

# **MEERUT INSTITUTE OF ENGINEERING AND TECHNOLOGY MEERUT**



## **DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY LUCKNOW**



### **LAB MANUAL**

#### **English Language Lab**

#### **(BAS155/BAS255)**

#### **B.TECH. FIRST YEAR**

## **Practical 1**

### **Group Discussion**

**Group Discussion** is a combination of two words ‘**Group**’ and ‘**Discussion**’. Group means many people are working together to achieve some targets. ‘Discussion’ means exchanging ideas between two or more than two people, which is generally a face-to-face interaction. It is a process of talking between people to reach a specific decision. It is also defined as a conversation about a specific topic. The end product of group discussion can be a particular decision, enhanced knowledge or doubt clearing.

#### **Purpose of Group Discussion**

Group Discussion is being extensively used along with personal interviews for the final selection of candidates. Group Discussion helps in choosing the socially suitable candidate among the academically superior achievers. It is one of the best tools to study the **behavioural** and **attitudinal** responses of the participants. It is a discussion that tests the participant’s leadership skills, communication skills, social skills, politeness, teamwork, listening ability, general awareness, confidence, problem solving skills etc.

#### **Essentials of Group Discussion**

1. Participants -The participants can range from 7 to 12 in a group.
2. Duration of Group Discussion - The average duration of group discussion is 15 minutes. But, it may vary depending on the number of participants. In some cases the duration of GD can extend up to 45 minutes.

#### **Process of Group Discussion**

- Beginning with an announcement of topic
- Preparation time (preferably 3 minutes)
- Initiation of discussion (done by lead participant)
- End of Group Discussion (by the panellist)

#### **Evaluation criteria in a Group Discussion**

The evaluation of participants is done on the basis of two broad perspectives:

##### **Individual skills**

- i) Content: Relevant/Irrelevant; and how it is being delivered.
- ii) Confidence and clarity
- iii) Voice
- iv) Creativity
- v) Face to face contact etc.

##### **Group skills**

Analytical skills, communication skills, reasoning skills, organisational skills, decision making skills, leadership skills etc.

### **Do's**

- Listen to the subject carefully
- Put down your thoughts on paper
- Listen to others if you don't know the subject
- Support your points with some facts and logics
- Give others chance to speak
- Speak politely and pleasantly and contribute as your part
- Summarize the discussion if the group has not reached a conclusion

### **Don't do**

- Initiate the discussion if you do not have sufficient knowledge about the topic
- Argue and shout during GD

### **Activity**

Perform a group discussion on any of below mentioned topics:

1. Is Social Media Actually Connecting People?
2. Which is more important: Creativity or Efficiency?
3. Whether Digital Education has taken over Traditional Education?

## **Practical 2**

### **Communication Skills for Interviews with emphasis on Kinesics**

#### **Interview**

An interview is a structured conversation where one participant asks questions and the other provides answers. The one who asks questions is called an interviewer and the other who gives answers is called as an interviewee.

#### **Kinesics**

Kinesics is the way the body communicates without words, that is, through various movements of its parts.

Kinesics is the interpretation of body motion communication such as facial expressions and gestures, nonverbal behaviour related to movement of any part of the body or the body as a whole. Body language, gestures, facial expressions, tone and pitch of voice are all examples of paralinguistic features.

#### **Posture**

- Stand straight with your shoulders back and feet shoulder width apart.
- Place your hands either side of your body so that you can easily make hand gestures when you need to.
- Face the audience as much as possible. If you are in a large room, tilt your whole body towards different parts of the audience so that everyone feels included.

#### **Eye contact**

Making eye contact with the audience conveys that the speaker is confident and it is also a source of receiving feedback.

#### **Facial expression**

The face is the index of mind. If the message delivered orally does not match with the face impression the chances of acceptability will be dropped.

#### **Movement**

Moving around the stage is a great way of showing your audience you are confident in what you're saying and including everyone in the conversation. Commanding the space around you shows strong leadership and, after all, when you are presenting you are the leader.

