

English Laboratory
(HSMC-102)

Lab Manual

INDEX

Sr.No.	Experiments	Page no.
1	Oral Presentation	1
2.	Seminar Presentation	2
3	Question Answer Session	3
4	Group Discussion	4-5
5	Job Interview	6-7
6	Practice in British Accent	8
7	Listening Comprehension	9
8	Conversation and Dialogues	10

ORAL PRESENTATION

I. Objectives/Aim:-

- To discuss problems / conflicts/ issues.
- To convey information.
- To generate a positive attitude.
- To build up confidence.
- To persuade.
- To focus on kinesics.

II. Equipment Required:- Rostrum

III. Theory:- Oral presentation is a formal, structure and systematic presentation of a message to an audience and it involves conveying a lot of information in a limited time. It should, therefore, be planned well in advance so that the material is delivered effectively and confidently.

IV. General Instruction:-

1. The students are assigned a topic for their individual presentation.
2. They are asked to come well- prepared.
3. The total time allotted is 4-5 minutes.
4. They need to take care of their voice quality eye- contact body language.
5. The criterion for their evaluation is their performance.

V. Produce:-

1. Each student presents his content in presence of the rest of the students.
2. He is supposed to take care of his kinesics at that time.
3. Then feedback session takes place. The teacher as well as the students go for constructive feedback at the end.

SEMINAR

I AIM:-

- To convey information
- To give and get new ideas
- To persuade
- To discuss problems/conflicts/issues
- To sort out matters
- To generate a position attitude
- How to handle question and criticism.

II. EQUIPMENT REQUIRED – NONE

III. THEORY: - Seminars, generally consists, of an oral presentation that is formal, structured and systematic presentation of a message to an audience and it involves conveying a lot of information in a limited time. It should therefore be planned well in advance so that the material is delivered effectively.

IV GENERAL INSTRUCTION:-

- The students are assigned a topic for their individual seminar presentation.
- They are asked to come well prepared for the question answer session.
- The criterion for the evaluation is presentation as well as performance during question- answer session.

V PROCEDURE:-

Step I: - The individual students present the content in the presence of the rest of the students. He is supposed to take care of his audibility level, eye – contact, modulation of voice and body language.

Step II: - At the end of presentation, question answer session begins and the present should try his level best to satisfy the queries of the audience.

Step III: - Feedback session takes place. The teacher as well as the students go for constructive feedback in the end.

QUESTION/ANSWER SESSION

Objective/Aim:-

- Enhance knowledge
- Enhance communication skills
- To convey information
- To share knowledge and ideas
- To sort out matters
- To provide and get new ideas
- To build up confidence
- To generate a positive attitude

II Equipment Required:- None

III. Theory:- Question/answer is, basically meant for self – expression on the part of students. While answering to the question, the students become more clear about their own perspectives. At the same time they learn to convey their thoughts with clarity and precision.

IV GENERAL INSTRUCTION:-

1. The students are assigned a topic for their individual seminar presentation.
2. They are asked to come well prepared for the question-answer session.
3. The criterion for the evaluation is presentation as well as performance during question-answer session.

V PROCEDURE:-

Step I: - The individual students present the content in the presence of the rest of the students. He is supposed to take care of his audibility level, eye-content, modulation of voice and body language

Step I: - At the end of presentation, question-answer session begins and the presenter should try his level best to satisfy the queries of the audience.

Step III: - Feedback session takes place. The teacher as well as the students go for constructive feedback in the end.

Group Discussion

1. Aim:-

1. Ideas can be generated.
2. Ideas can be shared.
3. Ideas can be tried out.
4. Others can respond to ideas.
5. Provide a supportive and nurturing environment for academic and professional endeavour.

2. Equipment Required:- None

3. Theory:- Group Discussion is a systematic and purposeful interactive oral process. It involves both person to person and group oriented interactions that are often systematic. It aids in problem solving, decision making and personality assessment.

IV. Instructions:-

1. In a G.D the group which may consist of 6-8 students is given a topic to discuss within 30-45 minutes.
2. Each participant is told to see the topic from his/her perspective so that his/ her background and personal experiences give it a new interpretation.
3. No one is allowed to do all the talking because the purpose of a GD is to exchange views and not to hear just one person.
4. They are asked to make their view points in a persuasive manner with facts, examples, illustration or arguments.

V. Procedure:-

1. After the instructions the students sit in a semicircle or in a circle facing each other.
2. For 5 minutes they ponder over the topic that has been assigned to them.
3. Then they indulge themselves in discussion of the particular topic which is always lively pleasurable and persuasive.
4. During the discussion the evaluator /teacher acts as a silent observer in the background.

