

**A Laboratory Manual for**

# **Professional Communication and Ethics (BE03000051)**

**B.E. Semester 3 (All branches)**



Directorate of Technical Education, Gandhinagar, Gujarat

**Professional Communication and Ethics  
(BE03000051)**

**Lab Manual is prepared by**

**Dr. Bhaveshkumar B. Rana  
(Assistant Professor in English)**

**Dr. S. & S. S. Gandhi Govt. Engineering College,  
Surat**

**&**

**Prof. Dhairyavi K. Anjaria  
(Assistant Professor in English)  
Lukhdhirji Engineering College,  
Morbi**

**Branch Coordinator**

**Dr. Himanshu Srivastava  
(Assistant Professor in English)  
Government Engineering College, Bhavnagar**

**Committee Chairman**

**Dr. N. M. Bhatt  
(Professor of Mechanical Engineering)  
Lukhdhirji Engineering College, Morbi**

**College Name:** \_\_\_\_\_

## **Certificate**

This is to certify that Mr. /Ms. \_\_\_\_\_  
\_\_\_\_\_ with an Enrollment no. \_\_\_\_\_ of B.E. Semester \_\_\_\_\_  
studying in \_\_\_\_\_ Engineering of this Institute (GTU Code:  
\_\_\_\_\_) has satisfactorily completed the Practical / Tutorial work for the subject  
**Professional Communication and Ethics (BE03000051)** for the academic  
year

\_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Name and Sign of Faculty member**

**Head of the Department**

## **Preface**

Main motto of any laboratory/practical/field work is for enhancing required skills as well as creating ability amongst students to solve real time problems by developing relevant competencies in the psychomotor domain. By keeping in view, GTU has designed competency focused outcome-based curriculum for engineering degree programs where sufficient weightage is given to practical work. It shows the importance of enhancement of skills amongst the students and it pays attention to utilize every second of time allotted for practical amongst students, instructors and faculty members to achieve relevant outcomes by performing the activities rather than merely studying theory. It is essential for effective implementation of competency focused outcome-based curriculum that every practical is keenly designed to serve as a tool to develop and enhance relevant competency required by the various industries among every student. These psychomotor skills are very difficult to develop through traditional chalk and board content delivery methods in the classroom. Accordingly, this lab manual is designed to focus on the industry-defined relevant outcomes, rather than old practice of conducting practical to prove concepts and theory.

By using this lab manual students can go through the relevant theory in advance before the actual performance which creates an interest and students can have basic ideas prior to performance. This in turn enhances predetermined outcomes amongst students. Each activity in this manual begins with course outcomes as well as practical outcomes (objectives).

This manual also provides guidelines to faculty members to facilitate student centric lab activities through each activity by arranging and managing necessary resources in order. It also gives an idea of how students will be assessed by providing assessment criteria.

Utmost care has been taken while preparing this lab manual however there are chances of improvement. Therefore, we welcome constructive suggestions for improvement and removal of errors if any.

## Practical – Course Outcome matrix

### Course Outcomes (COs):

At the end of the course students will be able to:

1. Understand and apply the fundamentals of professional communication and relate it to real life situations.
2. Compose essential formal documents in appropriate formats for various professional situations.
3. Demonstrate advanced communication skills in presentation, public speaking, and contribute effectively in group communication.
4. Practice professional manners and etiquette and imbibe people skills for professional communication.
5. Understand professional ethics and ethical dilemmas to devise solutions.

Sr. No.	Objective(s) of Practical	CO 1	CO 2	CO 3	CO 4	CO 5
1.	To illustrate the importance of clear and accurate communication by demonstrating how messages can become distorted as they are passed from person to person, highlighting the value of active listening and effective verbal expression.	√				
2.	To develop the skills of students to write formal letters in appropriate formats for various purposes required in one's professional communication.		√			
3.	To develop the skills of students for composing a professional resume required for professional situations.		√			
4.	To develop the skills of students to write the notices for formal meetings scheduled for various purposes and also write minutes of meetings for the same as a part of professional life.		√			
5.	To develop the skills of students for composing an email in appropriate format required for various professional situations.		√			
6.	To develop the skills of students to write formal reports required for professional communication.		√			
7.	To develop the skills of students for composing a technical proposal in appropriate format required for various professional situations.		√			
8.	To inculcate and create an understanding of professional etiquettes, ethics and ethical dilemmas in budding engineers devise solutions through provided Case studies.					√
9.	To demonstrate advanced communication skills of students through rigorous practice of Mock Interviews and Group Discussion.			√		
10.	To develop the skills for writing Review Document		√			
11.	To develop the skills for content creation using digital tools for professional purposes.				√	
12.	To demonstrate advanced communication skills of students through rigorous practice of Presentations.			√		

