



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3



Department of English

2nd BoS Meeting on 18th August 2025

AGENDA

Item No.	Agenda Item
1.0	Review and Confirmation of Items
1.1	Review and conformation of the Minutes of Meeting of the 1 st BOS Meeting held on 19 th December 2024.
1.2	Review of the VR 25 regulations.
1.3	Review and conformation of I B.Tech I & II Semester Course Structure.
2.0	Approval Items
2.1	Approval of Syllabus for I B.Tech I & II Semester.
3.0	Any other items with permission of Chair

Chairman - BOS
(Dr. V.Suzan Shalini)



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Department of English

2nd BoS Meeting on 18th August 2025

Members Present:

S. No	Name of the Member	Designation	Organization	Role	Sign
1	Dr. V.Suzan Shalini	Associate Professor	VMTW, Hyderabad	BOS-Chairman	
2	Dr. N.V.S.N. Lakshmi	Associate Professor & Head	UCESTH JNTUH Hyderabad	Member (JNTUH Nominee)	
3	Dr. CH. Rajani Prashanth	Associate Professor,	MECS, Hyderabad	Member (Academician)	
4	Dr. C. Venkata Subba Rao	Associate Professor & Head	UCW, Koti. VCIWU, Hyderabad	Member (Academician)	
5	Mr. Kiran Chandar	Director & Chief Facilitator	CONFIDEMY, Hyd.	Member (Industry)	
6	Mr. Md. Khaleel Akthar	Assistant Professor	VMTW, Hyderabad	Member	
7	Mr.J. Sudhakar	Assistant Professor	VMTW, Hyderabad	Member	
8	Mr. M. Swamy	Assistant Professor	VMTW, Hyderabad	Member	
9	Mrs. B. Mounika	Assistant Professor	VMTW, Hyderabad	Member	
10	Dr. R. Sridhar	Associate Professor & HOD-BSH	VMTW, Hyderabad.	Special Invitee	

MINUTES BOOK

Vignan's Institute of Management & Technology for Women (An Autonomous Institutions & Accredited by NBA & NAAC)

Minutes of the 2nd Board of Studies (BoS) meeting held on 18th August 2025, 03.00PM at
HOD'S Chamber, VMTW

The Quorum (minimum 40%) was satisfied.

The following members were present:

1. Dr. V. Suzan Shalini
2. Dr. N.V.S.N. Lakshmi
3. Dr. CH. Rajani Prashanth
4. Mr. Kiran Chandar
5. Mr. Md. Khaleel Akthar
6. Mr. J. Sudhakar
7. Mr. M. Swamy
8. Mrs. B. Mounika
9. Dr. R. Sridhar

The Chairman welcomed all the members to the meeting of the Board of Studies.

Proceedings of the meeting of the Board of Studies

1.0 Review and Confirmation of Items.

1.1 Review and confirmation of the Minutes of Meeting of the 1st BOS Meeting held on 19th December 2024.

The Chairman-BOS present the Minutes of Meeting of the 1st BOS Meeting held on 19th December 2024.

The Board reviewed and confirmed the Minutes of the Meeting of the 1st BOS Meeting held on 19th December 2024.

1.2 Review of the VR 25 regulations.

The Chairman-BOS present the VR 25 regulations.

The Board reviewed and noted.

1.3 Review and conformation of I B.Tech I & II Semester Course Structure.

The Chairman-BOS present the proposed Course Structure (Annexure -1) to the members.

The Board has reviewed and confirmed the Course Structure.

2.0 Approval Items

Minutes of the Board of Studies (BOS) meeting held on Thursday, 18th August 2025

2.1 Approval of Syllabus for I B.Tech I & II Semester.

The Chairman-BOS presented the Syllabus (Annexure – II, III, IV & V) to the members.

Theory Subject- **English for Skills Enhancement** – I. B.Tech – I Semester –
Common to ECE, CSE

Laboratory - **English Language Communication Skills Lab** – I. B.Tech – I Semester
Common to ECE, CSE

Theory Subject- **English for Skills Enhancement** – I. B.Tech – II Semester –
Common to CSE (AIML), CSE (DS) & IT

Laboratory - **English Language Communication Skills Lab** –I. B.Tech –II Semester
Common to CSE (AIML), CSE (DS) & IT

The Board has approved the above syllabi (Annexure - II III, IV & V).

