

Professional Communication (HS8581)

Online Test: 25

Distribution of Marks: Reading Comprehension (10)

Listening Comprehension (10)

Error Correction (5)

Pattern: Reading and Listening comprehension passages will be based on soft skills.

Error Correction exercises will resemble those found in the earlier 'Employability Skills' paper.

Apart from the online test, the End Semester examination will have the following components, which will be conducted along with the External Examiner.

1. Group Discussion : 25 marks
2. Oral Presentation :25 marks
3. Interview :25 marks

Total:75 marks

Group Discussion Dynamics

1. Each group will have not more than 7 students.
2. The Group Discussion will have to be conducted for a maximum of 20 minutes

Marks for the GDs could be given based on the following two criteria.

- a. Students' ability to communicate in English and perform various language functions such as ability to negotiate, persuade, summarize agree disagree introduce, initiate, conclude etc.
- b. Students' ability to display people skills which will include ability to tolerate opposing views, display leadership skills by initiating the discussion, use repair strategies if and when necessary, students are aware of conventions such as turn taking and turn giving.

Oral Presentation: 5-7 minutes.

Following criteria could be used for marking students.

- a. Content
- b. Fluency
- c. Organization- structure
- d. Vocabulary
- e. Grammar
- f. Body Language
- g. Answering questions
- h. Delivery
- i. Pronunciation

Interview: 15 marks for the interview 10 marks for the CV that the student will submit to the examiners. The students are to be informed that they will have to prepare for an interview in their core companies. The CV will have to match the job that they are applying for. (Since they are fresher's, their CVs will need to be drawn up for the junior company positions).

1. The interviews will have to be conducted for 15-20 minutes.
2. 5-7 questions are to be asked to each student.

Sample questions:

1. Could you tell me something about yourself? /Please introduce yourself.
2. What according to you are your greatest professional strengths?
3. What do you see as your weaknesses?
4. What do you know about the Company and the position for which you are applying?
5. Where do you see yourself five years down the line?