## Index

### (Progressive Assessment Sheet)

Sr. No.	List of Practical	Hrs.	Page No.	Date of submission	Assessment Marks	Sign. of Teacher with date	Remarks
1.	Communication game by passing message to understand the barriers	02					
2.	Letter Writing	04					
3.	Preparing Professional Resume	02					
4.	Notice, Agenda and Minutes of Meeting	02					
5.	Email writing	02					
6.	Report Writing	02					
7.	Technical Proposals	02					
8.	Case Studies on Ethical Dilemmas and Professional Etiquettes	04					
9.	Mock Interviews, GDs	04					
10.	Book Review	02					
11.	Preparing content for popular Digital Platforms (Advertisement, Digital Brochure, Digital Portfolio, Website, Academic Use of AI, Blog - Podcast - Vlog etc.)	04					
12.	Presentations (online and offline)	02					
Total							

## **Practical No: 1**

### **Communication game**

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 1**

**Objective:** To illustrate the importance of clear and accurate communication by demonstrating how messages can become distorted as they are passed from person to person, highlighting the value of active listening and effective verbal expression.

#### **Activity 1**

##### **Materials Needed:**

- Pre-prepared sentences or short messages (optional)
- Pen and paper for final comparison (optional)

##### **Instructions:**

1. **Form a Circle or Line:**  
Divide the class into groups of 8–12 students. Have each group stand or sit in a line or circle.
2. **Whisper the Message:**  
The teacher or group leader whispers a short sentence to the first person in each group.  
Example:  
*"The cat jumped over the sleeping dog to catch a butterfly."*
3. **Pass the Message:**  
Each student whispers the message *once* to the next person. No repetition is allowed. Students must listen carefully and pass it on as accurately as possible.
4. **Reveal the Final Message:**  
The last student says the message out loud. The teacher or first student then shares the original message.
5. **Discussion:**  
Facilitate a short discussion on:
  - How much the message changed
  - Where the confusion may have started
  - What this says about communication challenges
  - Strategies for improving clarity and listening skills

## **Activity 2**

### **Blindfold Navigation**

**Objective:** Develop trust, verbal precision, and leadership

**How to Play:**

- One person is blindfolded; teammates guide them through an obstacle course using only verbal commands.
- No hand gestures allowed.
- Swap roles for full experience.
- Emphasizes spatial language, instruction clarity, and trust.

## **Activity 3**

### **Tech Talk in the language of a Layman**

**Objective:** Practice simplifying complex technical concepts

**How to Play:**

- Each student selects a technical term or process (e.g., block chain, thermodynamics).
- Explain it in 60 seconds as if to a layman (no jargon).
- Peers vote on clarity and creativity.
- Enhances articulation and audience awareness.

## **Activity 4**

### **Word Association Relay**

**Objective:** Sharpen quick thinking and word connections

**How to Play:**

- Sit in a circle. One person says a word; the next must say a related word within 3 seconds.
- If someone pauses or says something unrelated, they're out.
- Great for building verbal fluency and creative links.

## **Activity 5**

### **Detective Questions**

**Objective:** Enhance inquiry and precise questioning

**How to Play:**

- One person thinks of an object/person.
- Others ask only “yes” or “no” questions to guess what it is.

- Encourage strategic and logical communication.

## **Activity 6**

### **Say It without Saying It (Charades with a Twist)**

**Objective:** Strengthen nonverbal communication

**How to Play:**

- A participant picks a card with a phrase or scenario. (It must be related to English language and literature)
- Without using words or sounds, they act it out while others guess.
- For variation, include emotions or idioms.

**Task: Note down your experiences of the communication games 200 words.**

**Criteria for assessment:**

<b>Criteria</b>	<b>Active Participation/ 2</b>	<b>Listening Skills / 2</b>	<b>Verbal Communication/ 2</b>	<b>Team Collaboration/2</b>	<b>Reflection and Insight/2</b>	<b>Total / 10</b>
<b>Marks</b>						

## **Practical No: 2**

### **Formal Letters**

**Date:**

**No. of hours to be dedicated: 04**

**Relevant CO: 2**

**Objective:** To develop the skills of students to write formal letters in appropriate formats for various purposes required in one's professional communication.

**Theory:**

- Inquiry letters are written to inquire about the status of something, to inquire about the product or services, catalogue etc.
- Response to inquiry letters are written in reply to inquiry by the prospective customer.
- Order letters are written to place an order for a product or service.
- Complaint letters are written to lodge a claim or complaint and ask for replacement, reparation or compensation.
- Adjustment letters are written for answering claim/complaint letters stating how the claim / complaint will be taken care of with full/partial agreement.
- Recommendation letters are written for positive endorsement of a candidate's strength and framing him/her as an ideal candidate for the task.
- Sales letters are written to launch the product or to inform the targeted users about a new product or service.
- Credit Request letters are written to borrow goods or services promising to pay the price after a particular period of time. The request can be accepted or rejected by the seller giving some technical or ethical reasons.

Teacher's Role: Teacher will discuss the formats of formal letters (Block Style, Semi Block Style, Modified Block style) in the class/Lab before assigning the task.



A series of 30 horizontal dashed lines for writing.