5. At the end the evaluator gives his/ her feedback regarding the group or individual performance.

JOB INTERVIEWS

Objective/Aim:-

- To make students aware of the growing competition in the job market.
- Develop the needed confidence;
- Enter the job interview with information and understanding;
- Strongly support his/her candidature;
- Deal with interview anxiety effectively;
- Be sensitive to the needs and weaknesses;
- Strike up a positive interaction with the interviewers;
- Know his/her job and the organization that he/she wants to join; and
- Adapt his background, knowledge and skills to fit the job.

Thus, preparing for the job interview involves

- Analyzing yourself;
- Identifying your skills;
- Researching the organization;
- Analyzing the job position;
- Revising your subject knowledge and brushing up your general awareness; and
- Developing the interview file.

I. EQUIPMENT REQUIRED – NONE

II. THEORY:- A job interview is a pre-arranged and planned conversation used for evaluating the suitability of a candidate for a particular position. It is a process of dynamic communication that only fosters interpersonal relationship, but also proves the worth of the candidate.

IV. GENERAL INSTRUCTIONS:-

1. The students are given instructions how to appear in a job interview.
2. They are asked to write their personal resume.
3. To sit in the panel, they are asked to frame relevant questions.

V. PROCEDURE:-

1. The individual student comes before the panel. Relevant questions are being asked from the panel, and then applicant is supposed to give appropriate answers.

2. Evaluation is done on the basis of their answers, fluency in speech, body language, and tone of voice and from their confidence.
3. Feedback session takes place.

Practice in British Accent

Objectives: To enable the students to

- To understand the meaning of accent.
- To understand the role of stress and intonation in British accent
- To grasp the ideas properly when it is presented in British accent
- To speak in British accent

Equipment Required:

- Computer assisted lab
- Language Software

Procedure:-

Step 1: Students are asked to sit in their respective cabins and also to wear headphones attached to their computer systems.

Step 2: The teacher assigns lessons on British accent through server.

Step 3: The students are instructed to listen to each and every word with full concentration and also to engage themselves in repetition exercises.

Step 4: Whenever required, the students can listen the same lesson again.

Step 5: At the end of the listening session, the teacher interacts with students and clarifies their doubts and give sufficient explanation as well as relevant demonstration whenever required.

Listening Comprehension

Activity: Listening to a recorded talk and participation in conversation

I .Objectives:

- To enhance listening skills
- To develop speaking skills
- To develop an ability to analyse and interpret ideas when presented in English language

II. Equipment Required: A computer system along with speakers. A projector may also be brought in use.

III. Instructions:

1. Groups of students are formed consisting of 6-8 students who are supposed to involve in interaction after listening to an audio.
2. Before playing the recording, the students are clearly instructed regarding the format of the activity.
3. They are advised to listen keenly and not to talk among themselves during the listening process.
4. They may take short notes side by side
5. They are instructed to stay grammatical while conversing and also to take care of their non verbal behaviour including their body language and tone.

IV. Procedure:

The recording is played and students listen attentively. The students may jot down key points to be referred later on during conversation. At the end of the listening session, the students are made to sit in their respective group and start conversation. The teacher will move from one group to another to evaluate performance and provide requisite guidance for steering the conversation in meaningful direction. At the end of the session evaluation will be carried out on the basis of verbal and non verbal behaviour of the students. It will be followed by feedback session by the teacher.

Mock Dialogue / Conversation

I. Objectives:-

- To enhance communication skills.
- To share knowledge and ideas.
- Ability to perform in an interactive situation.
- Listening and sharing skills
- Capability to co – ordinate and lead.

II. Equipment Required:- None/ According to the topic.

III. Theory:- Conversation is an exchange of ideas, opinions, views among persons. Some times during a conversation we make suggestion/ recommendations also. The other participants with whom we are conversing are expected to respond to these ideas by agreeing or disagreeing in politely and friendly manner.

III. Instruction:-

1. Groups are formed of students consisting of 2-3 students who are supposed to enact on a given topic for 8-10 minutes.
2. The preparation time of 15-20 minutes are provided to them to form a proper story/ dialogues according to the given topic.
3. They need to take care of their voice, body language eye-contact and gestures.

V. Procedure:-

1. Group by group students are called on the stage to perform.
2. While enacting they are supposed to stand in arc to have proper eye-contact with the performers as well as with the audience.
3. After the dialogues conversation they are being judged according to script dialogues and performance.