

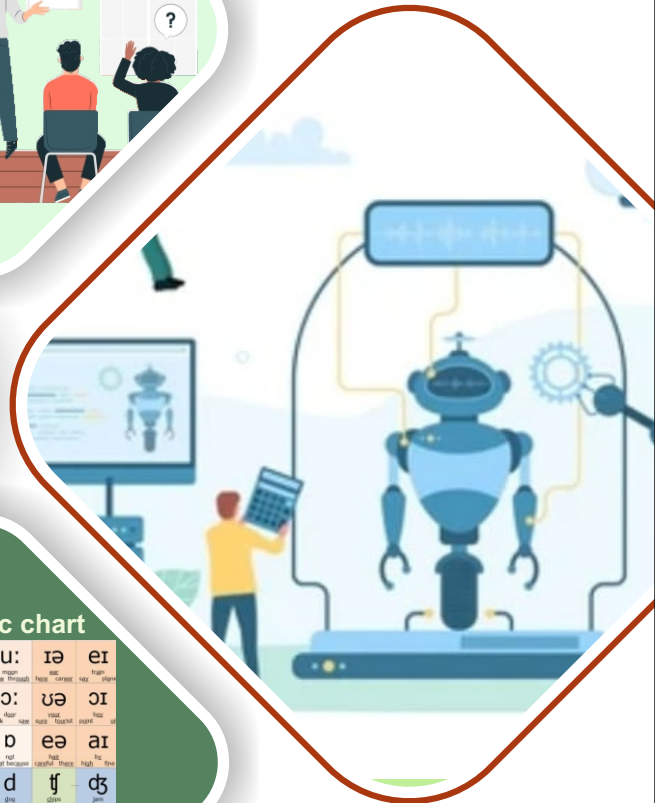
**SCHEME : K**

Name : \_\_\_\_\_  
Roll No. : \_\_\_\_\_ Year : 20\_\_ 20\_\_  
Exam Seat No. : \_\_\_\_\_

# LABORATORY MANUAL FOR COMMUNICATION SKILLS (ENGLISH) (311303)



**PERSONALITY DEVELOPMENT**



**Phonemic chart**

	i:	ɪ	ʊ	u:	ɪə	eɪ
	eɪə	ɪə	ʊə	uə	ɪə	eɪə
	e	ə	ɜ:	ɔ:	ʊə	ɔɪ
	æ	ʌ	ɑ:	ɒ	eə	aɪ
	p	b	t	d	tʃ	dʒ
	f	v	θ	ð	s	z
	m	n	ŋ	j	l	r

**FIRST YEAR ENGINEERING**



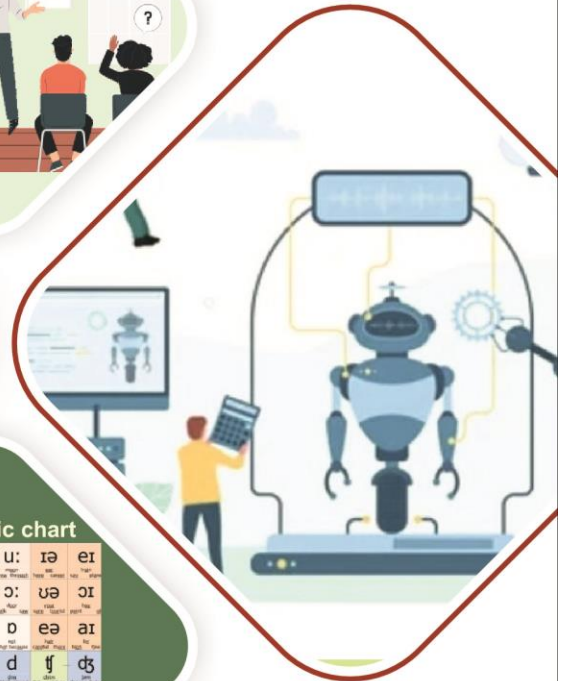
**MAHARASHTRA STATE BOARD OF  
TECHNICAL EDUCATION, MUMBAI  
(Autonomous) (ISO 9001: 2015) (ISO/IEC 27001:2013)**

**SCHEME : K**

Name : \_\_\_\_\_  
Roll No. : \_\_\_\_\_ Year : 20\_\_ 20\_\_  
Exam Seat No. : \_\_\_\_\_

# LABORATORY MANUAL FOR COMMUNICATION SKILLS (ENGLISH) (311303)

**PERSONALITY DEVELOPMENT**



**Phonemic chart**

	i:	ɪ	ʊ	u:	ɪə	eɪ
	e	ə	ɜ:	ɔ:	ʊə	ɔɪ
	æ	ʌ	ɑ:	ɒ	eə	aɪ
Consonants	p	b	t	d	ʃ	ʒ
	f	v	θ	ð	s	z
	m	n	ŋ	j	l	r

**FIRST YEAR ENGINEERING GROUP**



**MAHARASHTRA STATE BOARD OF  
TECHNICAL EDUCATION, MUMBAI**  
(Autonomous) (ISO 9001: 2015) (ISO/IEC 27001:2013)

## **Vision**

To ensure that the Diploma level Technical Education constantly matches the latest requirements of Technology and industry and includes the all-round personal development of students including social concerns and to become globally competitive, technology led organization.