A series of 30 horizontal dashed lines for writing.



A series of horizontal dashed lines for writing, arranged in approximately 20 rows across the page.



A series of horizontal dashed lines for writing, arranged in approximately 20 rows across the page.

5. Write a letter to the customer to promote/ advertise the new mobile phone - “Koton N 12” that your company has launched. You are the marketing manager of Novice Mobiles Pvt. Ltd. near Elice Brigade Road, Bangalore.





## Practical No: 3

### Preparing Professional Resume

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 2**

**Objective:** To develop the skills of students for composing a professional resume required for professional situations.

#### **Theory:**

Resume is always attached with an application letter, also known as a cover letter. Resume is a brief summary of personal and professional experiences, skills and education. There are three basic formats for resume; reverse – chronological, functional and combination.

Mandatory details to be included in the resume:

- Name
- Address
- Telephone no.
- Email id
- Date of birth
- Educational profile – tabular form of the same is preferable
- Special achievements
- Co – curricular and extra – curricular activities
- Areas of interest
- Skills and Hobbies

#### **Task**

1. Prime Focus Limited, Mumbai requires a Technical Resource Assistant and Branch Sales manager at their Pawai Branch office. Apply for the post with a cover letter and resume focusing on the skills required for the same. **Feed your information to an AI tool and generate a resume in a single page format and a double page format.**

Use Google Drive Resume formats by following steps.

Google Drive - New - Document - Template - Resume Templates

-----  
-----  
-----  
-----  
-----

A series of 20 horizontal dashed lines for handwriting practice, evenly spaced across the page.

A series of 25 horizontal dashed lines for handwriting practice, evenly spaced across the page.



## **Practical No: 4**

### **Deciding Agenda, Writing notices and Minutes of Meeting**

**Date:**

**No. of hours to be dedicated: 02**

**Relevant COs: 2**

**Objective:** To develop the skills of students to write the notices for formal meetings scheduled for various purposes and also write minutes of meetings for the same as a part of professional life.

**Theory:**

Steps to be followed:

1. Deciding Agenda: Agendas are the points to be discussed in the meeting.
2. Required Information to write the Notice for the Meeting.
  - Agenda
  - Date & Time (duration) of the Meeting
  - Venue
  - Who will attend the Meeting?
  - Who is going to call the meeting?
  - Structure of the Notice

Note: (Format of Notice will be discussed by the Teacher in the class/Lab)

3. Actual Meeting to be conducted on decided day and time.
4. Writing Minutes of Meeting: The Minutes Meeting is an official record of what happened / discussed / decided during a meeting. The Minutes of Meeting serve as an outline, a written record for anyone unable to attend the meeting and to be used for future reference.

The information to be included in Minutes of Meeting:

1. Title : Minutes of \_\_\_\_\_ Meeting
2. Date, time & Venue
3. Present Members
4. Absent Members
5. Agenda wise discussion and outcome of the discussion (decision taken)
6. Next Meeting Date or Month
7. Submitted by..... Signature
8. Approved by..... Signature

Note: (Format of Minutes of Meeting will be discussed by the Teacher)



- Write the notice in appropriate format in the space provided below.

- Write the minutes of the meeting in an appropriate format in the space provided below.







## Practical No: 5

### Email Writing

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 2**

**Objectives:** To develop the skills of students for composing an email in appropriate format required for various professional situations.

**Theory:** The term "email" stands for electronic mail. It is a way of sending and receiving digital messages between individuals using computer networks, especially the internet. Email enables the electronic exchange of text, images, documents, and various other file formats.

**Teacher will discuss the following concepts while explaining the format of an email given below:**

- To, CC, BCC, Attachment etc
- Reply, Reply to all
- Components of an email
- Etiquettes for an email
- Tips to keep in mind while writing an email
- Grammatical and linguistic accuracy in an email

#### Email Format Template

**To:** [Recipient's Email Address]

**Cc:** [Optional – Other recipients]

**Bcc:** [Optional – Hidden recipients]

**Subject:** [Clear and concise subject line]

**Dear [Recipient's Name],**

*(Use "Sir/Madam" if the name is unknown)*

#### [Opening line / Greeting]

I hope this email finds you well. *(Optional but polite)*

#### [Body of the Email]

Write your message here. Keep it clear and organized:

- Start with a brief introduction or purpose of the email.
- Provide necessary details or information in the next paragraph(s).
- If action is required, state it clearly.

#### [Closing line]

Thank you for your time and consideration.

Looking forward to your response / Please let me know if you have any questions.

**Best regards,**

**[Your Full Name]**

[Your Position/Designation, if applicable]

[Your Contact Information, if needed]

[Your Organization/Institution, if applicable]





-----

-----

-----

-----

-----

-----

-----

-----

-----

**Criteria for assessment:**

<b>Criteria</b>	<b>Structure/ 2</b>	<b>Linguistic Competency/ 2</b>	<b>Grammar/ 2</b>	<b>Appropriateness of Content / 2</b>	<b>Concept Clarity/ 2</b>	<b>Total / 10</b>
<b>Marks</b>						

## **Practical No: 6**

### **Formal Report Writing**

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 2**

**Objectives:** To develop the skills of students to write formal reports required for professional communication.

**Theory:**

**As stated in the Oxford dictionary, a report can be**

- a written or spoken account of an event that happened in the past.
- a spoken or written description of something containing information that somebody needs to have.
- an official document written by a group of people who have examined or investigated a particular situation or problem.

