

**P.G Softskill (for all P.G Courses except M.A English)**

**II Semester**

**Spoken and Presentation Skills**

**1. Spoken and Presentation Skills – Advanced Level**

**Objectives:**

- Coach students to identify, classify and apply relevant skill sets.
- Illustrate role of skills in real-life work situations with case studies, role play, etc.
- Translate performance of skills into efficient habits.
- Enable students to perceive cultural codes involved in presentation and design language performance accordingly.

**Unit I:** General Language Knowledge and Presentation – STAR strategy – MOM plan

**Unit II:** Special Language Knowledge and Presentation –tone, humour, poise – listener/speaker sensitivity and articulation.

**Unit III:** General Communication Skills for Presentation – content matching and language matching for specific audience – etiquette, clarity – delivery – use and abuse of hitech aids.

**Unit IV:** Professional Communication Skills for Presentation – technical presentations – too much or too little use of technology – Turn taking – Effective not offensive or defensive handling of questions

**Unit V:** Social Communication Skills for Presentation – socializing – ice breakers; small talk – dialogue, debate, discussion – selling, advertising and persuading – overcoming shyness, hesitation – understanding cultural codes.

**Practicals:**

**Unit 1:** Case Studies

**Units 2,3,4 and 5 :** Role play and record work – combination of print, audio and video, where possible.

**Recommended Texts**

Cathcart, Robert. S. and Larry A. Samovar. *Small Group Communication: A Reader*. 5<sup>th</sup> Edition. Iowa: Wm. C. Brown Publishers, 1970.

Tamblyn, Doni and Sharyn Weiss. *The Big Book of Humorous Training Games*. 2004 Edition. New Delhi: Tata McGraw-Hill, 2000.

Andrews, Sudhir. *How to Succeed at Interviews*. 21<sup>st</sup> Reprint. New Delhi: Tata McGraw-Hill, 1988.

Monippally, Matthukutty. M. *Business Communication Strategies*. 11<sup>th</sup> Reprint. New Delhi: Tata McGraw-Hill, 2001.

Lucas, Stephen. *Art of Public Speaking*. New Delhi: Tata McGraw-Hill, 2001.

Pillai, Radhakrishnan, *Spoken English for you*. Chennai: Emerald Publishers, 2006.

## Question Paper Patern

**Spoken and Presentation Skill - 60 marks**

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	<b>Type of Question</b>	<b>Marks</b>
<b>Part A</b>	<b>Any one type of presentation:</b> extempore, choosing a topic, formal presentation, presenting a report etc.,	20
<b>Part B</b>	<b>Group Discussion:</b> Self Introduction , Asking Questions, Handling Questions, Extending the discussion, Summing up etc.,	20
<b>Part C</b>	<b>Interview:</b> Knowledge of subject, Thinking on their feet,, Appropriate use of language, Body language	20