## **Mission**

To provide high quality technical and managerial manpower, information and consultancy services to the industry and community to enable the industry and community to face the challenging technological & environmental challenges.

## **Quality Policy**

We, at MSBTE are committed to offer the best in class academic services to the students and institutes to enhance the delight of industry and society. This will be achieved through continual improvement in management practices adopted in the process of curriculum design, development, implementation, evaluation and monitoring system along with adequate faculty development programmes.

## **Core Values**

**MSBTE believes in the following:**

- Skill development in line with industry requirements
- Industry readiness and improved employability of Diploma holders
- Synergistic relationship with industry
- Collective and Cooperative development of all stake holders
- Technological interventions in societal development
- Access to uniform quality technical education

**A Practical Manual**  
**for**  
**COMMUNICATION SKILLS (ENGLISH)**  
**(311303)**  
**Semester-I**  
**Diploma in Engineering and Technology**  
**(All Programmes)**



**Maharashtra State Board of Technical  
Education, Mumbai**

(Autonomous) (ISO 9001:2015) (ISO/IEC 27001:2013)

**‘K’ Scheme Curriculum**



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI**

(Autonomous) (ISO 9001:2015) (ISO/IEC 27001:2013)

4<sup>th</sup> Floor, Government Polytechnic Building, 49, Kherwadi,

Bandra (East), Mumbai – 400 051.



# Maharashtra State Board of Technical Education

## Certificate

This is to certify that Mr./Ms. .... Roll  
No..... of the First Semester of Diploma in .....  
Engineering/Technology (Program Code - .....1K) of the Institute  
..... (Inst. Code.....) has completed the  
practical work satisfactorily for the course Communication Skills (ENGLISH) (Course  
Code: 311303) for the academic year 20..... – 20..... as prescribed in the curriculum.

Place .....

Enrollment No.....

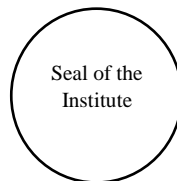
Date: .....

Exam Seat No. ....

**Course Teacher**

**Head of the Department**

**Principal**





## Preface

This manual is to help diploma students enhance their LSRW (listening, speaking, reading, and writing skills). It approaches to predetermined course outcomes which help them to construct grammatically correct sentences in English, compose paragraphs and dialogues on given situations, comprehend passages correctly, use contextual words in English appropriately and deliver effective presentations in English using appropriate body language. Each practical is mapped with prescribed theory learning outcomes (TLOs), and lab learning outcomes (LLOs). Course facilitators can adopt suitable pedagogical methods to impart the course with an aim to achieve the prescribed course outcomes effectively. The manual has been designed by the subject experts after extensive research to attain course outcomes. Each practical also suggests reference material which helps students explore the content further.

English has gained prominence among job aspirants and budding entrepreneurs. It is essential for their growth in the country and abroad. Industries prefer graduates with technical competencies along with basic knowledge of English to understand and communicate effectively in the professional arena. In short, it can be said, English language greatly enhances the employability of diploma graduates. The aim of this practical manual is to guide the students towards achievement of the stated, pre-determined competencies. This practical manual encourages self-involvement to inculcate life-long learning under the guidance of the teachers.

We sincerely hope that this manual proves to be an instrumental resource to achieve the required competencies and associated skills to become a confident individual and a successful professional.



### Program Outcomes (POs) to be achieved through Practical:

<b>PO1</b>	Basic and Discipline specific knowledge: Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.
<b>PO2</b>	Problem analysis: Identify and analyses well-defined engineering problems using codified standard methods.
<b>PO3</b>	Design/ development of solutions: Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.
<b>PO4</b>	Engineering Tools, Experimentation and Testing: Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.
<b>PO5</b>	Engineering practices for society, sustainability, and environment: Apply appropriate technology in context of society, sustainability, environment, and ethical practices.
<b>PO6</b>	Project Management: Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.
<b>PO7</b>	Life-long learning: Ability to analyses individual needs and engage in updating in the context of technological changes.

