

A Brief Report for training on English Language and Communication for all B.Tech 1st year 2018 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 1st 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 training program 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 training, 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 01.02.2018. 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

Week	Training Lectures	Language Laboratory	Assignment
1	Listening skills: Importance and significance, types, barriers of listening.	Honing listening skill and sub skills: Listening exercises through Lang. Lab software	News paper reading
2	Presenting himself/ herself in different situations	Honing speaking skills: impromptu, extempore, role play - the advantages and its utility in practical life.	Presenting/ expressing himself/ herself in a formal situation (Following a specific questions sequence given to them)
3		Self introduction	Presenting/ expressing himself/ herself in a formal situation

			(Following a specific questions sequence given to them)
4	Presentation skills	Honing presentation, conversational and public speaking skills, flexibility while using audio visual aids, along with the discussion of the importance of public presentation in groups.	Company profile (Group presentation): Students are formed in groups of 10-12 and each group is assigned a specific company like Ericsson, IBM, Intel, Inatech, Altimetrik and Thought Works. Each group has to prepare 6-8 ppt. slides on assigned company's history, achievements or milestones, hierarchy, products and services, recruitment process and conclusion. Each member will present at least 1 slide. Time limit for each group is 20 minutes.
5		Group Presentation (Company profile presentation)	Group Presentation (Company profile presentation)
6	Group discussion: Lecture and ppt, how to perform in a GD, qualities assessed in a GD	A sample video is shown to the students and also they are asked to discuss in a group	Students are asked to come prepare on GD evaluation. They are also given a few GD topics
7		Mock GD	1) Cell phones: a nuisance or a convenience? 2) Love marriage or arranged marriage?
8	Reading skills and techniques of reading like skimming and scanning	Reading and comprehending exercises and tasks	Comprehension passages practice
9	Writing skills: Interpreting data like bar graph, pie charts, tree diagram etc.	Lecture and writing exercises	Students are asked to come prepare for a Mock PI for which a specific set of questions are given to them
10		Mock PI	Mock PI on a specific set of questions are given to

		them
11	Mock PI	Mock PI on a specific set of questions are given to them

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

ii) Some snapshots of the program:

