

## KCA153 : PROFESSIONAL COMMUNICATION LAB

### Course Outcome (CO)

**Bloom's  
Knowledge Level  
(KL)**

**At the end of course , the student will be able to**

CO1	Develop the ability to work as a team member as an integral activity in the workplace.	K <sub>3</sub>
CO2	Increase confidence in their ability to read, comprehend, organize, and retain written information. Improve reading fluency.	K <sub>4</sub>
CO3	Write coherent speech outlines that demonstrate their ability to use organizational formats with a specific purpose; Deliver effective speeches that are consistent with and appropriate for the audience and purpose.	K <sub>5</sub> ,K <sub>6</sub>
CO4	Develop proper listening skills; articulate and enunciate words and sentences clearly and efficiently.	K <sub>3</sub>
CO5	Show confidence and clarity in public speaking projects; be schooled in preparation and research skills for oral presentations.	K <sub>5</sub>

1. Group Discussion: participating in group discussions- understanding group dynamics.
2. GD strategies-activities to improve GD skills. Practical based on Accurate and Current Grammatical Patterns.
3. Interview Etiquette-dress code, body language attending job interview – Telephone/Skype interview one to one interview & Panel interview.
4. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic/ Kinesics, practicing word stress, rhythm in sentences, weak forms, intonation.
5. Oral Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics voice modulation ,Audience Awareness, Presentation plan visual aids.
6. Speaking:-Fluency & Accuracy in speech- positive thinking, Improving Self expression Developing persuasive speaking skills, pronunciation practice (for accept neutralization) particularly of problem sounds, in isolated words as well as sentences.
7. Individual Speech Delivery/Conferences with skills to defend Interjections/Quizzes.
8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
9. Comprehension Skills based on Reading and Listening Practical's on a model Audio-Visual Usage.