

Sno	Programme	Semester	Credits	Course Title	Course code
1	B.Tech	VI	2	Corporate Communication Skills	15EN3206

SYLLABUS

Speaking Skills and Listening skills: Listening to online YouTube videos; situational conversations, group discussions; Know yourself as a communicator, interactive speaking and narrating a story.

Reading Skills and Writing Skills: Practicing reading strategies, searching for implied meaning and addressing the gaps, answering questions on theme, tone, point of view, title, etc; Statement of purpose (SOP), E-mail etiquettes, creating posters and advertisements; Essay writing and writing reviews/abstracts.

Quantitative Reasoning-2 (GRE, GMAT, CAT Pattern) Geometry: Lines and angles, Triangles, quadrilaterals, Circles, polygons, Three-dimensional figures. **Data Analysis:** Counting methods, probability, data interpretation examples, distribution of data, random variables, probability distributions, graphical methods for describing data, numerical methods for describing data.

Soft Skills: Interview skills, mock interviews, writing personal or company profile, answering unconventional HR question, dress code, dining etiquette, interpersonal skills.