

ADVANCED PROFESSIONAL COMMUNICATION LAB

w.e.f Session 2015-2016

LN 153

1. Framing Questions (Yes/ No questions, Wh questions, Question tags, Rhetorical questions)
2. Group Discussion and Group Presentation (theory and practice sessions , audio –visual aids)
3. Situational Conversation (social language, emergency situation, seeking help, inquiries, communicating bad news)
4. Negotiation
5. Mock Interview Exercises

Books Recommended:

1. *The Cambridge English Pronouncing Dictionary*: Jones, Daniel (latest edition)
2. *Oxford Advanced Learner's Dictionary*, Oxford University Press (latest edition)
3. Lata , Pushp & Kumar, Sanjay – *Communicate or Collapse :A Handbook of Effective Public Speaking , Group Discussions and Interviews*, PHI Learning Pvt. Ltd -2011
4. O'Connor, J. D –*Better English Pronunciation*, Universal Books Stall-1991
5. Lee, Michael Soon- *Black Belt Negotiating*, BPI India Pvt. Ltd.-2012