

**DHANAKLAKSHMI SRINIVASAN UNIVERSITY**  
**SCHOOL OF ENGINEERING AND TECHNOLOGY**  
**SAMAYAPURAM, TRICHY.**  
**SEMESTER III**  
***PROFESSIONAL COMMUNICATION***

**Subject Code: 21ENG03**

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**OBJECTIVES: The Course will enable learners to:**

- Participate in group discussions
- Make effective presentations
- Participate confidently and appropriately in conversations both formal and informal
- Enhance their writing skills with specific reference to technical writing.
- Provide more opportunities to develop their project and proposal writing skills
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace

**Unit I**

**9 HOURS**

Introduction to Soft Skills – employability and career Skills –Grooming as a professional with values – Time Management – General awareness of Current Affairs

**Unit II**

**9 HOURS**

Self-Introduction – organizing the material – Introducing oneself to the audience – introducing the topic – answering questions – individual presentation practice– presenting the visuals effectively – five minute presentations

**Unit III**

**9 HOURS**

Introduction to Group Discussion— Participating in group discussions – understanding group dynamics - brainstorming the topic -- questioning and clarifying –GD strategies- activities to improve GD skills

**Unit IV**

**9HOURS**

Interview etiquette – dress code – body language – attending job interviews– telephone/skype interview -one to one interview &panel interview – FAQs related to job interviews

**Unit V**

**9 HOURS**

Recognizing differences between groups and teams- managing time-managing stress- networking professionally- respecting social protocols-understanding career management- developing a long- term career plan-making career changes.

**Recommended Software**

1. Globearena
2. Win English

**TEXT BOOKS:**

1. Kavitha Tyagi & Padma Misra. Advanced Technical Communication, PHI Learning Private Limited, New Delhi: 2011

**REFERENCES:**

1. Butterfield, Jeff Soft Skills for Everyone. Cengage Learning: New Delhi, 2015
2. Interact English Lab Manual for Undergraduate Students,.OrientBalckSwan: Hyderabad, 2016.
3. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014
5. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.

**OUTCOMES: At the end of the course Learners will be able to:**

- Participate in group discussions
- Make effective presentations
- Participate confidently and appropriately in conversations both formal and informalEnhance their writing skills with specific reference to technical writing.
- Provide more opportunities to develop their project and proposal writing skills
- Attend job interviews and be successful in them.
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