#### **Gestures**

In addition to face and eyes, other body parts also convey certain messages.

#### **Appearance**

External appearance includes dress, make up, jewellery etc. Appearance needs to be occasion specific.

### **Interview Tips**

- Be on time
- Know the interviewer's name, its spelling and pronunciation
- Have some questions of your own prepared in advance
- Bring several copies of your resume
- Have a reliable pen and a small note pad with you
- Greet the interviewer with a handshake and smile
- Expect to spend some time developing rapport
- Don't be embarrassed if you are nervous
- Focus

### **Interview Do's**

- Do your homework
- Make a good first impression
- Listen and respond accordingly
- Prepare smart, open ended questions to ask the interviewer
- Sell your strengths and expertise

### **Interview Don'ts**

- Don't speak poorly about your present or former employers
- Don't falsify information
- Don't speak over the interviewer
- Don't assume it isn't an interview
- Don't let any past rejections get over powered on future ones

### **FAQs**

1. Tell me something about yourself?
2. What makes you unique?
3. When was the last time you were angry and why?
4. How do you evaluate success?
5. What are your greatest weakness and strength?
6. Do you prefer to work independently or as a team?
7. What type of work environment do you prefer?

### **Activity**

Conduct mock interview.

### **Practical 3**

#### **Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic/Kinesics**

##### **Communication Skills**

Communication skills are the abilities we use when giving/receiving/sharing different kinds of information. Communication skills involve:

- Active listening
- Volume and clarity
- Feedback
- Body language
- Empathy

##### **Seminar**

Seminar is a meeting held for exchange of useful information by members of academia/business/industry. During seminar, people present their research new process/new technology in order get views of others. Hence, the participants of a seminar need to be very active and contribute significantly to the development of the research areas presented.

##### **Conference**

It is a type of business meeting. The purpose of a conference is to confer with people having similar interests and to pool their resources, i.e. experiences and opinions. So, it is very important for an individual to have good presentation skill and public speaking skill to convey any information smoothly and effectively to their audience.

##### **Workshop**

It is a presentation training where people learn a specific topic or complete a specific task. Also, a workshop involves hands-on learning, which means that participants are actively involved in the learning process.

##### **Paralinguistic/Kinesics**

It is related to communication through ways other than words, for example tone of voice, expressions on your face and actions. Kinesics is the interpretation of body language such as facial expressions, eye contact, gestures etc.

##### **Key points to be a good presenter in a seminar/conference/workshop**

- When and where will you deliver your presentation?
- Will it be in a setting you are familiar with, or somewhere new?
- Will the presentation be within a formal or less formal setting?
- Will the presentation be to a small group or a large crowd?
- Are you already familiar with the audience?

- What equipment and technology will be available to you and what will you be expected to use?
- What is the audience expecting to learn from you and your presentation?

### **Techniques to do best during your Presentation in a seminar/conference/workshop**

- Show your passion and connect with your audience
- Keep it Simple
- Concentrate on your core message
- Smile and make eye contact with your audience
- Start strongly
- Recollect the **10-20-30** rule for Slideshows: Contain no more than **10 slides**, Last no more than **20 Minutes**, Use a font size of no less than **30 points**.
- Recount stories
- Utilize your voice effectively
- Utilize your body too
- Unwind, breathe and enjoy

### **Activity**

Prepare a presentation on any topic given below:

1. Make a presentation on “Media in India”
2. Make a presentation on “The importance of punctuality”
3. Make a presentation on “Indian Education System”
4. Make a presentation on “Impact of technology on learning”

## **Practical 4**

### **Presentation Skills for Technical Paper/Project Reports/Proposals based on proper Stress and Intonation Mechanics**

**Presentation** is the practice of showing and explaining the content of a topic to an audience or learner.

#### **Presentation should be**

- Purposeful
- Interactive
- Formal
- Audience Oriented

#### **Planning the Presentation**

- Know the purpose
- Know the Audience
- Be sensitive to the needs and expectations
- Analyse the Occasion

#### **Purpose of Presentation**

- **To Inform:** (to share information)  
Example: At the end of my presentation, the audience will be able to describe three advantages of using LT Software.
- **To Persuade:** (to change behaviour, attitude, belief, values)  
Example: At the end of my presentation, the audience will believe that LT software is the best.
- **To Demonstrate:** (to tell listener how do something)  
Example: At the end of my presentation, the audience will be able to use LT software.

