

**Subject Code: 01SL0103**

**Subject Name: Speaking and Presentation Skills**

**B. Tech. Year- I (Semester - 1)**

**Type of course :** Under Graduate

**Prerequisite :** NA

**Rationale :** The rationale of Technical Communication Skills in English is to help students understand the process of communication in link with Non –verbal Communication. The curriculum also targets the understanding of different barriers that creep into communication process. Moreover Units covered on LSRW skills development will help students acquire competence over linguistic skills. This would be developed through balanced and integrated tasks.

**Course Outcome :**

After completion of this course, student will be able to

1. Carry out diverse speaking tasks for various academic purposes;
2. Handle the form, vocabulary and characteristic expression of English Language in different context;
3. Deliver an effective presentation on a given topic.

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks					Total Marks
THEORY	TUTORIAL	PRACTICAL		Theory Marks			Practical Marks		
				ESE(E)	IA	CSE	Viva (V)	Term Work (TW)	
2	0	0	2	-	30	20	25	25	100

**Content :**

Sr. No.	Content	Total Hrs.
1	1. Greetings 2. Introducing self and peers 3. Asking and sharing information 4. Expressing points of view 5. Discussions 6. Facing viva voce 7. Group discussions 8. Facing an interview (interview skills)	17

<b>2</b>	1. Introduction to effective presentation skills 2. Preparing the presentation (Collection of Data/Information, exploring the topic etc.) 3. Using ICT for the presentation 4. Getting ready for the presentation 5. Effective body language 6. Effective pronunciation 7. Interacting with the audience (Q & A) 8. Practice (with video recording) 9. Feedback and Suggestions	<b>17</b>
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**Distribution of Theory Marks**

R Level	U Level	A Level	N Level	E` Level	C Level
<b>20</b>	<b>30</b>	<b>25</b>	<b>15</b>	<b>10</b>	<b>--</b>

**Legends:** **R:** Remember; **U:** Understand; **A:** Apply; **N:** Analyze; **E:** Evaluate; **C:** Create

**List of Open Base Software / learning website :**

1. "Communication." themuse. 2017. <https://www.themuse.com/tags/communication>. Accessed 4 July 2017.
2. Presentation Magazine. 2017. <https://www.presentationmagazine.com/>. Accessed 4 July 2017.
3. "Presentation Skills." *SKILLS YOU NEED*. 2017. <https://www.skillsyouneed.com/presentation-skills.html>. Accessed 4 July 2017.
4. Siddons Suzy. *The Complete Presentation Skills Handbook*. Kogan Page, 2008.
5. Sprague Jo, and Douglas Stuart. *The Speaker's Handbook*. 8<sup>th</sup> ed., Thomson Wadsworth, 2008.