3.0 Any other item with the permission of the Chair

1. Dr. N.V.S. N. Lakshmi (Member, JNTUH NOMINEE) given suggestion

➤ **Improve Vocabulary**

- ✓ Introduce interactive activities such as *Jam Sessions*, word-building games, and group discussions.
- ✓ Aligns with SDG 4: Quality Education by fostering lifelong learning skills.

➤ **Use of Appropriate Sentence Structures (Oral & Written Communication)**

- ✓ Conduct *Jam Sessions* and peer evaluations to strengthen oral communication.
- ✓ Encourage structured writing tasks for clarity and coherence.
- ✓ Supports SDG 4, 6 by promoting effective communication skills necessary for academic and professional growth.

➤ **Handouts need to be given**

Record first day of lab session and last day of lab session

2. Dr. CH. Rajani Prashanth (Member, Academician)

➤ **Develop Reading and Study Skills**

- ✓ Organize guided reading sessions, debates, and critical analysis exercises.
- ✓ Provide access to digital resources and journals.
- ✓ Contributes to **SDG 4,6** through enhanced literacy and research competence.

➤ **Equip Students to Write Paragraphs, Essays, Précis, and Draft Letters**

- ✓ Practical workshops with assignments on academic and creative writing.
- ✓ Peer review sessions to improve drafting and editing skills.
- ✓ Linked with **SDG 4, 6, 8** as it develops higher-order thinking and problem-solving abilities.
- ✓ Picture description

➤ **Acquire Skills for Technical Report Writing**

- ✓ Training on structuring technical reports, data presentation, and academic referencing.
- ✓ Aligns with **SDG 4, 6, 8** by preparing students with employability and research-ready skills.

3. Mr. Kiran Chandra (Member, Industry)

- ✓ Industry experts to be invited for workshops
- ✓ Descriptions On various Objects, Events, & Places

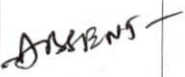
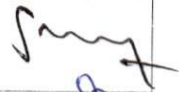
The Board suggested the Chairperson, maintain the Academic Quality, Update the syllabus to maintain the Standards of Institution.



Chairman - BOS
(Dr. V.Suzan Shalini)

Department of English

Minutes of the 2nd Board of Studies (BoS) meeting held on 18th August 2025, 03.00PM at
HOD'S Chamber, VMTW

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B.Tech.

L T P C

I Year - I Semester

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ENGLISH LANGUAGE AND COMMUNICATION SKILLS LABORATORY

(Common for CSE & ECE)

The **English Language and Communication skills (ELCS)** Lab focuses on listening and speaking skills, particularly on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations both in formal and informal contexts.

Listening Skills:**Objectives**

1. To enable students, develop their active listening skills
2. To equip students with necessary training in listening, so that they can comprehend the speech of people from different linguistic backgrounds

Speaking Skills:

3. To improve their pronunciation and neutralize accent
4. To enable students express themselves fluently and appropriately
5. To practice speaking in social and professional contexts

Learning Outcomes: Students will be able to:

1. Listen actively and identify important information in spoken texts
2. Interpret the speech and infer the intention of the speaker
3. Improve their accent for intelligibility
4. Speak fluently with clarity and confidence
5. Use the language in real life situations

Syllabus: English Language and Communication Skills Lab (ELCS) shall have two parts:

- a. **Computer Assisted Language Learning (CALL)** Lab which focuses on listening skills
- b. **Interactive Communication Skills (ICS)** Lab which focuses on speaking skills

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

Exercise – I**CALL Lab:**

Instruction: Speech Sounds-Listening Skill - Importance – Purpose - Types- Barriers- Active Listening

Practice: Listening to Distinguish Speech Sounds (Minimal Pairs) - *Testing Exercises*

ICS Lab:❖ **Diagnostic Test – Activity titled ‘Express Your View’**

Instruction: Spoken and Written language - Formal and Informal English - Greetings - Introducing Oneself and Others

Practice: Any Ice-Breaking Activity

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Exercise- II

CALL Lab:

Instruction: Listening vs. Hearing - Barriers to Listening

Practice: Listening for General Information - Multiple Choice Questions - Listening Comprehension Exercises (It is essential to identify a suitable passage with exercises for practice.)