#### **Organizing the Presentation**

**Presentation can be organized in three steps:**

- Tell the audience what you are going to tell (Introduction)
- Tell it (Body)
- Tell them what you have told (Conclusion)

#### **Tips to deliver impactful presentations**

- Make use of audio visual aids
- Speak with confidence

Below are a few tips on speaking with confidence that will help you develop the strong, powerful tone for projecting confidence in any situation:

- Planning Preparation and Practice
- Mock speech in front of friends and welcome their feedback
- Positive Visualization Techniques
- Anticipate Easy and Difficult questions and prepare answer to them
- Take a couple of slow, deep breaths before you start your speech
- Look at the friendliest faces in the audience
- Start with an attention-getting introduction
- Make a positive first impression
- Use your voice, gestures, and facial expressions for emphasis to increase retention

### **Role of Stress and Intonation**

#### **Stress**

It is the emphasis given to a specific syllable or word in speech, usually through a combination of relatively greater loudness, higher pitch, and longer duration. Syllable is a part of a word that is pronounced with one uninterrupted sound.

#### **Intonation**

It is the variation of our pitch, in the spoken language. Intonation indicates our emotions and attitudes, determine the difference between statements and questions and sometimes highlight the importance of the verbal message we're giving out.

**In English, there are three basic intonation patterns:** Falling Intonation, Rising Intonation, and Partial/Fall-rise Intonation.

#### **Activity**

Deliver a presentation on any of following topics:

- Technological shift in phone design
- Environment vs technology
- How Wi-Fi improved your life?
- Cashless society

## **Practical 5**

### **Official/Public Speaking based on suitable rhythmic patterns**

#### **Official/Public speaking**

Public speaking is a live presentation of content orally in front of an audience. The speaker's goal may be to instruct, entertain or convince the audience.

#### **Purpose of Public Speaking**

- To inform the audience
- To convince the audience
- To entertain the audience

#### **Rhythm**

Rhythm generally refers to the timing pattern. There are two factors that influence the rhythm of English sentence and they are: stress and intonation. The Rhythm produced by stressed or unstressed words in a sentence is a major characteristic of spoken English.

#### **Intonation**

Intonation is about how we say things, rather than what we say, the way the voice rises and falls when speaking, in other words the music of the language. Just as words have stressed syllables, sentences have regular patterns of stressed words. In addition, the voice tends to rise, fall or remain flat depending on the meaning or feeling we want to convey (surprise, anger, interest, boredom, gratitude, etc.). Intonation therefore indicates the mood of the speaker.

#### **How to become a good public speaker**

To help you become better at giving public speeches, we'll take a look at these five areas:

- Plan the content
- Write an effective speech
- Overcome the fear of speaking
- Rehearse the speech
- Record your rehearsals to find out error
- Work on those errors
- Deliver your speech with confidence

#### **Some common concerns for public speakers**

- Will the audience be able to hear me?
- Does the venue have all the equipment I need?
- Are there enough seats for all my listeners?

### **Do's**

- Be prepared and be prepared to be flexible
- Bring assistance – notes/Ppt.
- Smile and be welcoming
- Slow down and relax
- Engage with your audience

### **Don't do**

- Don't be over-rehearsed – be real
- Don't ignore your audience
- Don't disrespect your audience
- Don't lie
- Don't be afraid

### **Activity**

#### **Topics for public speaking**

- The best day of my life
- Importance of books in our life
- Why should every citizen vote?

## **Practical 6**

### **Theme Presentation**

#### **Theme**

A theme is a set of colors, fonts, effects and more that can be applied to your entire presentation to give it a consistent and professional look.

