



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA**  
**KAKINADA – 533 003, Andhra Pradesh, India**

MCA I Semester

**English Communication Skills Lab**

Code: R19MCA1106

MCA 1 YEAR 1 SEMESTER (R19)

**ENGLISH COMMUNICATION SKILLS LAB**

**COURSE OBJECTIVES:**

The English language lab focuses on computer-aided multi-media instruction and language acquisition to achieve the following objectives:

- To sensitize the students to the nuances of English speech sounds, word accent, intonation and rhythm and understand the concepts of “neutralized accent and phonetic transcription”
- To enable students comprehend the concept of communication
- Help improve speaking skills through participation in activities such as role plays, discussions and structured talks/oral presentations
- To gain experience in extemporaneous speaking and oral presentation
- To train students to use language appropriately for interviews, group discussion and public speaking

**COURSE OUT COMES:**

- Ability to convert the understanding of phonetics in every day practice.
- Better understanding of the nuances of language through audio- visual experience and group Activities
- Speaking with clarity and confidence thereby enhancing employability skills of the students.
- Refines professional writing and correspondence

**Suggested Software:**

- Cambridge Advanced Learners’ English Dictionary with CD.
- Grammar Made Easy by Darling Kindersley
- Punctuation Made Easy by Darling Kindersley
- Clarity Pronunciation Power – Part I
- Clarity Pronunciation Power – part II
- Oxford Advanced Learner’s Compass, 8<sup>th</sup> Edition
- Lingua TOEFL CBT Insider, by Dreamtech
- TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS)
- English in Mind (Series 1-4), Herbert Puchta and Jeff Stranks with Meredith Levy, Cambridge
- English Pronunciation in Use (Elementary, Intermediate, Advanced) Cambridge University Press
- Tedx Talks



S.No	Topics	No. of Sessions
1.	Vowels, Consonants, Pronunciation, Phonetic Transcription	01
2.	Syllabification, Stress, Intonation, Listening Comprehension, Common errors in Pronunciation	02
3.	In-house communication (Situational Dialogue/Role Play) a. Individual to individual / group i. Welcoming new comers to the organization, ii. Introducing the workplace culture iii. Explaining duties and responsibilities etc. iv. Motivating ('pep talk') v. Expressing / recording appreciation, praising / rewarding a subordinate or junior b. Subordinate / Junior to Superior i. Reporting problems / difficulties. ii. Offering suggestions	01
4	Data Interpretation, Reading Comprehension	01
	I. Public Speaking: Power point Presentations Group Discussions, Debates	04
5	Resume Writing and Interviews	03
6	Notices, Minutes of the meetings and e-Correspondence, GRE/TOEFL Models	02

**Reference Books:**

1. The Human Touch: personal Skills for Professional Success – by Debra Paul.
2. The Definitive Book of body Language – by Allan Pease, Barbara Pease.
3. How to Face Interviews – by Clive Fletcher's
4. The 7 Habits of Highly Effective People – by Stephen Covey.
5. Good English –by G.H Vallns
6. Better English – G.H Vallins
7. Best English – G.H. Vallins
8. How to Talk to Anyone: 92 little tricks for big success in Relationships by Leli Lowndes.
9. English Pronunciation in use- Mark Hancock, Cambridge University Press.
10. English Phonetics and Phonology-Peter Roach, Cambridge University Press.
11. English Pronunciation in use- Mark Hewings, Cambridge University Press.
12. English Pronunciation Dictionary- Daniel Jones, Cambridge University Press.