



**THENI KAMMAVAR SANGAM COLLEGE OF TECHNOLOGY
KODUVILARPATTI, THENI – 625 534**

DEPARTMENT OF SCIENCE AND HUMANITIES

HS8581/PROFESSIONAL COMMUNICATION

OBJECTIVES:

The course aims to:

- Enhance the Employability and Career Skills of students
- Orient the students towards grooming as a professional
- Make them Employable Graduates
- Develop their confidence and help them attend interviews successfully.

UNIT I

Introduction to Soft Skills-- Hard skills & soft skills - employability and career Skills— Grooming as a professional with values—Time Management—General awareness of Current Affairs

UNIT II

Self-Introduction-organizing the material - Introducing oneself to the audience – introducing the topic – answering questions – individual presentation practice— presenting the visuals effectively – 5 minute presentations

UNIT III

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

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

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

OUTCOMES:

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

- Make effective presentations
- Participate confidently in Group Discussions.
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace

Recommended Software

1. Globearena
2. Win English

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.