#### **Role of theme in presentation**

Using a theme gives your presentation an attractive/harmonious appearance with less effort. e.g. When you add graphics (tables, shapes, and so on) to your slides, PowerPoint applies theme colors that are compatible with other slide elements.

#### **Presentation**

A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.

#### **Presentation skills**

Following are the steps include in preparing effective presentation:

- Plan
- Prepare
- Organize
- Deliver

#### **Planning**

Planning usually includes following questions:

- Who is your audience?
- Why are they there?
- What is your goal?
- How long will it be?
- Where will it take place?

#### **Preparation**

Following points must keep in mind while preparing:

- Structure
- Prompt
- Visual aids
- Voice
- Appearance
- Style
- Questions

#### **Organization**

Write your presentation in this order:

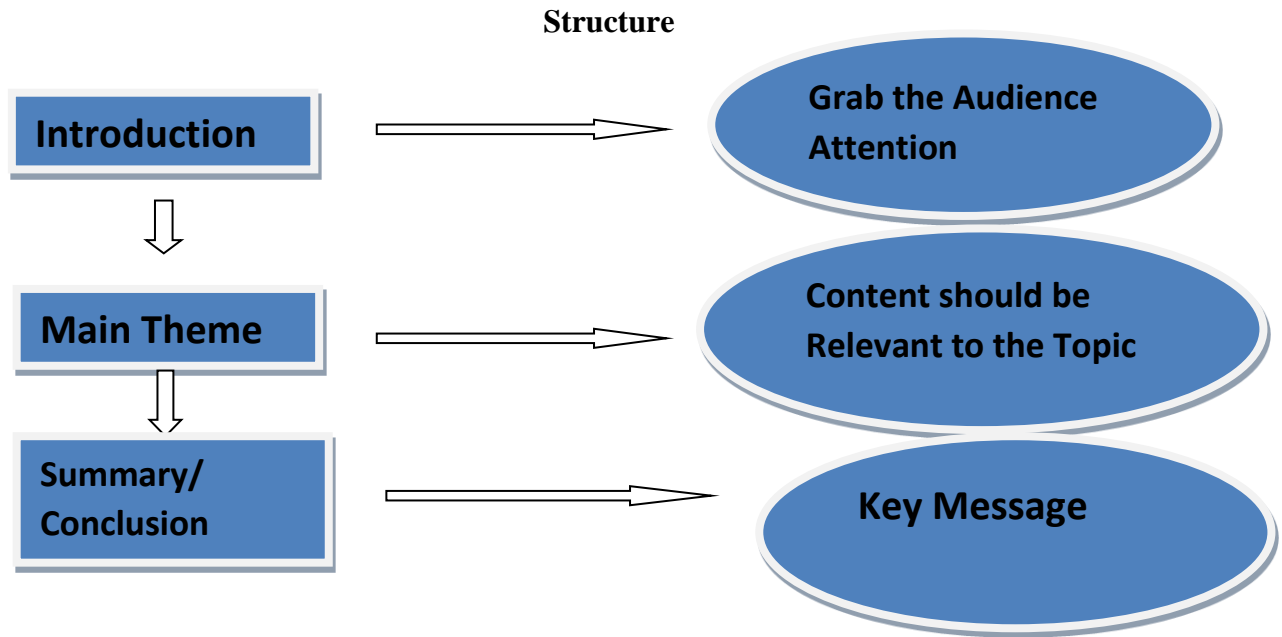
- Objective
- Beginning or introduction
- Main content

- Summary, conclusion, and recommendations
- Questions

### **Delivery**

While delivering speech one can adopt one of the following methods:

- Impromptu delivery
- Extemporaneous delivery
- Manuscript delivery
- Memorized delivery



### **Do's**

- Focus on the key message
- Plan the structure
- Tell a story
- Keep a conversational tone
- Time your speech
- Do your rehearsals

### **Don't do**

- Don't read
- Don't rely on slides
- Don't talk too fast (or slow)
- Don't neglect body language

### **Topics for Presentation Skills**

1. Influence of music in mental health
2. Effects of social media on behavior
3. How to deal with stress?

## **Practical 7**

### **Individual Speech Delivery/Conferencing with skills to defend Interjections/ Quizzes**

#### **Speech Delivery**

Speech delivery refers to the presentation of speech that one has researched, organized, outlined, and practiced.