**Types of report:**

1. Letter Format
2. Memorandum Format (Memo)
3. Analytical Report

**Teacher's Role:** Teacher will discuss the related formats in the class/lab hours.



A series of 25 horizontal dashed lines for handwriting practice, evenly spaced across the page.



A series of 25 horizontal dashed lines spanning the width of the page, intended for handwriting practice.



A series of 25 horizontal dashed lines spanning the width of the page, intended for handwriting practice.

A series of 25 horizontal dashed lines for writing.

**Criteria for assessment:**

<b>Criteria</b>	<b>Structure/ 2</b>	<b>Linguistic Competency/ 2</b>	<b>Grammar/ 2</b>	<b>Appropriateness of Content / 2</b>	<b>Concept Clarity/ 2</b>	<b>Total/ 10</b>
<b>Marks</b>						

## Practical No: 7

### Technical Proposal Writing

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 2**

**Objectives:** To develop the skills of students for composing a technical proposal in appropriate format required for various professional situations.

**Theory:**

A **technical proposal** is a comprehensive document that presents the technical strategy and execution plan for a proposed project or service. It serves as a roadmap, detailing how your team intends to meet the client's requirements using specific tools, methods, and expertise. The goal is to demonstrate not only *what* you plan to do, but *how* you will do it efficiently and effectively.

#### **Key Components of a Technical Proposal:**

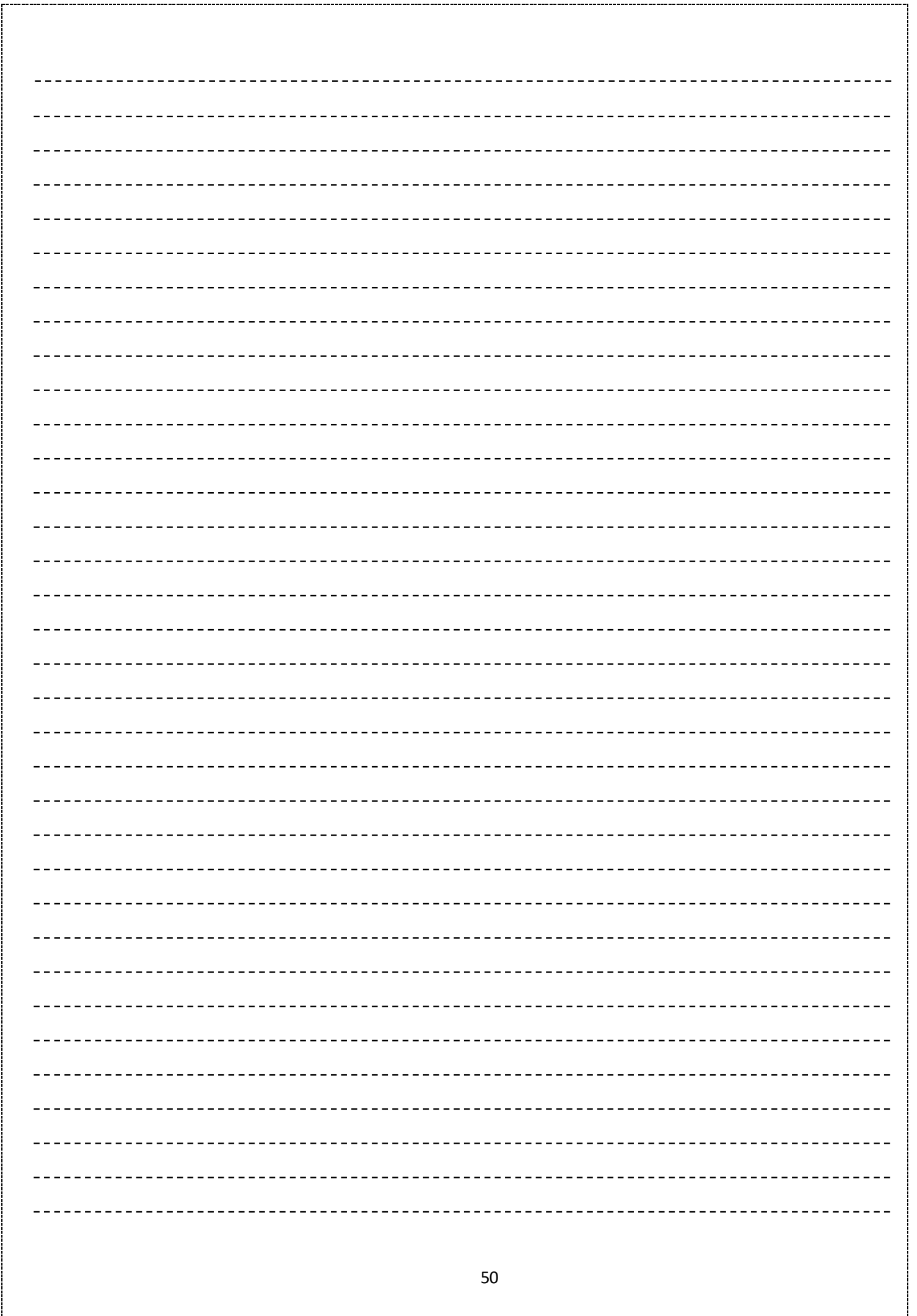
- **Problem Statement:** Clearly articulate the client's challenge or need, and define the specific issue your solution will address.
- **Technical Approach:** Detail your proposed solution, including the technologies, methodologies, and resources you will utilize to deliver the desired outcomes.
- **Implementation Plan:** Provide a step-by-step outline of how the project will be executed, including timelines, key milestones, and deliverables.
- **Budget:** Present a transparent and itemized cost estimate covering all project components, ensuring alignment with client expectations.
- **Team Qualifications:** Highlight the relevant experience, skills, and credentials of your team, demonstrating your capability to handle the project.
- **Expected Outcomes & Benefits:** Clearly convey the value your solution offers, including measurable results and long-term benefits for the client.

