

Year & Sem: E2S1	Lab Code: EN702	Lab Name: Advanced English -III	No. of Credits: 2	L 0	T&PS 0	P 2
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UNIT – I: Reading Skills Skimming & Scanning for Specific Information Reading for: Main Ideas – Details – Inferences – Essential Information - Sentence Insertion – Vocabulary - Rhetorical Purpose - Overall Ideas. Critical Reading - Rhetorical Functions (cause-effect, compare-contrast and argumentation). Speed Reading

UNIT – II: Listening Skills Pre-Listening – While Listening – Post-Listening Exercises
Listening for Understanding Listening for Interaction Responding in Personal & Professional Situations

UNIT – III: Initiative and Proactiveness Initiative: The Ability to Take Action Proactively
How to Be Proactive at Work: 5 Step System Predict – Prevent – Plan – Participate – Perform
Pros and Cons

UNIT – IV: Group Discussion Need and Importance Types of GD, Dos and Don'ts
Communicating Views and Opinions Providing Solutions

UNIT – V: Technical Presentations Oral presentation and public speaking skills Business presentations

Preparation	Presentation
Collection of Data	Stage Dynamics
Organizing the Data	Verbal, Non-verbal Skills
Template Making	Attracting Audience
Fonts and Formats	Asking & Responding Question

References/ Books:

- 1.
- 2.