

<b>I Year - I Semester</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>

### **ENGLISH – COMMUNICATION SKILLS LAB -I**

#### **PRESCRIBED LAB MANUAL FOR SEMESTER I:**

**'INTERACT: English Lab Manual for Undergraduate Students' Published by Orient Blackswan Pvt Ltd.**

#### **OBJECTIVES:**

To enable the students to learn through practice the communication skills of listening, speaking, reading and writing.

#### **OUTCOME:**

A study of the communicative items in the laboratory will help the students become successful in the competitive world.

The course content along with the study material is divided into six units.

#### **UNIT 1:**

1. WHY study Spoken English?
2. Making Inquiries on the phone, thanking and responding to Thanks  
Practice work.

#### **UNIT 2:**

1. Responding to Requests and asking for Directions  
Practice work.

#### **UNIT 3:**

1. Asking for Clarifications, Inviting, Expressing Sympathy, Congratulating
2. Apologising, Advising, Suggesting, Agreeing and Disagreeing  
Practice work.

#### **UNIT 4:**

1. Letters and Sounds  
Practice work.

#### **UNIT 5:**

1. The Sounds of English  
Practice work.

## UNIT 6:

1. Pronunciation
  2. Stress and Intonation
- Practice work.

### Assessment Procedure: Laboratory

1. Every lab session (150 minutes) should be handled by not less than two teachers (three would be ideal) where each faculty has to conduct a speaking activity for 20/30 students.
2. The teachers are to assess each learner in the class for not less than 10 speaking activities, each one to be assessed for 10 marks or 10%. The average of 10 day-to-day activity assessments is to be calculated for 10 marks for internal assessment.

The rubric given below has to be filled in for all the students for all activities.

### The rubric to assess the learners:

	Body language		Fluency & Audibility	Clarity in Speech	Neutralization of accent	Appropriate Language		Total 10 marks	Remarks
	Gestures & Postures	Eye Contact				Grammar	Vocabulary & expressions		

- **Lab Assessment: Internal (25 marks)**
  1. Day-to-Day activities: 10 marks
  2. Completing the exercises in the lab manual: 5 marks
  3. Internal test (5 marks written and 5 marks oral)
- **Lab Assessment: External (50 marks)**
  1. Written test: 20 marks (writing a dialogue, note-taking and answering questions on listening to an audio recording).
  2. Oral: Reading aloud a text or a dialogue- 10 marks
  3. Viva-Voce by the external examiner: 20 marks

**Reference Books:**

1. Strengthen your communication skills by Dr M Hari Prasad, Dr Salivendra Raju and Dr G Suvarna Lakshmi, Maruti Publications.
2. English for Professionals by Prof Eliah, B.S Publications, Hyderabad.
3. Unlock, Listening and speaking skills 2, Cambridge University Press
4. Spring Board to Success, Orient BlackSwan
5. A Practical Course in effective english speaking skills, PHI
6. Word power made handy, Dr shalini verma, Schand Company
7. Let us hear them speak, Jayashree Mohanraj, Sage texts
8. Professional Communication, Aruna Koneru, Mc Grawhill Education
9. Cornerstone, Developing soft skills, Pearson Education