**Pre – proposal writing task:** Using AI tools search for technical words used in drafting a formal proposal and list out those words in the space provided.

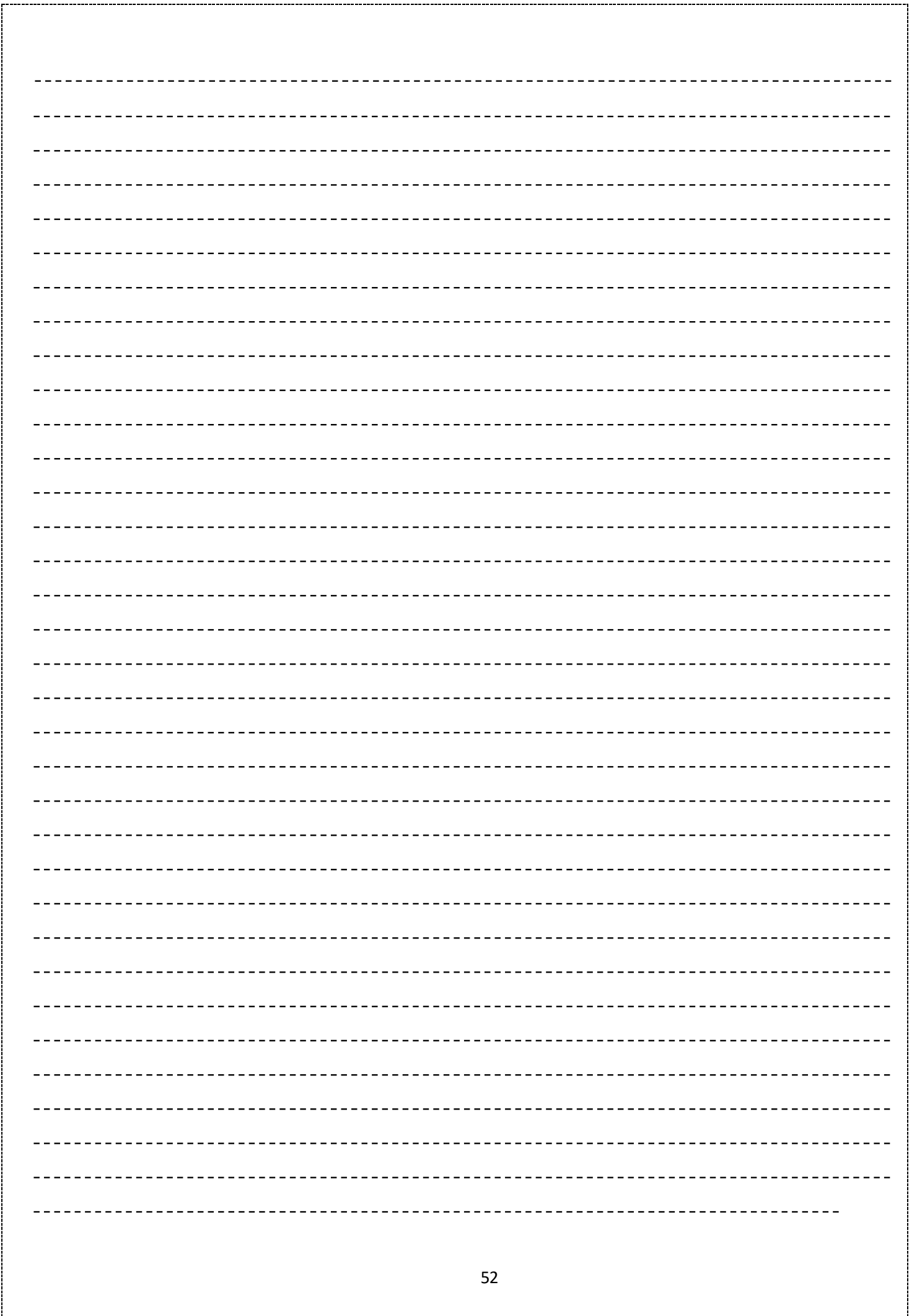
**Proposal Writing Tasks:**



Handwriting practice sheet with 20 sets of horizontal dashed lines.















