

## A Brief Report for training on English Language and Communication for all B.Tech 1<sup>st</sup> year 2016 batch

- i) **Introduction:** One of the core parts of different activities of Training program is to hone and improve English proficiency of Engineers from the 1<sup>st</sup> year. The objective in introducing Language and Communication skills training program in first year is to overcome some critical lacunas that students might have in English proficiency so that the student would overcome the lacunas substantially. The classes addressed the problems arising due to lack of English skills, wherein students start lagging behind or failing in several subjects, for no fault of theirs, would, hopefully, become a thing of the past.
- ii) **Training objective:** Upon completion of this course, the participants will be able to:
- Develop listening and reading skills for better comprehension ability
  - Coordinate in a group on contemporary topics to enhance speaking ability and presentation skills
  - Build vocabulary to enhance speaking and writing skills
  - Demonstrate proper body language while expressing one's ideas or opinions
  - Interpret their views in English so as to overcome stage fear and build self confidence
- iii) **Training Schedule:** Language and Communication skills training program commenced from 02.08.2016. The following is the routine of the same:

DAY	SECTION	TIME	VENUE
MONDAY	CIVIL	2:10PM – 4:40 PM	LANGUAGE LAB (ROOM NO. D 303)
TUESDAY	ECE	2:10PM – 4:40 PM	LANGUAGE LAB (ROOM NO. D 303)
WEDNESDAY	CSE	2:10PM – 4:40 PM	LANGUAGE LAB (ROOM NO. D 303)
THURSDAY	IT	2:10PM – 4:40 PM	LANGUAGE LAB (ROOM NO. D 303)
FRIDAY	EE	2:10PM – 4:40 PM	LANGUAGE LAB (ROOM NO. D 303)

- iv) **Topics covered :** The following topics (in details) had been prepared and delivered in the training classes –

TOPIC/UNIT/ CHAPTER: 1
Title – Language and Communication training
CONTENTS: Listening: Importance and significance of listening, Honing listening skill and sub skills, sample listening exercises from CACM software and manual in Language Lab
Topic/Unit/Chapter Objectives: Active listening, its characteristics and significance
Broad Objectives of the chapter/topic are:
1. Honing listening skills through practice
2. To aware the students about importance of listening exercises in different competitive exams like TOEFL, GRE etc.

TOPIC/UNIT/ CHAPTER: 2
Title : Language and Communication training
CONTENTS: Listening tasks

Topic/Unit/Chapter Objectives: Active listening, its characteristics and significance

Broad Objectives of the chapter/topic are:

1. Honing listening skills through practice
2. To aware the students about importance of listening exercises in different competitive exams like TOEFL, GRE etc.

TOPIC/UNIT/ CHAPTER: 3

Title : Language and Communication training

CONTENTS: Self introduction

Topic/Unit/Chapter Objectives: Self profiling and its importance

Broad Objectives of the chapter/topic are:

1. To aware them about the significance of self introduction in personal interview.
2. Do's and Don'ts of different ways of introducing in personal interview.

TOPIC/UNIT/ CHAPTER: 4

Title : Language and Communication training

CONTENTS: Honing speaking skills: impromptu, extempore, role play-the advantages and its utility in practical life.

Topic/Unit/Chapter Objectives: Speaking skills and inculcate the art of small talk

Broad Objectives of the chapter/topic are:

1. Honing speaking skills
2. Presenting himself/ herself in different situations

TOPIC/UNIT/ CHAPTER: 5

Title : Language and Communication training

CONTENTS: Visiting card presentation

Topic/Unit/Chapter Objectives: Self profiling and its importance

Broad Objectives of the chapter/topic are:

1. To aware them about the significance of entry level designation, dream organization and dream career
2. Dos and Don'ts of different ways of introducing professionally.

TOPIC/UNIT/ CHAPTER: 6

Title : Language and Communication training

CONTENTS: Presentation and Public speaking skills

Topic/Unit/Chapter Objectives: Presentation skills and how to give a killer presentation

Broad Objectives of the chapter/topic are:

1. To enable the students speak with confidence in front of public in professional life.
2. Do's and Don'ts of presentation skills

TOPIC/UNIT/ CHAPTER: 7

Title : Language and Communication training

CONTENTS: Group presentation

Topic/Unit/Chapter Objectives: Updating on current happenings from technological, national, international, sports and entertainment.

Broad Objectives of the chapter/topic are:

1. To enable the students speak with confidence in front of public in professional life
2. To make them realize the importance of team participation.
3. Evaluate their presentation skills and team work.

TOPIC/UNIT/ CHAPTER: 8

Title : Language and Communication training

CONTENTS: Group Discussion

Topic/Unit/Chapter Objectives: Internalize the basic principles of group discussion

Broad Objectives of the chapter/topic are:

1. To enable the students know the importance of GD and its relevance in work place.
2. To enable them to be a better communicator
3. To enable them to be courteous and build leadership

TOPIC/UNIT/ CHAPTER: 9

Title : Language and Communication training

CONTENTS: Group Discussion on day to day topics

Topic/Unit/Chapter Objectives: Make the students aware of GD evaluation from the evaluator's perspective

Broad Objectives of the chapter/topic are:

1. To enable the students know the importance of GD and its relevance in work place
2. Evaluate them on putting their opinions in a convincing manner, turn taking, leadership skills and engaging in a team.

TOPIC/UNIT/ CHAPTER: 10

Title : Language and Communication training

CONTENTS: Reading skills, techniques, practicing comprehension passages and Strategies of Reading comprehension



Topic/Unit/Chapter Objectives: Develop the ability to comprehend clearly

Broad Objectives of the chapter/topic are:

1. To enable the students know the benefits of reading as an exercise. reading out a passage and practicing.

TOPIC/UNIT/ CHAPTER: 11

Title : Language and Communication training

CONTENTS: Writing skills and practice

Topic/Unit/Chapter Objectives: Writing skills and its organization

Broad Objectives of the chapter/topic are:

1. To prepare the students of how a report is structured ,the data is to be collected and written in an organized manner

v) **Trainer allotted: –**

- Prof. Hrishikesh Roy – ECE and IT
- Prof. Rimni Chakravarty – Civil and EE
- Prof. Rajeeb Chetri – CSE

i) **Conclusion:** The training program has benefitted the students to a great extent Some of the benefits of offering Language and Communication skills training program to our students are as follows:

- Helped build confidence in using English
- Developed real-life language skills with familiar topics and engaging activities
- Developed the four language skills including Listening and Speaking skills
- Exposed to team learning and work in a team