ICS Lab:

Instruction: Features of Good Conversation – Strategies for Effective Communication

Practice: Role Play Activity -Situational Dialogues –Expressions used in Various Situations –Making Requests and Seeking Permissions – Taking Leave - Telephone Etiquette

Exercise - III

CALL Lab:

Instruction: Errors in Pronunciation – Tips for Neutralizing Mother Tongue Influence (MTI)

Practice: Differences between British and American Pronunciation –Listening Comprehension Exercises

ICS Lab:

Instruction: Describing Objects, Situations, Places, People and Events

Practice: Picture Description Activity – Looking at a Picture and Describing Objects, Situations, Places, People and Events (A wide range of Materials / Handouts are to be made available in the lab.)

Exercise – IV

CALL Lab:

Instruction: Techniques for Effective Listening

Practice: Listening for Specific Details - Listening - Gap Fill Exercises - Listening Comprehension Exercises

(It is essential to identify a suitable passage with exercises for practice.)

ICS Lab:

Instruction: How to Tell a Good Story - Story Star- Sequencing-Creativity

Practice: Activity on Telling and Retelling Stories - Collage

Exercise – V

CALL Lab:

Instruction: Identifying the literal and implied meaning

Practice: Listening for Evaluation - Write the Summary – Listening Comprehension Exercises

(It is essential to identify a suitable passage with exercises for practice.)

ICS Lab:

Instruction: Understanding Non-Verbal Communication

Practice: Silent Speech - Dumb Charades Activity

❖ Post-Assessment Test on 'Express Your View'

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Minimum Requirement of infrastructural facilities for ELCS Lab:

1. Computer Assisted Language Learning (CALL) Lab:

The Computer Assisted Language Learning Lab has to accommodate 40 students with 40 systems, with one Master Console, LAN facility and English language learning software for self- study by students.

System Requirement (Hardware component):

Computer network with LAN facility (minimum 40 systems with multimedia) with the following specifications:

- i) Computers with Suitable Configuration
- ii) High Fidelity Headphones

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. or LCD, a digital stereo – audio & video system and camcorder etc.

Note: English Language Teachers are requested to prepare Materials / Handouts for each Activity for the Use of those Materials in CALL & ICS Labs.

Suggested Software:

- Cambridge Advanced Learners' English Dictionary with CD.
- Grammar Made Easy by Darling Kindersley.
- Punctuation Made Easy by Darling Kindersley.
- Oxford Advanced Learner's Compass, 10th Edition.
- 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.
- English Vocabulary in Use (Elementary, Intermediate, Advanced) Cambridge University Press.
- TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS).

Reference Books:

1. Shobha, KN & Rayen, J. Lourdes. (2019). *Communicative English – A workbook*. Cambridge University Press
2. Board of Editors. (2016). *ELCS Lab Manual: A Workbook for CALL and ICS Lab Activities*. Orient Black Swan Pvt. Ltd.
3. Mishra, Veerendra et al. (2020). *English Language Skills: A Practical Approach*. Cambridge University Press
4. (2022). *English Language Communication Skills – Lab Manual cum Workbook*. Cengage Learning India Pvt. Ltd.
5. Ur, Penny and Wright, Andrew. 2022. *Five Minute Activities – A Resource Book for Language Teachers*. Cambridge University Press.

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B.Tech.

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I Year - I Semester

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ENGLISH FOR SKILL ENHANCEMENT

(Common for CSE & ECE)

INTRODUCTION

National Education Policy-2020 aims at preparing students with knowledge, skills, values, leadership qualities and initiates them for lifelong learning. It also emphasizes language study and promotion of languages through understanding and proper interpretation. English language is central to the educational ecosystem. The importance of language as medium of communication for personal, social, official and professional needs to be emphasized for clear and concise expression. Teaching and learning of receptive and productive skills viz., Listening, Speaking, Reading and Writing (LSRW) are to be taught and learnt effectively in the undergraduate Engineering programs. Learners should be encouraged to engage in a rigorous process of learning to become proficient users of English language by adopting a deeply focused and yet flexible approach as opposed to rote learning.

