

2/4 B.Tech. FOURTH SEMESTER

ME4L3

COMMUNICATION SKILLS LAB

Credits: 1

Lecture:- -

Internal assessment: 25marks

Lab Practice: 2 periods/week

Semester end examination: 50 marks

Objectives:

1. To make students recognize the sounds of English through Audio-Visual aids and Computer Software.
2. To help them overcome their inhibitions and self-consciousness while speaking in English and to build their confidence. The focus shall be on fluency rather than accuracy.
3. To enable them to speak English correctly with focus on stress and intonation.

Learning outcomes:

At the end of course the students will have:

1. The Language Lab focuses on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations and contexts.

UNIT I International Phonetic Alphabet, Received Pronunciation, Phonemes, Vowel sounds and Consonant sounds.

UNIT II Situational Dialogues/Role Plays on different situations.

UNIT III Just A Minute, Rules and Regulations, Demonstration

UNIT IV Introduction, Objectives of Interviews, Types of Interviews, Job Interviews, Preparation, Process, Body Language, Frequently Asked Questions, Mock-Interviews, Pre-interview and Post-interview manners.

UNIT V Group Communication, Group Discussion, Forms of Group Communication, Use of Body Language in Group Communication, Speaking in Group Discussions, Using Persuasive Strategies, Organizational GD, Brain storming, Evaluation and Analysis.

Learning resources

Reference books

1. Effective Technical Communication, by Barun K Mitra, OUP, London, 2006.
2. Teaching Oral Skill, by Byrne D., Longman, London, 1983.
3. Keep Talking, by Clippel F., OUP, London, 1983.
4. Teach English; by Doff A, OUP, London, 1985.
5. Applied Linguists and Learning and Teaching of Foreign Languages, by Els, Theo Van et al., Edward Arnolds, 1984.
6. English for Science & Engineering, by Ivor Williams, Cengage, Haryana, 2009.
7. Technical Communication, by Meenakshi Raman & sangeeta Sharma, OUP, London, 2011.
8. English for Professionals, by P Eliah, B.S. Publications, Hyderabad, 2010.
9. Communication Skills, by Sanjay Kumar & Pushpa Latha. OUP, London, 2010.
10. Trends in Language Teaching, by Valdmen A., Mac Graw Hill, New York, 1985.
11. Successful Career Soft Skills and Business English, by Varanasi Bhaskara Rao & Y. Kameswari. "" B.S.Publications, Hyderabad, 2010.
12. Teaching Language as Communication, by Widdowson H.G, OUP, London, 1979.