### List of Relevant Skills

English Language proficiency focuses on effective reading, writing, speaking, and listening skills.

1. Comprehension and describing skills with appropriate vocabulary, proper syntax, and format enhance overall language proficiency.
2. Presentation Skills help the students to structure their ideas and present it with better clarity and appropriate understanding of verbal and non-verbal communication.
3. Public speaking skills equip the students for formal communication settings.
4. Writing skills and critical thinking foster the need of students to communicate in engineering domain.

## Practical Course Outcome Matrix

### Course Outcomes (COs)

Students will be able to achieve & demonstrate the following COs on completion of course based learning.

CO1	Construct grammatically correct sentences in English.
CO2	Compose paragraphs and dialogues on given situations
CO3	Comprehend passages correctly.
CO4	Use contextual words in English appropriately
CO5	Deliver effective presentations in English using appropriate body language

Sr. No.	Title of the Experiment	CO1	CO2	CO3	CO4	CO5
1	Write 20 words using phonetic transcription	✓				
2	Practice pronunciation as per IPA using language lab	✓				
3	Formulate 20 words using prefix and suffix	✓				
4	Construct sentences using 20 collocations	✓				
5	Write two paragraphs of 75 words each		✓			
6	Compose situational dialogues (Any Two)		✓			
7	Enact role plays as per situation and context					✓
8	Describe any three technical objects using correct grammar				✓	
9	Narrate anecdotes of various situations in English					✓
10	Describe a given picture (Any Two)				✓	
11	Introduce oneself and others					✓
12	Prepare a Power point presentation on a given topic					✓
13	Translate paragraph --English to Marathi/Hindi (vice-versa) (Any 4)				✓	
14	Write your experience in 50 words on (Four) given situations (Diary Entry)				✓	
15	Respond to the questions based on the given passages			✓		
16	Deliver oral presentations using correct grammar and appropriate body language					✓

## **Guidelines to Teachers**

1. Teachers should align the explanation of the topic with teaching learning outcomes (TLOs).
2. Refer to laboratory learning outcomes (LLOs) for the execution of the practical to focus on the defined objectives.
3. Instruct the students to equip them with essential knowledge, skills, and attitudes and promote life-long learning.
4. Encourage the students to exhibit their skills after the demonstration.
5. Provide feedback and/ or suggestions and share insights to improve effectiveness.
6. Assess students' skill achievement related to COs.

## **Instructions for Students**

1. 100% attendance is compulsory for all practical sessions.
2. Students must adhere to ethical practices.
3. Plagiarism is strictly prohibited.
4. Students should accomplish the requisites of individual task, teamwork, and group dynamics during the practical sessions.
5. Conscious practice to develop proficiency in English is essential to achieve the course objectives.
6. All the students must follow the schedule of practical sessions, complete the assigned work/ activity, and submit the assignment in stipulated time as instructed by the course teacher.

## Content Page

### List of Practical and Formative Assessment Sheet

Sr. No	Practical Title	Date of Performance	Date of Submission	Assessment Marks (25)	Teacher's Sign	Remark
1	*Write 20 words using phonetic transcription					
2	Practice pronunciation as per IPA using language lab					
3	*Formulate 20 words using Prefix and Suffix					
4	*Construct sentences using 20 collocations					
5	*Write two paragraphs of 75 words each					
6	*Compose Situational Dialogues (Any Two)					
7	Enact Role Plays as per situation and context					
8	*Describe any technical object using correct grammar					
9	Narrate anecdotes of various situations in English					
10	*Describe given picture (Any Two)					
11	*Introduce oneself and others					
12	*Prepare a PowerPoint Presentation on a given topic					
13	*Translate paragraph --English to Marathi/Hindi (vice-Versa) (Any 4)					
14	*Write your experience on 50 words on (four) given situations (Diary Entry)					
15	*Respond to the questions based on given passages					
16	Deliver oral presentation using correct grammar and appropriate body language					
<b>Total Marks</b>						

\*Total marks to be transferred to proforma published by MSBTE

**Note:**

- ‘\*’ Marked Practicals (LLOs) Are mandatory.
- Minimum 80% of above list of lab experiment are to be performed.
- Judicial mix of LLOs are to be performed to achieve desired outcomes

**Practical No. 01: WRITE 20 WORDS USING PHONETIC TRANSCRIPTION**
**I Practical Significance**

For language learners, phonetic transcription is a valuable aid in improving pronunciation. It allows learners to visualize and practice the correct articulation of sounds, helping them speak more fluently and accurately.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome**

CO1 - Construct grammatically correct sentences in English.

**IV Laboratory Learning Outcome(s)**

LLO 1.1 Use transcription in correct form.