In this connection, suitable syllabus, effective pedagogy, continuous assessments and students' involvement result in productive learning. This course supports the latest knowledge and skill requirements and shall meet specified learning outcomes. The main objectives of English language teaching and learning as medium of communication and for promotion of cultural values are embedded in this syllabus. Efforts are being made in providing a holistic approach towards value-based language learning which equips the learner with receptive as well as productive skills.

The focus in this syllabus is on skill development, fostering ideas and practice of language skills in various contexts and cultures in the areas of vocabulary, grammar, reading and writing. For this, the teachers should use the prescribed textbook for detailed study. The students should be courage to read the texts leading to reading comprehension. The time should be utilized for working out the exercises given after each excerpt, and also for supplementing the exercises with authentic materials of a similar kind, for example, newspaper articles, advertisements, promotional material.

Learning Objectives:

- Improve their vocabulary.
- Use appropriate sentence structures in their oral and written communication.
- Develop their reading and study skills.
- Equip students to write paragraphs, essays, and précis and draft letters.
- Acquire skills for Technical report writing.

Course Outcomes: Students will be able to:

- CO1. Choose appropriate vocabulary in their oral and written communication.
CO2. Demonstrate their understanding of the rules of functional grammar and sentence Structures.
CO3. Develop comprehension skills from known and unknown passages.
CO4. Write paragraphs, essays, and précis and draft letters.
CO5. Write abstracts and reports in various contexts.

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SYLLABUS: The Course content/study material is divided into Five Units.

UNIT - I:

Theme: Perspectives

Lesson on 'The Generation Gap' by Benjamin M. Spock from the prescribed textbooks titled *English for the Young in the Digital World* published by Orient Black Swan Pvt. Ltd

Vocabulary: The Concept of Word Formation -The Use of Prefixes and Suffixes – Words Often Misspelt - Synonyms and Antonyms

Grammar: Identifying Common Errors in Writing with Reference to Parts of Speech particularly Articles and Prepositions – Degrees of Comparison

Reading: Reading and Its Importance- Sub Skills of Reading – Skimming and Scanning.

Writing: Sentence Structures and Types -Use of Phrases and Clauses in Sentences-Importance of Proper Punctuation- Techniques for Writing Precisely – Nature and Style of Formal Writing.

UNIT - II

Theme: Digital Transformation

Lesson on 'Emerging Technologies' from the prescribed textbooks titled *English for the Young in the Digital World* published by orient Black Swan Pvt. Ltd

Vocabulary: Homophones, Homonyms and Homographs

Grammar: Identifying Common Errors in Writing with Reference to Noun-pronoun Agreement and Subject-verb Agreement.

Reading: Reading Strategies-Guessing Meaning from Context – Identifying Main Ideas - Exercises for Practice

Writing: Paragraph Writing – Types, Structures and Features of a Paragraph – Creating Coherence – Linkers and Connectives - Organizing Principles in a Paragraph – Defining- Describing People, Objects, Places and Events – Classifying- Providing Examples or Evidence - Essay Writing - Writing Introduction and Conclusion.

UNIT - III:

Theme: Attitude and Gratitude

Poems on 'Leisure' by William Henry Davies and 'Be Thankful' – Unknown. from the prescribed textbooks titled *English for the Young in the Digital World* published by orient Black Swan Pvt. Ltd

Vocabulary: Words Often Confused - Words from Foreign Languages and their Use in English.

Grammar: Identifying Common Errors in Writing with Reference to Misplaced Modifiers and Tenses.

Reading: Sub-Skills of Reading – Identifying Topic Sentence and Providing Supporting Ideas - Exercises for Practice.

Writing: Format of a Formal Letter-Writing Formal Letters E.g., Letter of Complaint, Letter of Requisition, Job Application with CV/Resume – Difference between Writing a Letter and an Email - Email Etiquette.