## **Practical No: 8**

### **Case Studies on Ethical Dilemmas and Professional Etiquettes**

**Date:**

**No. of hours to be dedicated: 04**

**Relevant CO: 5**

**Objective:** To develop the analytical skills of students to evaluate the professional situation / dilemma keeping in view the professional ethics at work place and act accordingly

#### **Theory:**

Case studies of ethical dilemmas are important for developing critical thinking, and improving ethical decision-making skills, and understanding ethical frameworks. They avail practical examples of difficult situations, allowing one to analyze, apply ethical rules, and develop effective remedies, ultimately providing moral reasoning and ethical conduct.

#### **Task 1:**

The students are required to read the following case studies and apply their critical thinking and problem solving for solution.

#### **Case study 1**

A manufacturing company provides jobs for many people in a small town where employment is not easy to find. The company has stayed in the town even though it could find cheaper workers elsewhere, because workers are loyal to the company due to the jobs it provides. Over the years, the company has developed a reputation in the town for taking care of its employees and being a responsible corporate citizen.

The manufacturing process used by the company produces a by-product that for years has flown into the town river. The by-product has been considered harmless but some people who live near the river have reported illnesses. The by-product does not currently violate any anti-pollution laws.

What are the issues of integrity, ethics and law posed in the case study? What options does the company have, and what should it do and why?















-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

**Task 7:** You have been serving in a multinational company for the last five years and you have observed that most of your colleagues come to you for their work. You always help them at the cost of your own work. But now it is enough. You want to say NO. What possible reasons can you give for saying NO to your colleagues?

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----





**Task 10:** If you start a new business and you want to include your family members as employees. On what basis will you recruit them so that it becomes ethical? (Which criteria will you decide for recruitment of your family members?)

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

**Task 11:** Rajesh is running an NGO to help Orphan children. He received a government grant of Rs.5 lac for a project to teach the orphan children, who work at shops, tea-stalls, do boot-polishing etc. A year passed, but Rajesh managed to utilize only 2 lac rupees from the grant. Though he tried his best, he couldn't manage to educate all the orphan children for one or the other reason. Now the situation is that Rajesh has to return all the unspent money back to the government by the end of the financial year. But other members of the NGO suggested the following options.

1. If we honestly return Rs. 2 lac back, then government officials will think we have not worked well for our NGO and they'll reduce our grant for next year or they may not give us grant money for the next year.
2. We should take help from CA to manipulate our account books and show that most of the grant was utilized for education.



**Practical No: 9A**

**Mock Interviews**

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 3**

**Objective:** To practice and refine communication skills, including clear articulation, active listening, and confident responses, to succeed in a professional interview setting.

**Duration: 02 hrs**

**Instructions:**

**Reading:** Research common interview questions and prepare concise, thoughtful answers that highlight your skills and experiences if any. Review the company or organization's background if applicable.

**Dressing:** Dress in professional attire suitable for the industry you're interviewing for, opt for a neat, clean, and conservative outfit to make a positive impression.

**Documents:** Bring a copy of your resume and any other relevant documents (e.g., portfolio, certifications) in a neat folder or portfolio case. Ensure these documents are organized and easily accessible.

**Note:** The students will prepare for an imaginative interview situation keeping in view the above instructions and will appear in Mock interview during lab hours. Teacher will guide the students accordingly.

**Task 1:** Enlist 10 important questions which can be asked to you in the imaginative interview in the space given below.

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

-----

-----

-----

-----

-----

-----

-----

-----

**Task 2:** Identify 5 hard skills and 5 soft skills essential for an aspiring job ( \_\_\_\_\_ ) from your branch.

Prompt to AI: Write a prompt for the above-mentioned skill sets for the aspiring job ( \_\_\_\_\_ )

Write down 5 hard skills and 5 soft skills generated by AI in the table provided below:

Sr. No.	Hard Skills	Soft Skills
1		
2		
3		
4		
5		

**Criteria of assessment:**

Criteria	Clarity of communication / 4	Confidence and Body Language / 2	Relevance and Structure of Responses / 2	Professionalism and Etiquette / 2	Total / 10
Marks					

**Practical No: 9B**  
**Group Discussions**

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 3**

**Objective:** To develop and demonstrate effective communication, teamwork, and critical thinking skills by actively participating in a discussion, presenting ideas clearly, listening to others, and engaging in respectful discussion while contributing to a collective understanding of the topic.