LLO 1.2 Learn to differentiate vowels, diphthongs, and consonants.

**V Relevant Affective domain related Outcome(s)**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

Most phonetic transcription assumes that linguistic sounds are segmented into discrete units that can be represented by symbols. A **vowel** is a speech sound produced by humans when the breath flows out through the mouth without being blocked by the teeth, tongue, or lips. A **diphthong** is a vowel sound in which the tongue changes position to produce the sound of two vowels. A **consonant** is one of the speech sounds or letters of the alphabet that is not a vowel. Consonants are pronounced by stopping the air from flowing easily through the mouth, especially by closing the lips or touching the teeth with the tongue.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.

3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Select one exercise on Phonetics.
5. Read the phonetic transcription chart carefully.
6. Read/ listen to the feedback from the software.
7. Write phonetic transcription of 20 words using phonetic transcription chart.
8. Submit the assignment.

**X Assessment Scheme (25 Marks)**

Sr. No.	Process related: 60%	Marks 15
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Formulation of appropriate words and symbols using phonetic transcription.	
	Product related: 40%	Marks 10
4	Writing correct phonetic symbols and corresponding words.	
5	Timely submission of complete written assignment.	
	Total	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**

**XII Practical Related Questions**

**Refer Phonetic chart and write 20 words using phonetic transcription.**

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**Practical No 2: PRACTICE PRONUNCIATION AS PER IPA USING LANGUAGE LAB**
**I Practical Significance**

Students will learn patterns, rhythm, and articulation of sounds to develop communicative competence. Students will learn the role of stress and intonation. Accurate pronunciation not only boosts confidence but also enhances communication abilities, making it easier for everyone to understand.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome**

CO1 - Construct grammatically correct sentences in English.

**IV Laboratory Learning Outcome(s)**

LLO 2.1 Learn correct pronunciation by using headphones in language lab.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

As there is such a wide range of variation in pronunciation and accent, it is essential for us to follow a standard. Correct pronunciation of words in English requires an understanding of the different sounds of spoken English. The International Phonetic Alphabet (IPA) is an alphabetic system of phonetic notation based primarily on the Latin script. It was devised by the International Phonetic Association in the late 19th century as a standardized representation of speech sounds in written form.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Select one exercise on listening pronunciation of the words/ sentences/ paragraph.
5. Read/ listen to the words/ sentences/ paragraph correctly.
6. Write 20 words/ sentences or a paragraph.
7. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework	
2	Demonstration of self -learning	
3	Formulation of appropriate words and symbols using phonetic transcription	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Speaking correct sentences using pronunciation.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**



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**XIII References/suggestions for further Reading**

- 1. Dictionary of the British English Spelling System
- 2. IPA Chart

**Practical No. 3: FORMULATE 20 WORDS USING PREFIX AND SUFFIX**
**I Practical Significance**

Prefixes and suffixes are words that change the meaning of the word just by adding two, three, or four alphabets at the beginning or at the end. Learning the meanings of prefixes and suffixes will help expand your vocabulary, which will help improve your writing.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome**

CO1 - Construct grammatically correct sentences in English.

**IV Laboratory Learning Outcome(s)**

LLO 3.1 Enhance the understanding of word formation.

LLO 3.2 Enrich word power.

LLO 3.3 Construct words with specific meanings.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

Conceptual understanding of Root words and associated terms are required. A prefix is a word part added to the beginning of a word that changes its meaning. A suffix is a word part added to the end of a word that changes its meaning.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.

2. Log in to your account.
3. Read the instructions carefully.
4. Select one exercise on Prefix-Suffix.
5. Construct 20 words using the correct prefix and suffix.
6. Submit the assignment.

**X Assessment Scheme (25 Marks)**

Sr. No.	Process related: 60%	Marks 15
1	Understanding of the conceptual framework	
2	Demonstration of self -learning	
3	Formulation of appropriate words using Prefixes and Suffixes	
	Product related: 40%	Marks 10
4	Writing correct sentences using correct prefixes and suffixes.	
5	Timely submission of complete written assignment.	
	Total	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**

**XII Practical Related Questions**

**Add Prefix and Suffix to form 20 words.**

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## Practical No. 4: CONSTRUCT SENTENCES USING 20 COLLOCATIONS

### I Practical Significance

Collocations are an important aspect of language acquisition. Knowledge and the use of collocations contribute to improvement of four skills. It is widely known that fluency depends greatly on collocations. Learning new words as part of a collocation is a much more effective way of improving our vocabulary. Collocations are two or more words that naturally go together.

### II Industry / Employer Expected Outcome

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

### III Course Level Learning Outcome

CO1 - Construct grammatically correct sentences in English.