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UNIT - IV:

Theme: Entrepreneurship

Lesson on 'Why a Start-Up Needs to Find its Customers First' from the prescribed textbooks titled *English for the young in the Digital World* published by orient Black Swan Pvt.Ltd

Vocabulary: Standard Abbreviations in English – Inferring Meanings of Words through Context – Phrasal Verbs – Idioms.

Grammar: Redundancies and Clichés in Written Communication – Converting Passive to Active Voice and Vice-Versa.

Reading: Prompt Engineering Techniques– Comprehending and Generating Appropriate Prompts - Exercises for Practice

Writing: Writing Practices- Note Making-Précis Writing.

UNIT - V:

Theme: Integrity and Professionalism

Lesson on 'Professional Ethics'. from the prescribed textbooks titled *English for the Young in the Digital World* published by orient Black Swan Pvt.Ltd

Vocabulary: Technical Vocabulary and their Usage–One Word Substitutes-Collocations.

Grammar: Direct and Indirect Speech - Common Errors in English (Covering all the other aspects of grammar which were not covered in the previous units)

Reading: Survey, Question, Read, Recite and Review (SQ3R Method) – Inferring the Meaning and Evaluating a Text- Exercises for Practice

Writing: *Report Writing - Technical Reports- Introduction – Characteristics of a Report – Categories of Reports Formats- Structure of Reports (Manuscript Format) -Types of Reports - Writing a Technical Report.*

Note: *Listening and speaking skills which are given under unit-6 in AICTE Model Curriculum are covered in the syllabus of ELCS Lab Course.*

➤ (Note: AS the syllabus of English given in AICTE Model Curriculum -2018 for B.Tech First year is **open-ended**, besides following the prescribed textbook, it is required to prepare teaching/learning materials **by the teachers collectively** in the form of handouts based on the needs of the students in their respective colleges for effective teaching/learning in the class.)

Text Books:

1. Board of Editors.2025.*English for the Young in the Digital World*. Orient Black Swan Pvt.Ltd.

REFERENCEBOOKS:

1. Swan, Michael. (2016).*Practical English Usage*. Oxford University Press .New Edition.
2. Karal, Rajeevan.2023.*English Grammar Just for You*. Oxford University Press. New Delhi
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4. Sanjay Kumar & Pushp Lata. 2022. *Communication Skills – A Workbook*. Oxford University Press. New Delhi
5. Wood, F.T. (2007).*Remedial English Grammar*. Macmillan.
6. Vishwamohan, Aysha. (2013). *English for Technical Communication for Engineering Students*. McGraw-Hill Education India Pvt .Ltd.

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B.Tech.

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I Year - II Semester

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(Common for CSE(AIML), CSE(DS) & IT)

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- Equip students to write paragraphs, essays, and précis and draft letters.
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- CO1. Choose appropriate vocabulary in their oral and written communication.
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CO3. Develop comprehension skills from known and unknown passages.
CO4. Write paragraphs, essays, and précis and draft letters.
CO5. Write abstracts and reports in various contexts.

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B.Tech.

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I Year - II Semester

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ENGLISH LANGUAGE AND COMMUNICATION SKILLS LABORATORY

(Common for CSE(AIML), CSE(DS) & IT)

The **English Language and Communication skills (ELCS)** Lab focuses on listening and speaking skills, particularly on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations both in formal and informal contexts.

Listening Skills:**Objectives**

1. To enable students, develop their active listening skills
2. To equip students with necessary training in listening, so that they can comprehend the speech of people from different linguistic backgrounds

Speaking Skills:

3. To improve their pronunciation and neutralize accent
4. To enable students express themselves fluently and appropriately
5. To practice speaking in social and professional contexts

Learning Outcomes: Students will be able to:

1. Listen actively and identify important information in spoken texts
2. Interpret the speech and infer the intention of the speaker
3. Improve their accent for intelligibility
4. Speak fluently with clarity and confidence
5. Use the language in real life situations

Syllabus: English Language and Communication Skills Lab (ELCS) shall have two parts:

- a. **Computer Assisted Language Learning (CALL)** Lab which focuses on listening skills
- b. **Interactive Communication Skills (ICS)** Lab which focuses on speaking skills