**Instructions:**

The teacher will divide students into groups of 5-7 students and allocate a topic for discussion to each group. After allowing 2-3 minutes to prepare preliminary notes for the discussion, the students will discuss the topic in detail keeping in mind the theory they have learnt.

Students will dress in formal attire for this task.

**Preparation Tips:**

Stay Informed: Read newspapers and follow current affairs.

Improve Communication: Practice speaking clearly and concisely, with structured thoughts.

Listen Actively: Pay attention to others and build on their points without interrupting.

Confidence & Body Language: Maintain good posture, make eye contact, and speak confidently.

Respect Opinions: Stay polite, even when disagreeing, and collaborate for a productive discussion.

Practice Mock GDs: Engage in simulated discussions and seek feedback.

Time Management: Speak when necessary, avoid dominating, and conclude the discussion effectively.

{ Before you sit for an actual GD, watch a mock GD being performed on a digital platform and observe the etiquettes required during a group discussion. }

**Suggested Topics:**

Impact of Artificial Intelligence on the Future of Engineering

The Role of Renewable Energy in Sustainable Development

Ethics in Engineering: Balancing Innovation with Responsibility

The Importance of Soft Skills in an Engineer's Career





## Practical No: 10

### Book Review

**Date:**

**No. of hours to be dedicated: 02**

**Relevant CO: 2**

**Objective:** To enhance critical thinking, improve clarity in expressing ideas, and develop the ability to read, organize and present information effectively. It also helps students practice persuasive communication and active engagement with content.

**How to write the review:**

Preparation: Reflect on why you chose the book and what you want to convey.

Content: Provide basic book information (title, author, genre etc.) and a brief, spoiler-free plot summary.

Subjectivity: Share your personal experience, explaining why you liked or disliked the book.

Clarity: Be specific about what worked and what didn't.

Avoid Spoilers: Never give away key plot twists or endings.

Length: Keep reviews concise and to the point.

Proofread: Ensure your review is free of errors for credibility.

Audience: Consider who would enjoy the book and target your review accordingly.

*Source: <https://www.blurb.com/blog/how-to-write-a-good-book-review/>*

**The Review:**

**Title of the Book:**

---

---

**Name of the Author/s:**

---

**No. of Pages:** \_\_\_\_\_

**Price of the Book:** \_\_\_\_\_

**ISBN No. of the Book:** \_\_\_\_\_

**Edition:** \_\_\_\_\_

**Publication:** \_\_\_\_\_







-----  
-----  
-----  
**Any line / dialogue/situation that you like the most from the book:**

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
**Your personal observation / suggestions/opinion for the book:**

**Criteria of assessment:**

<b>Criteria</b>	<b>Clarity and Coherence / 2</b>	<b>Critical Analysis / 2</b>	<b>Writing Quality/ 4</b>	<b>Objectivity and Balance/ 2</b>	<b>Total / 10</b>
<b>Marks</b>					

**Practical No: 11**

**Preparing content for popular Digital Platforms**

**Date:**

**No. of hours to be dedicated: 04**

**Relevant CO: 2**

**Objective:** To develop the skills for content creation using digital tools for professional purposes.

**Instructions:** Students must prepare any two contents (Advertisement, Digital Brochure, Digital Portfolio, Website, Blog - Podcast –Vlog) using any AI tool academically.

**Task 1:** Space for written content

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

**Task 1:** Space for visual content - sketch, graph, diagram, picture, table, chart etc. (can be printed and pasted)



**Task 2:** Space for visual content - sketch, graph, diagram, picture, table, chart etc.(can be printed and pasted)

**Criteria of assessment:**

<b>Criteria</b>	<b>Content quality / 2</b>	<b>Communication and clarity / 2</b>	<b>Effective use of digital tool/ 4</b>	<b>Visual and design elements/ 2</b>	<b>Total / 10</b>
<b>Marks</b>					

## Practical No: 12

### Presentations (online and offline)

**Date:**

**No. of hours to be dedicated: 04**

**Relevant CO: 3**

**Objective:** To develop the skills of students for creating a presentation required for professional situations.

**Theory:**

Presentation skills are crucial for effectively communicating ideas, engaging audiences, and influencing outcomes in various personal and professional settings. They enhance communication, build confidence, and boost career prospects. Mastering presentation skills empowers individuals to convey their message clearly, build trust, and leave a lasting impression.

