

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*. 5th 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*. 21st Reprint. New Delhi: Tata McGraw-Hill, 1988.

Monippally, Matthukutty. M. *Business Communication Strategies*. 11th 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 Pattern

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

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