

## ENGLISH COMMUNICATION SKILLS LAB

I B. Tech. - II Semester  
Course Code: A3HS12

L	T	P	C
-	-	3	2

### COURSE OVERVIEW:

English- being the foremost global language has its domination in internationally sensitive domains such as science and technology, business and commercial relation, education and diplomatic relationships, politics and administration and so on. It is the language of corporate India, a passport for better career, better pay, and advanced knowledge and for communication with the entire world. In higher education, English is the prevalent prestigious language. Careers in any area of business communication or within the government, or in science and technology require fluency in English. It is certainly considered instrumental in terms of having access to information from all over the world as a key factor for professional success. With the number of foreign investors flocking to India and the growth of outsourcing, English has come to play a key role for the transactions in written form in professional relationships between foreign and Indian companies. Hence in the existing world of cutthroat competition, it is vital to the students pursuing Engineering course to have a command not only on the academic skills but also on communication skills.

The basic idea behind offering English as a practical subject at the undergraduate level is to acquaint students with a language that enjoys currency as a lingua franca of the globe. For prospective engineers nothing could be more useful or productive than being able to reach out to the world of technology. In the ELCS lab the students are trained in Communicative English Skills, phonetics, word accent, word stress, rhythm and intonation, making effective oral presentations- both extempore and Prepared- seminars, group discussions, presenting techniques of writing, role play, telephonic skills, asking and giving directions, information transfer, debates, description of person, place, objects etc;. The lab encourages students to work in a group, engage in peer-reviews and inculcate team spirit through various exercises on grammar, vocabulary, listening and pronunciation games, etc.

### COURSE OBJECTIVES:

1. To talk about business subjects
2. To understand charts and graphs
3. To write short business emails, reports and make notes on simple topics.
4. To follow short telephone conversations.
5. To follow simple presentations/demonstrations.
6. To exchange straightforward opinions and make requests.
7. To offer advice and state routine requirements

### SUPPORTED OBJECTIVES:

Upon successful completion of this course, student will be able to:

1. To expose the students to a variety of self-instructional and learner-friendly modes of language learning.
2. To help the students to cultivate the habit of reading passages from the computer monitor, thus provides them the required facility to face computer-based competitive exams such as GRE, TOEFL, GMAT etc.
3. To enable them to learn better pronunciation through stress or word accent, intonation, and rhythm.
4. To train them to face interviews with confidence and enable them to prepare resume with cover letter.
5. To motivate them to use language effectively.
6. To prepare them to use communicative language and participate in public speaking.
7. To initiate them into greater use of the computer in power point presentation preparation, report
  - a. Writing and e-mail writing etc.
8. To expose the Students to participate in group discussions, debates with ease.

**COURSE OUTCOMES:**

The following outcomes are achieved:

1. Learners learn how to pronounce words using the rules they have been taught.
2. Students learn the importance of speaking English using rhythm and intonation.
3. Students learn to overcome stage fear and make presentations with ease.
4. Students learn to use right words and phrases in keeping the demands of occasion.
5. Students learn to face different types of interviews with confidence.
6. Students learn to participate in group discussions.
7. Students learn to distinguish informal speech from formal speech through role plays.
8. Students learn to use the telephone etiquettes.

**SYLLABUS**

The following course content is prescribed for the **BUSINESS ENGLISH CERTIFICATE- BEC PRELIMINARY English Language Communication Skills Lab**

**Exercise – I**

**Listening:** Listening to multiple-choice questions on short conversations or monologues

**Speaking:** Giving information about oneself and their opinions and Giving a short a talk on business related topic

**Reading:** Reading multiple-choice questions on short text.

**Writing:** Writing a piece of internal business communication of 30-40 words ( Email)

**Exercise – II**

**Listening :** Listening for completing notes based on a conversation and a monologue

**Speaking :** Giving short talk on business related topic.

**Reading:** Matching descriptions of people to short texts.  
Matching statements to information given in a graph or graphs.

**Writing :** Writing a piece of internal business communication of 30-40 words (Message)

**Exercise – III**

**Listening:** Listening to multiple-choice questions on a longer conversation or interview.

**Speaking:** Debates. Extempore.

**Reading :** Reading a longer text and deciding whether the statements about the text are right or wrong or if the information is not given.

**Writing :** Write a business letter or e-mail of 60-80 words, based on an input text and some notes.

**Exercise – IV**

**Listening:** Listening to TV news channels and taking notes.  
Listening to songs and writing down the lyrics.

**Speaking:** Interview sessions.

**Reading:** Read a longer text and answer multiple-choice questions. Do a multiple choice task.

**Writing:** Write a report.

**Exercise – V**

**Listening:** Watching short documentaries and making notes.

**Speaking:** Short plays. Presentations.

**Reading :** Read short texts and fill in a form using information from the texts.

**Writing :** Write a short story.

**SUGGESTED SOFTWARE:**

1. K-Van solutions Software with CD
2. The Rosetta stone English library.
3. Clarity pronunciation power –part I.
4. Oxford advanced learner’s compass, 7th Edition.
5. Learning to speak English -4 CDs.
6. Vocabulary in use, Michael McCarthy, felicity o’den, Cambridge.
7. Murphy’s English grammar, Cambridge with CD.

**REFERENCE BOOKS:**

1. Suresh Kumar. E. & Sreehari P.A (2007), Handbook for English Language Laboratories, Cambridge University Press India Pvt. Ltd, New Delhi.
2. Mandal S. K (2006), Effective Communication & Public Speaking , Jaico Publishing House, New Delhi.
3. Grant Taylor (2004), English Conversation Practice, Tata McGraw Hill, New Delhi.
4. Balasubramanian .T (2000), A text book of English Phonetics for Indian Student, MacMillan Publishers, India.
5. Kamalesh Sadanand, Susheela Punitha (2008), Spoken English: A foundation Course: Parts 1 & 2, New Delhi, Orient Longman Pvt. Ltd

**WEB REFERENCES:**

1. [www.cambridgeenglish.org](http://www.cambridgeenglish.org).
2. [www.esl-lab.com](http://www.esl-lab.com)