**Task:**

Students are required to prepare a soft copy and make a presentation in the language lab. Lab teachers can suggest topics or give liberty to students to make presentation on the choice of his/her topic. Upload your power point presentation in your drive and write the link below. [Use an AI tool for the same]

---

---

**Suggestive list of topics:**

- The Future of Smart Cities and the Role of Engineers
- Impact of Artificial Intelligence on Engineering
- Exploring Renewable Energy Innovations
- The Evolution of Robotics in Everyday Life
- The Rise of Autonomous Vehicles: Challenges and Opportunities
- How 3D Printing is Revolutionizing Manufacturing
- Sustainable Engineering Practices in Construction
- How IoT is Shaping the Future of Engineering
- Nanotechnology and Its Applications in Engineering
- The Role of Engineers in Disaster Management
- Advancements in Biotechnology and Their Engineering Implications
- Engineering for Space Exploration: Innovations and Challenges

- The Future of Cybersecurity in Industrial Engineering
- How AI is Enhancing Engineering Design and Simulations
- Smart Materials: A New Frontier in Engineering
- Any topic from the curriculum

Source URL: <https://ai.tenorshare.com/speech-topics/presentation-topics-for-engineering-students.html>

**Criteria of assessment:**

<b>Criteria</b>	<b>Clarity of communication / 2</b>	<b>Confidence and Body Language / 2</b>	<b>PPT preparations / 2</b>	<b>Use of Language / 2</b>	<b>Professionalism and chronemics / 2</b>	<b>Total / 10</b>
<b>Marks</b>						

### **Books suggested for Review:**

1. You Can Win by Shiv Khera
2. How to win friends and influence people by Dale Carnegie
3. Getting things done: The art of stress-free productivity by David Allen
4. Quiet: The Power of Introvert in the World they can't stop talking by Susan Cain
5. The Alchemist by Paulo Coelho
6. The 7 habits of highly effective people by Stephen Covey
7. What to say when you talk to yourself by Dr. Shad Helmstetter
8. The big leap by Gay Hendricks
9. Thinking fast and slow by Daniel Kahneman
10. The art of thinking clearly by Ralf Dobelli
11. Upside –Down King by Sudha Murthy
12. Born to be happy by Pramod Batra
13. Ikigai: The Japanese Secret to a Long and Happy Life By HéctorGarcía& Francesc Miralles
14. Poor little rich slum by Rashmi Bansal
15. Most and more by Mahatria Ra
16. The Old Man and the Sea by Ernest Hemingway
17. Rich Dad Poor Dad by Robert Kiyosaki
18. The Monk Who Sold His Ferrari by Robin Sharma
19. Who Moved My Cheese? By Dr. Spencer Johnson
20. The Business of the 21<sup>st</sup>Century by Robert Kiyosaki
21. My Experiments with Truth by Mahatma Gandhi
22. Five Point Someone by Chetan Bhagat
23. The Secret by Rhonda Byrne
24. The Power of Positive Thinking by Norman Vincent Peale
25. The Power of Your Subconscious Mind by Joseph Murphy
26. The 5 AM Club by Robin Sharma
27. Who will cry when you die? By Robin Sharma
28. Discover Your Destiny by Robin Sharma
29. The Wing of Fire by A.P.J. Abdul Kalam
30. I have a Dream by Rashmi Bansal
31. The 5 Steps to Success by Yandamoori Veerendranath
32. You Are Born To Blossom by A.P.J. Abdul Kalam
33. Tiya: A Parrot's Journey Home by Samarpan
34. The God of Small Things by Arundhati Roy
35. How to develop a 'Never Give up' Attitude by Dr. Hardik Joshi
36. Three Thousand Stitches: Ordinary People, Extraordinary Lives by Sudha Murthy
37. Chanakya in Daily Life by Radha Krishnan Pillai
38. Siddhartha by Hermann Hesse
39. Kiss that Frog by Brian Tracy
40. Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time by Brian Tracy

## References/Suggested Learning Resources:

### (a) Books:

1. Ramesh and Ramesh, *The Ace of Soft Skills*, Pearson, 2019
2. Raman M. and Sharma S., *Technical Communication: Principles and Practice*, OUP, New Delhi, 2017
3. Lata P. and Kumar S., *Communication Skills*, OUP, New Delhi, 2018
4. Dan O' Hair, Rubenstein Hannah and Stewart Robert, *A Pocket guide to Public Speaking*, 5<sup>th</sup> Edition, Bedford/st.Martins, 2015
5. Mitra B., *Personality Development and Soft Skills*, 1<sup>st</sup> Edition, OUP, 2011,
6. Fraleigh D. and Joseph T. *Speak Up!: An Illustrated Guide to Public Speaking*, 5<sup>th</sup> Edition, Bedford/st.Martins, 2019
7. Pillai S. and Fernandez A., *Soft Skills and Employability Skills*, Cambridge University Press, 2017
8. Shinde, *Life Skills and Personality Development*, Cambridge University Press, 2022
9. Alex K., *Soft Skills – Know Yourself and Know the World*, 3<sup>rd</sup> Edition, S. Chand, 2014
10. Seebauer Edmund G. and Barry Robert L., *Fundamentals of Ethics for Scientists and Engineers*, Oxford University Press, 2008. Harkut Dinesh G. and Bamnote Gajendra R., *Professional Ethics for Engineers*, Notion Press, 2023

### (b) Open source software and website:

1. <https://www.scu.edu/ethics/focus-areas/more-focus-areas/engineering-ethics/engineering-ethicscases/>