

Communication Skills for Professionals Lab

ETHS-351

Lab Activities to be conducted:

Have to make a file on the following activities:

1. Listening to selected lectures, seminars, news (BBC, CNN etc.)
Writing a brief summary on the above contents.
2. Reading Activities - Reading different types of texts for different purposes focussing on the sound, structure and intonation patterns of English giving emphasis on correct pronunciation.
3. Conversation Activities - Effective Conversation Skills, Formal / Informal conversation Addressing higher officials, colleagues, subordinates, a public gathering, how to participate in a video conference.
4. Making an Oral Presentation - Planning and preparing a model presentation, organizing the presentation to suit the audience and context, connecting with the audience during presentation, projecting a positive image while speaking, emphasis on effective body language.
5. Making a Power Point Presentation - Structure and format, covering elements of an effective presentation, body language dynamics.
6. Making a Speech - Basics of public speaking, preparing for a speech, features of a good speaker.