### IV Laboratory Learning Outcomes (LLOs)

LLO 4.1 Use words and phrases effectively.

LLO 4.2 Enrich vocabulary.

LLO 4.3 Develop overall language skills.

### V Relevant Affective domain related Outcomes

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

### VI Relevant Theoretical Background

Understanding of the collocations and their proper usage.

### VII Required Resources/ apparatus/ equipment with specifications

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

### VIII Precautions to be followed

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

### IX Procedure

1. Open the language laboratory software.
2. Log in to your account.

3. Read the instructions carefully.
4. Select one exercise on collocations.
5. Construct the sentences using relevant collocations.
6. Write twenty sentences using collocations.
7. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Demonstration of self-learning.	
2	Understanding the meaning of collocations.	
3	Formulation of sentences using collocations.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Using collocations appropriately in the sentences.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**

**XII Practical Related Questions**

**Formulate 20 sentences using collocations:**

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**Practical No. 5: WRITE TWO PARAGRAPHS OF 75 WORDS EACH**
**I Practical Significance**

An engineering professional needs excellent writing skills to function efficiently as an individual, a team member, or a team leader. It helps to convey ideas or concepts correctly and precisely with preserved records. This learning experience of paragraph writing will help students to develop the competency of English communication in written form.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome**

CO2: Compose paragraphs and dialogues on given situations.

**IV Laboratory Learning Outcome(s)**

LLO 5.1 Articulate ideas clearly and effectively.

LLO 5.2 Improve grammar and punctuation.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

Basic knowledge of vocabulary and application of grammar is required to compose well-defined paragraphs. Understanding different types of paragraphs like technical, descriptive, and narrative is required. Principles of paragraph structure like unity, order, coherence, and variety must be referred.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.

3. Read the instructions carefully.
4. Refer specimen paragraphs available at online learning sources.
5. Follow the instructions and guidelines by the teacher.
6. Collect and co-relate the ideas related to the topic.
7. Organize the paragraph as per the principles of paragraph structure.
8. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Demonstration of self -learning.	
2	Composing paragraph by using correct grammar and vocabulary.	
3	Correlating the ideas in logical and coherent manner.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Developing a well-organized paragraph on given topic.	
5	Timely submission of complete written assignment	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**







**Practical No. 06: COMPOSE SITUATIONAL DIALOGUES  
(ANY TWO)**
**I Practical Significance**

Transcribing a dialogue in writing or presenting a conversation in text is referred to as dialogue writing. Dialogue is the most obvious way of communication. It stimulates the process of thinking, imagination, and skills of written and spoken communication. It involves all the elements of communication process like sender, message, receiver, encoding, decoding, and feedback. Dialogue writing helps students to formulate grammatically correct sentences, formulate different types of dialogues and use relevant vocabulary to compose paragraphs to express ideas, thoughts, and emotions to communicate. Dialogue Writing, an important part of English writing skills, is useful in various real-life situations.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome**

CO2: Compose paragraphs and dialogues on given situations.

**IV Laboratory Learning Outcomes**

LLO 6.1: Add depth to narratives.

LLO 6.2: Form grammatically correct sentences.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

The knowledge of sentence construction and a sense of sharing ideas and thoughts to communicate in any social or professional communication situations.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Select one exercise on dialogue writing.
5. Compose the appropriate dialogue on the given situation.
6. Read / listen to the feedback given by the software.
7. Speak the dialogues correctly.
8. Write the script of the dialogue and submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Correlating the dialogues in logical and coherent manner.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Developing well-organized dialogues on given topic.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**

**XII Practical Related questions**

**Write dialogues on the given situations. (Any two)**

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**XIII References/ Suggestions for further Reading**

1. Writing Dialogue: Tom Chiarella
2. How to Write Dazzling Dialogue: James Scott Bell
3. Dialogue: The Art of Verbal Action for Page, Stage, and Screen: Robert Mckee

**Practical No. 07: ENACT ROLE PLAYS AS PER SITUATION AND CONTEXT**
**I Practical Significance**

Oral communication is an important means of communication in professional and social life. It becomes inevitable at the workplace for meetings, discussions, and public speaking. However, it is observed that engineering professionals find it difficult to communicate orally with confidence. Thus, there is need to develop confidence in public speaking. Role play encourages students to formulate grammatically correct dialogues, with relevant vocabulary to develop script and to face the audience.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome**

CO5: - Deliver effective presentations in English using appropriate body language.

**IV Laboratory Learning Outcomes**

LLO 7.1: Promote the development of effective communication skills.

LLO 7.2: Improve non-verbal communication skills.

