**Jawaharlal Nehru Technological University Hyderabad - 500 085**

**JNTUH College of Engineering Hyderabad (Autonomous)**

**MCA First Year T P C**

**0 3 2**

PROFESSIONAL COMMUNICATION SKILLS (PCS) LAB

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

**Objectives**

* To facilitate computer-aided multi-media instruction enabling individualized and independent language learning
* To sensitise the students to the nuances of English speech sounds, word accent, intonation and rhythm
* To bring about a consistent accent and intelligibility in their pronunciation of English by providing an opportunity for practice in speaking
* To improve the fluency in spoken English and neutralize mother tongue influence
* To train students to use language appropriately for interviews, group discussion and public speaking

**Learning Outcomes**

* Better Understanding of nuances of language through audio- visual experience and group activities
* Neutralization of accent for intelligibility
* Speaking with clarity and confidence thereby enhancing employability skills of the students

**Syllabus: English Language Communication Skills Lab** **shall have two parts:**

1. **Computer Assisted Language Learning (CALL) Lab**
2. **Interactive Communication Skills (ICS) Lab**

The following course content is prescribed for the **English Language Communication Skills Lab**

**Exercise – I**

**CALL Lab**: Introduction to Phonetics – Speech Sounds – Vowels and Consonants

**ICS Lab**: Ice-Breaking activity and JAM session

Articles, Prepositions, Word formation- Prefixes & Suffixes, Synonyms & Antonyms

**Exercise – II**

**CALL Lab**: Structure of Syllables - Past Tense Marker and Plural Marker – Weak Forms and Strong Forms - Consonant Clusters.

**ICS Lab**: Situational Dialogues – Role-Play- Expressions in Various Situations – Self-introduction and Introducing Others – Greetings – Apologies – Requests – Social and Professional Etiquette - Telephone Etiquette.

Concord (Subject in agreement with verb) and Words often misspelt- confused/misused

**Exercise - III**

**CALL Lab:** Minimal Pairs- Word accent and Stress Shifts- Listening Comprehension.

**ICS Lab**: Descriptions- Narrations- Giving Directions and guidelines.

Sequence of Tenses, Question Tags and One word substitutes.

**Exercise – IV**

**CALL Lab**: Intonation and Common errors in Pronunciation.

**ICS Lab**: Extempore- Public Speaking

Active and Passive Voice, –Common Errors in English, Idioms and Phrases

**Exercise – V**

**CALL Lab:** Neutralization of Mother Tongue Influence and Conversation Practice

**ICS Lab**: Information Transfer- Oral Presentation Skills

Reading Comprehension and Job Application with Resume preparation.

**Minimum Requirement of infrastructural facilities for ELCS Lab:**

1. **Computer Assisted Language Learning (CALL) Lab:**

**The Computer aided Language Lab** for 40 students with 40 systems, one master console, LAN facility and English language software for self- study by learners.

**System Requirement (Hardware component):**

*Computer network with Lan with minimum 60 multimedia systems with the following specifications:*

1. P – IV Processor
   1. Speed – 2.8 GHZ
   2. RAM – 512 MB Minimum
   3. Hard Disk – 80 GB
2. Headphones of High quality
3. **Interactive Communication Skills (ICS) Lab :**

**The Interactive Communication Skills Lab:** A Spacious room with movable chairs and audio-visual aids with a Public Address System, a T. V., a digital stereo –audio & video system and camcorder etc.

**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, 8th Edition**
* ***DELTA’s key to the Next Generation TOEFL Test: Advanced Skill Practice.***
* 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
* Raman, M & Sharma, S. 2011. Technical Communication, OUP
* Sanjay Kumar & Pushp Lata. 2011. Communication Skills, OUP

**SUGGESTED READING:**

1. Rama Krishna Rao, A. *et al. English Language Communication Skills – A Reader cum Lab Manual Course Content and Practice.* Chennai: Anuradha Publishers
2. Suresh Kumar, E. & Sreehari, P. 2009. *A Handbook for English Language Laboratories.* New Delhi: Foundation
3. *Speaking English Effectively* 2nd Edition by Krishna Mohan and N. P. Singh, 2011. Macmillan Publishers India Ltd. Delhi.
4. Sasi Kumar, V & Dhamija, P.V. *How to Prepare for Group Discussion and Interviews.* Tata McGraw Hill
5. Spoken English: A Manual of Speech and Phonetics by R. K. Bansal & J. B. Harrison. 2013. Orient Blackswan. Hyderabad.
6. *English Pronunciation in Use. (Elementary, Intermediate & Advance).* Cambridge: CUP
7. [Chris Redston](http://www.cambridge.org/us/cambridgeenglish/authors/chris-redston), [Gillie Cunningham](http://www.cambridge.org/us/cambridgeenglish/authors/gillie-cunningham), Jan Bell. *Face to Face* (2nd Edition). Cambridge University Press
8. Nambiar, K.C. 2011. *Speaking Accurately. A Course in International Communication.* New Delhi : Foundation
9. Soundararaj, Francis. 2012. *Basics of Communication in English. New Delhi: Macmillan*
10. A textbook of English Phonetics for Indian Students by T. Balasubramanian (Macmillan)

**DISTRIBUTION AND WEIGHTAGE OF MARKS**

***English Language Laboratory Practical Examination:***

1. The practical examinations for the English Language Laboratory shall be conducted as per the University norms prescribed for the core engineering practical sessions.

2. For the Language lab sessions, there shall be a continuous evaluation during the year for 30 sessional marks and 70 semester-end Examination marks. Of the 30 marks, 20 marks shall be awarded for day-to-day work and 10 marks to be awarded by conducting Internal Lab Test(s). The year- end Examination shall be conducted by the teacher concerned with the help of another member of the staff of the same department of the same institution.

\* \* \* \* \*