

ENGLISH LANGUAGE AND COMMUNICATION SKILLS LABORATORY

B. TECH- II SEMESTER								
Course Code	Category	Hours / Week			Credits	Maximum Marks		
		L	T	P	C	CIE	SEE	Total
A4HS02	HS	0	0	2	1	30	70	100
COURSE OBJECTIVES: The course should enable the students to: <ol style="list-style-type: none"> Facilitate computer-assisted multi-media instruction enabling individualized and independent language learning. Enhance English language skills, communication skills and to practice soft skills. Improve fluency and pronunciation intelligibility by providing an opportunity for practice in speaking. Train students in different interview and public speaking skills such as JAM, debate, role play, group discussion etc. Instill confidence and make them competent enough to express fluently and neutralize their mother tongue influence. 								
COURSE OUTCOMES: The course should enable the students to: <ol style="list-style-type: none"> Better perception of nuances of English language through audio- visual experience Neutralization of accent for intelligibility Take part in group activities Speaking skills with clarity and confidence which in turn enhances their employability 								
LIST OF ACTIVITIES								
WEEK-1	GENERAL INTRODUCTIONS AND FORMAL GREETINGS							
<ol style="list-style-type: none"> Introductions and greetings in formal and informal situations Worksheets to extract information Questionnaires to enquire about the expressions used during formal introductions Ice Breaking activity by preparing and asking five questions each Creation of dialogues using greetings, leave- taking and introductions 								
WEEK-2	JAM- JUST A MINUTE							
<ol style="list-style-type: none"> Strengthen the ability to analyze a topic and logical organization of thoughts. Logically starting with introductory sentence, points of discussion and closing sentence. Practicing to speak within one minute Activity based on JAM on a familiar topic Planning and executing JAM considering the parameters 								
WEEK-3	PHONETICS							
<ol style="list-style-type: none"> Speech sounds and their prominence in pronunciation Understanding and practicing word stress Neutralizing the accent and practicing the right intonation Knowing the differences between different accents Increase fluency with the help of Phonetics 								
WEEK-4	LISTENING SKILLS							

	<ol style="list-style-type: none"> 1. Developing good listening skills for effective communication 2. Enhancing listening skills through audio tracks and oral conversation 3. Empathizing others point of view while they speak 4. Incorporating non verbal communications while listening 5. Improving overall performance listening to the audio tracks
WEEK-5	SITUATIONAL DIALOGUES AND GIVING DIRECTIONS
	<ol style="list-style-type: none"> 1. Creating dialogues in any given situations 2. Framing and choosing appropriate words to frame the dialogues in any situation 3. Guiding and giving directions using appropriate expressions 4. Activities on how to make polite requests, offers, rejections etc 5. Practicing to speak confidently in different situations
WEEK-6	ROLE PLAY
	<ol style="list-style-type: none"> 1. Understanding a Role play and its procedure 2. Planning and Executing a Role Play accordingly 3. Practicing to get into the role and perform within stipulated time 4. Activities based on Role Play with different situations 5. Performing a Role Play considering the parameters
WEEK-7	GROUP DISCUSSIONS
	<ol style="list-style-type: none"> 1. Understanding a Group Discussion (GD) and its procedure 2. Following the rules of a GD 3. Planning and Executing a GD within the stipulated time 4. Activities based on GD 5. Performing a GD considering the parameters
WEEK-8	DEBATE
	<ol style="list-style-type: none"> 1. Understanding the procedure of a Debate 2. Planning and executing a Debate following its rules 3. Strengthen the ability to analyze a topic and logical organization of thoughts. 4. Logically arranging the arguments 5. Performing a Debate considering the parameters
WEEK-9	TELEPHONIC ETIQUETTES
	<ol style="list-style-type: none"> 1. Understanding basic Telephonic Etiquettes 2. The approach one needs to follow while making and answering a call 3. Making a formal telephonic conversation 4. Activities based on modulating voice and tone 5. Interpersonal skills required to overcome rude and hostile behavior 6. Write a C program to compare two strings using pointers. 7. Write a C program to copy a string from source to destination using pointers. 8. Write a C program to reverse a string using pointers.
Week-10	PRESENTATION SKILLS
	<ol style="list-style-type: none"> 1. Planning a Presentation 2. Enhancing skills required for making effective presentations 3. Usage of different tools that help us to give effective presentations 4. Executing a presentation effectively 5. Activities based on presentations

WEEK-11	ORAL PRESENTATIONS AND EXTEMPORE
<ol style="list-style-type: none"> 1. Planning an oral presentation or an Extempore 2. Preparing good PPT 3. Using appropriate body language in public speaking domain 4. Planning and Executing oral presentation 5. Activities based on oral presentations and extempore 	
WEEK-12	INTERVIEW SKILLS
<ol style="list-style-type: none"> 1. Preparing to succeed in Interviews 2. Preparing a strong Resume for interviews 3. Practicing different techniques to overcome nervousness in interviews 4. Using appropriate body language in interviews 5. Activities based on Interviews skills 	
WEEK-13	INFORMATION TRANSFER
<ol style="list-style-type: none"> 1. Extracting Information Transfer from different kinds of representation 2. Reading and decoding the information given in various types 3. Representing the information in charts or graphs in a written document 4. Developing writing skills from these aspects 5. Activity on transferring given data into graphs or charts for presentation skills 	
REFERENCE BOOKS:	
<ol style="list-style-type: none"> 1. E. Suresh Kumar. A Handbook for English Language Laboratories (with CD) Revised Edition 2. Normal Whitby. Business Benchmark. Cambridge University Press(with CD) 2nd Edition 3. Liz Hamp-Lyons and Ben Heasley. Study Writing. Cambridge University Press. 2006. 4. Sanjay Kumar and Pushp Lata. Communication Skills. Oxford University Press. 2011. 5. Exercises in Spoken English. Parts. I-III. CIEFL, Hyderabad. Oxford University Press 6. Raman Sharma, Technical Communications, Oxford Publication, London, 2004. 7. Dale Jungk, Applied Writing for Technicians, McGraw Hill, New York, 2004. 8. T. Balasubramanian, A Text book of English Phonetics for Indian Students, Macmillan, 2008. 9. Edgar Thorpe, Winning at Interviews, Pearson Education, 2006. 10. J. Sethi et al, A Practical Course in English Pronunciation (with CD), Prentice Hall of India, 2005. 11. Hari Mohan Prasad, How to Prepare for Group Discussions and Interviews, Tata McGraw Hill, 2006 	
WEBSITES:	
<ol style="list-style-type: none"> 1. https://www.britishcouncil.org 2. https://www.bbc.co.uk 3. https://www.grammarly.com 4. https://www.fluentu.com 5. https://www.cambridgeenglish.org/exams-and-tests/business-preliminary 6. https://www.cambridgeenglish.org/exams-and-tests/business-vantage 	