LLO 7.3: Enhance interpersonal skills.

LLO 7.4: Build confidence.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

Knowledge of vocabulary, sentence construction and basic writing skills is required. The basic techniques of expressing ideas, thoughts and emotions are essential.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.

3. Do not insert pen drives into the laboratory computers.

**XI Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Watch short videos of famous role plays and brainstorm among the group.
5. Finalize a topic for role play and decide the roles of different characters.
6. Compose the dialogue of each character and write the script.
7. Rehearse/ practice the role play and then enact the role play.
8. Feedback from the peers and teacher.
9. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Select topic for role play and write script based on topic.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Enact role play with oratory skills.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**







**Practical No. 08: DESCRIBE ANY THREE TECHNICAL OBJECTS  
USING CORRECT GRAMMAR**

**I Practical Significance**

Technical object description is a formal document, it gives specific information about product mechanism, or process, including how it operates, what it is made of, its functions, its parts, its size, its components, important information, etc. It uses both visuals and text to inform a user of how to use a product. This can be presented in the form of an instructional manual. It will help the students to understand business processes of various types and enhance writing skills.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome (s)**

CO4: Use contextual words in English appropriately.

**IV Laboratory Learning Outcomes**

LLO 8.1 Acquire the ability to convey complex ideas in a clear and concise manner.

LLO 8.2 Expand technical vocabulary.

LLO 8.3 Enhance written communication skills.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

Knowledge of sentence construction, technical jargon and skills of composition is required.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.

2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Read and refer sample technical object description at online learning resources.
5. Follow the instructions given by teacher.
6. Collect information and arrange it in the form of paragraph.
7. Write a stepwise process to use the object.
8. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Formulation of appropriate technical object description.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Precise description of technical object.	
5	Timely submission of complete written assignment	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**







**Practical No. 09: NARRATE ANECDOTES OF VARIOUS SITUATIONS IN ENGLISH**
**I Practical Significance**

An Anecdote is a humorous, informative, or biographical description of a person or event. An Anecdote may be told to illustrate a point or simply to tell a story. The narrating anecdotes will help to teach moral values, promoting creative thinking, and enhancing language development.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcomes (s)**

CO5: Deliver effective presentations in English using appropriate body language.

**IV Laboratory Learning Outcome**

LLO 9.1 Develop skills in storytelling.

LLO 9.2 Connect with the audience.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

The knowledge of sentence construction, skill of developing ideas and various techniques of narration is required.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.

2. Log in to your account.
3. Read the instructions carefully.
4. Select the anecdote and prepare it for narration.
5. Narrate an anecdote of the given situation.
6. Read / listen to the feedback given by the software.
7. Narrate the anecdote again correctly.
8. Write a script of anecdotes and submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework	
2	Demonstration of self -learning	
3	Composition of appropriate anecdotes.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Narration of anecdotes effectively.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**







**Practical No. 10: DESCRIBE A GIVEN PICTURE (ANY TWO)**
**I Practical Significance**

Picture description is the ability to express and evaluate the information and emotions included in a picture. It is a valuable tool for language learners. It also enables a deeper knowledge and interpretation of visual art. It will facilitate the students to have discussions about their perspectives. Photographs, drawings, animations, videos etc. with visual information can all be described with the help of this learning experience.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome (s)**

CO4 - Use contextual words in English appropriately.

**IV Laboratory Learning Outcomes**

LLO 10.1 Notice and articulate specific elements, colors, shapes, and visual aids.

LLO 10.2 Express observations and interpretations clearly and concisely.

LLO 10.3 Enhance vocabulary.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

Picture Description requires a specific style and tone, which must be engaging and informative. Correct grammar, punctuation, and use of vocabulary in appropriate context are key in written communications. A student must be able to express ideas and arguments concisely and clearly.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Read and refer to sample picture description at online learning resources.
5. Follow the instructions given by the teacher.
6. Observe each minute detail of the picture.
7. Arrange your ideas clearly.
8. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Elaboration of the thoughts and ideas on the pictures.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Development of the picture composition.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**





**Practical No. 11: INTRODUCE ONESELF AND OTHERS**
**I Practical Significance**

It is essential that the students learn how to introduce themselves since it lays the groundwork for positive social relationships. It makes them more approachable to new individuals and enables others to get to know them. In a variety of situations, including job interviews, or social gatherings, first impressions are crucial. A well-crafted self-introduction opens networking opportunities in addition to creating a positive impression. The introduction of others or peers is a way for new team members to get to know one another better. A quick conversation followed by a peer introduction provides a quick mechanism to introduce each person in the large group.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome**

CO5: Deliver effective presentations in English using appropriate body language.

