Communication, Aruna Koneru, Mc Grawhill Education
9. Cornerstone, Developing soft skills, Pearson Education