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

Exercise – I**CALL Lab:**

Instruction: Speech Sounds-Listening Skill - Importance – Purpose - Types- Barriers- Active Listening

Practice: Listening to Distinguish Speech Sounds (Minimal Pairs) - *Testing Exercises*

ICS Lab:❖ **Diagnostic Test – Activity titled ‘Express Your View’**

Instruction: Spoken and Written language - Formal and Informal English - Greetings - Introducing Oneself and Others

Practice: Any Ice-Breaking Activity

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Exercise- II

CALL Lab:

Instruction: Listening vs. Hearing - Barriers to Listening

Practice: Listening for General Information - Multiple Choice Questions - Listening Comprehension Exercises (It is essential to identify a suitable passage with exercises for practice.)

ICS Lab:

Instruction: Features of Good Conversation – Strategies for Effective Communication

Practice: Role Play Activity -Situational Dialogues –Expressions used in Various Situations –Making Requests and Seeking Permissions – Taking Leave - Telephone Etiquette

Exercise - III

CALL Lab:

Instruction: Errors in Pronunciation – Tips for Neutralizing Mother Tongue Influence (MTI)

Practice: Differences between British and American Pronunciation –Listening Comprehension Exercises

ICS Lab:

Instruction: Describing Objects, Situations, Places, People and Events

Practice: Picture Description Activity – Looking at a Picture and Describing Objects, Situations, Places, People and Events (A wide range of Materials / Handouts are to be made available in the lab.)

Exercise – IV

CALL Lab:

Instruction: Techniques for Effective Listening

Practice: Listening for Specific Details - Listening - Gap Fill Exercises - Listening Comprehension Exercises

(It is essential to identify a suitable passage with exercises for practice.)

ICS Lab:

Instruction: How to Tell a Good Story - Story Star- Sequencing-Creativity

Practice: Activity on Telling and Retelling Stories - Collage

Exercise – V

CALL Lab:

Instruction: Identifying the literal and implied meaning

Practice: Listening for Evaluation - Write the Summary – Listening Comprehension Exercises

(It is essential to identify a suitable passage with exercises for practice.)

ICS Lab:

Instruction: Understanding Non-Verbal Communication

Practice: Silent Speech - Dumb Charades Activity

❖ **Post-Assessment Test on 'Express Your View'**

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Minimum Requirement of infrastructural facilities for ELCS Lab:

1. Computer Assisted Language Learning (CALL) Lab:

The Computer Assisted Language Learning Lab has to accommodate 40 students with 40 systems, with one Master Console, LAN facility and English language learning software for self- study by students.

System Requirement (Hardware component):

Computer network with LAN facility (minimum 40 systems with multimedia) with the following specifications:

- i) Computers with Suitable Configuration
- ii) High Fidelity Headphones

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. or LCD, a digital stereo – audio & video system and camcorder etc.

Note: English Language Teachers are requested to prepare Materials / Handouts for each Activity for the Use of those Materials in CALL & ICS Labs.

Suggested Software:

- Cambridge Advanced Learners' English Dictionary with CD.
- Grammar Made Easy by Darling Kindersley.
- Punctuation Made Easy by Darling Kindersley.
- Oxford Advanced Learner's Compass, 10th Edition.
- 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.
- English Vocabulary in Use (Elementary, Intermediate, Advanced) Cambridge University Press.
- TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS).

Reference Books:

1. Shobha, KN & Rayen, J. Lourdes. (2019). *Communicative English – A workbook*. Cambridge University Press
2. Board of Editors. (2016). *ELCS Lab Manual: A Workbook for CALL and ICS Lab Activities*. Orient Black Swan Pvt. Ltd.
3. Mishra, Veerendra et al. (2020). *English Language Skills: A Practical Approach*. Cambridge University Press
4. (2022). *English Language Communication Skills – Lab Manual cum Workbook*. Cengage Learning India Pvt. Ltd.
5. Ur, Penny and Wright, Andrew. 2022. *Five Minute Activities – A Resource Book for Language Teachers*. Cambridge University Press.

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