**IV Laboratory Learning Outcomes**

LLO 11.1: Express information in a coherent and engaging manner.

LLO 12.2: Build confidence.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Minimum Theoretical Background**

The writing fundamentals such as a solid grasp of grammar, punctuation, vocabulary, and style are required. The etiquette related to speech delivery in formal situations are essential.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Listen to and watch sample videos using online resources.
5. Discuss and collect information of your peer and write his/her introduction.
6. Prepare your introduction by using suggestions given by the teacher.
7. Deliver your introduction and your peer’s introduction.
8. Submit the written assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Drafting the introduction.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Delivering of the introduction effectively.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**







**Practical No. 12: PREPARE A POWERPOINT PRESENTATION ON A GIVEN TOPIC**
**I Practical Significance**

Precise, quick, and correct communication always increases efficiency and productivity of a technical assignment at the workplace. Correctness is required in context with usage of vocabulary, pronunciation, and syntax. Hence, formation and delivery of correct structures play a crucial role in making oral presentation effective. Thus, Software -based practice provides a platform for maximum learning experience related to delivery of presentation. This learning experience will help students develop the competency of Communicating in English in spoken and written form.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome (s)**

CO5: Deliver effective presentations in English using appropriate body language.

**IV Laboratory Learning Outcomes**

LLO 12.1: Present complex information in a clear and concise manner.

LLO 12.2: Develop public speaking skills and presentation skills.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

Basic knowledge of the application of grammar in technical presentations is required before performing this learning experience. The familiarity of techniques and qualities of a good presentation is necessary. The selection of technical vocabulary for presentation is essential.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Select and watch one model PowerPoint presentation.
5. Select the topic and search for the content.
6. Finalize the topic for presentation and discuss it with the teacher.
7. Prepare PowerPoint presentation.
8. Deliver the presentation and submit the written assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Organization of PowerPoint slides as per guidelines.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Deliver the presentation in front of teacher.	
5	Timely submission of complete written assignment.	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**





**Practical No. 13: TRANSLATE PARAGRAPH – ENGLISH TO MARATHI / HINDI (VICE-VERSA) (ANY 4)**
**I Practical Significance**

The abilities of translation are getting ever extra vital and desirable. Strong, effective, and sympathetic communication between languages and cultures is essential in today's multilingual and multicultural society. Translation is necessary for the spread of information, knowledge, and ideas.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Course Level Learning Outcome (s)**

CO4: Use contextual words in English appropriately.

**IV Laboratory Learning Outcomes**

LLO 13.1: Improve language skills and expand vocabulary.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Relevant Theoretical Background**

The student should be proficient in more than one language. The understanding of spelling, grammar, punctuation, and the ability to recognize both literal and implied meanings is necessary. Excellent writing capabilities and cultural understanding are also equally essential.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.
4. Read sample translations using online resources.
5. Select extract for translation in English and Hindi/ Marathi.
6. Translate extract of English into Hindi / Marathi.
7. Translate extract of Hindi / Marathi into English.
8. Submit the written assignment.

**X Assessment Scheme (25 Marks)**

Sr. No.	Process related: 60%	Marks 15
1	Understanding of the conceptual framework.	
2	Demonstration of self-learning.	
3	Understanding structural framework and essence of the text	
	Product related: 40%	Marks 10
4	Translation of the extracts.	
5	Timely submission of complete written assignment.	
	Total	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**







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**XIII References/ suggestions for further Reading**

- 1. Fundamental Aspects of Translation: Pratima Dave Shastri

**Practical No. 14: WRITE YOUR EXPERIENCE IN 50 WORDS ON  
(FOUR) GIVEN SITUATIONS (DIARY ENTRY)**

**I Practical Significance**

A diary is also a way to keep track of your feelings and views and how they have changed over time, which can be particularly helpful in personal development terms. Writing diary helps in journal/ report writing to account the events systematically with reference to time.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Relevant Course Outcome (CO)**

CO4 - Use contextual words in English appropriately.

**IV Laboratory Learning Outcome (LLOs)**

LLO 14.1 Reflect on thoughts, feelings, and experiences.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Minimum Theoretical Background**

Basic knowledge of vocabulary and application of grammar to compose the well-defined paragraphs is required. Understanding of structural framework of diary entry concept and narrative technique is required.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.
3. Read the instructions carefully.

4. Refer specimen diary entries available at online learning sources.
5. Follow the instructions and guidelines by the teacher.
6. Collect and co-relate the ideas related to the topic.
7. Write diary-entry based on the topic and structural framework.
8. Submit the assignment.

