

HUM- 304B ORAL PRESENTATION SKILLS

L	T	P	Credits	Internal Marks: 20
				External Marks: 30
	-	2	01	Total: 50
				Duration of Exams: 2 Hours

OBJECTIVES:

To enable the students to develop their speaking skills with professional proficiency.

OUTCOME:

1. Able to participate in group discussions for job.
2. Able to attend job interviews confidently and succeed.
3. Able to enhance speaking skills.

WEEKWISE PROGRAMME : (from 08.01.18 to 27.04.18)

The whole of the course will be covered in 12 weeks. The division of the course contents to be taught will remain as follows:

- Week 1- Introduction of the subject
- Week 2- How to start GD and practice there of
- Week 3- How to participate in GD and practice there of
- Week 4- How to conclude GD and practice there of
- Week 5- Types of interviews and preparation there of
- Week 6- Behavior in the interview, typical questions
- Week 7- Typical questions in the interview and answers
- Week 8- Mock group discussions
- Week 9- Mock group discussions
- Week 10- Mock group discussions
- Week 11- Mock interviews
- Week 12- Mock interviews
- Week 13-
- Week 14-

Note: - The above plan excludes two weeks meant for conducting internal assessment.

Attendance Record – Candidate should attend at least 75% attendance of the total classes held of the subject

Chamber consultation hour: Any vacant period.