**X Assessment Scheme (25 Marks)**

Sr. No.	Process related: 60%	Marks (15)
1	Demonstration of self -learning	
2	Writing diary-entry using structural framework, correct grammar, and vocabulary.	
3	Correlating the ideas in logical and coherent manner.	
	<b>Product related: 40%</b>	<b>Marks (10)</b>
4	Developing a well-organized diary-entry on given topic.	
5	Timely submission of complete written assignment	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**



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A series of horizontal dotted lines providing a writing area.

**XIII References / Suggestions for further Reading**

1. The Diary of a Young Girl: Anne Frank
2. <https://www.successcds.net/learn-english/writing-skills/diary-writing>

**Practical No. 15: RESPOND TO THE QUESTIONS BASED ON THE GIVEN PASSAGES**
**I Practical Significance**

Comprehension refers to the ability to understand written words or text. The ability to connect ideas within and between sentences helps the students to understand the whole text. Good reading comprehension skills are necessary for understanding textbooks, lectures, and other class materials. The ability to read and understand texts is also important for success in the workplace.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Relevant Course Outcome (CO)**

CO2 – Respond to the questions based on the given passage.

**IV Laboratory Learning Outcome (LLO)**

LLO 15.1 Develop language acquisition.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Minimum Theoretical Background**

Reading comprehension involves both perception and thought. Readers will use background of knowledge, vocabulary, grammatical knowledge, and other strategies to help them to understand a written text.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.



2. Log in to your account.
3. Read the instructions carefully.
4. Refer specimen comprehension passages available at online learning sources.
5. Follow the instructions and guidelines by the teacher.
6. Collect and co-relate the ideas related to the topic.
7. Write the answer to the questions based on the passage.
8. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Demonstration of self -learning	
2	Answering questions based on reading comprehension.	
3	Correlating the ideas in logical and coherent manner.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Developing a well-organized answer of the questions based on given passage.	
5	Timely submission of complete written assignment	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**







**Practical No. 16: DELIVER ORAL PRESENTATIONS USING  
CORRECT GRAMMAR AND APPROPRIATE  
BODY LANGUAGE**

**I Practical Significance**

In the dynamic and competitive world of business, effective communication plays a pivotal role in achieving success. Presentations are an indispensable tool for business success. They enable you to engage, communicate, and influence your audience effectively.

**II Industry / Employer Expected Outcome**

The aim of this course is to help the student to achieve the following industry identified outcome through various learning experiences: "Communicate in written and oral form of English effectively at workplace".

**III Relevant Course Outcome (CO)**

CO5 - Deliver effective presentations in English using appropriate body language.

**IV Laboratory Learning Outcomes (LLOs)**

LLO 16.1 Build confidence in public speaking.

LLO 16.2 Enhance skills in planning and prioritization.

**V Relevant Affective domain related Outcomes**

1. Maintain discipline, etiquettes, and positive self-learning attitude.
2. Inculcate critical thinking and able to create own ideas relevant to the topic.

**VI Minimum Theoretical Background**

Basic knowledge of application in technical presentation is required. For presentation technical vocabulary, grammatical knowledge, and associated strategies help them to deliver effective presentation.

**VII Required Resources/ apparatus/ equipment with specifications**

Sr. No.	Name of the Resources	Specifications	Qty.
1	Language Learning Software / computer with headphones and internet facility	With facility for listening, speaking, reading, writing, and recording	01 system for each student
2	Free online Learning resources	Videos/ Audio/ Text Content/ Web Application	01 for each system
3	Printer	Laser	01 for batch
4	Projector / Smart Board and Relevant Charts	-	01 for batch

**VIII Precautions to be followed**

1. Follow safety and operational guidelines while using Language Laboratory.
2. Handle headsets and laboratory material carefully.
3. Do not insert pen drives into the laboratory computers.

**IX Procedure**

1. Open the language laboratory software.
2. Log in to your account.

3. Read the instructions carefully.
4. Refer to the specimen learning material available at online learning sources.
5. Follow the instructions and guidelines by the teacher.
6. Collect and co-relate the ideas related to the topic.
7. Deliver the presentation and attach the PowerPoint.
8. Submit the assignment.

**X Assessment Scheme (25 Marks)**

<b>Sr. No.</b>	<b>Process related: 60%</b>	<b>Marks 15</b>
1	Demonstration of self -learning	
2	Preparing a thoughtful PowerPoint.	
3	Correlating the ideas in logical and coherent manner.	
	<b>Product related: 40%</b>	<b>Marks 10</b>
4	Delivering a well-developed presentation.	
5	Timely submission of complete written assignment	
	<b>Total</b>	

**XI Conclusion and Recommendation**

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**Dated Signature of Course Teacher**