#### **Interjections and speech delivery**

An interjection is a word exclusively designed to convey emotion and verbalize emotional expressions. It expresses feeling or meaning. Interjections like wow and ouch convey emotion in an abrupt and exclamatory way. While interjections are a part of speech, they are not grammatically connected to other parts of a sentence. Interjections are common in everyday speech and informal writing.

#### **Purpose of Speech Delivery**

- To enhance speaker's confidence
- To enhance knowledge
- To share information
- To persuade
- To entertain

#### **Tools for Effective Speech Delivery**

- Prepare carefully
- Be focused
- Minimize the uhs, ums, likes and y'knows.
- Enunciate words clearly. Don't mumble or garble them.
- Speak with appropriate loudness and speed. Consider audience, place and topic.
- Use variations in speed, inflections, and force to enhance your meaning and hold audience attention.
- Set the tone
- Incorporate visual aids
- Be Aware of time limits
- Choose appropriate delivery method
- Rehearse your speech

#### **Do's**

- Speak slowly
- Emphasize on keywords
- Be confident
- Maintain a good posture
- Make eye contact

### **Don't do**

- Don't mumble
- Don't look up down
- Don't use too many hand gestures
- Don't keep your speech too lengthy
- Don't repeat the same word multiple time

### **Activity**

#### **Topics for speech delivery**

- Importance of kindness.
- Things I learned in lockdown.
- Why books are better than movies?

## **Practical 8**

### **Argumentation Skills/Role Play Presentation with Stress and Intonation**

Argumentation is the thought process used to develop and present arguments. It is closely related to critical thinking and reasoning. Argument skills belong among the essential 21<sup>st</sup> century cognitive skills. We face complex issues that require careful, balanced reasoning to resolve.

**Some minimal standards for competent argumentation about complex issues are:**

- Using evidence to support the thought process.
- Figuring out the pros and cons of the different positions on an issue.
- Weighing those positives and negatives to reach a conclusion.

### **Stress**

In Linguistics stress is the relative emphasis that may be given to certain syllables in a word. The realization of stress in English can be done in 3 ways:

- Making a syllable more prominent by saying it louder
- Making it longer
- Making it higher pitched.

### **Intonation**

- It is the variation of pitch while speaking. The rise and fall of pitch of our voices plays a crucial role in how we express meaning.
- The pitch-level of our voice falls and it sounds as if we know what we are talking about.

### **Activity**

#### **Role-play Conversations using Stress and Intonation**

##### **Possible Roles:**

Parent and child

Grandparent and grandchild

Boss and assistant

Siblings

2 strangers on a bus

#### **Conversation 1 (Between Speakers 'A' and 'B')**

**A:** Hi!

**B:** Hi!

**A:** Do you have a minute?

**B:** Sure, what's up?

**A:** I need a favor.

**B:** What kind of a favor?

**A:** A small one.

**B:** Small?

**A:** Yes, very small.

**B:** What is it?

**A:** Well, I need to tell you something, and I want you to promise not to get mad.

**B:** Uh oh, what did you do?

**A:** Do you promise?

**B:** Fine, I promise

### **Conversation 2 (Between Speakers 'A' and 'B')**

**A:** Can you help me for a minute, please?

**B:** Sure.

**A:** Hold this end. No, this end.

**B:** Oh, sorry. Here?

**A:** Yeah. Ok, now let's put it down over here.

**B:** Uh, it's pretty heavy.

**A:** Are you ok?

**B:** Yeah, I'm fine.

**A:** Thanks for your help.

**B:** No problem

## Practical 9

### Comprehension Skills based on Reading and Listening Audio

- Reading comprehension is the ability to read and understand the meaning of the text.
- Visual processing, processing speed, and logic and reasoning skills all have an impact on reading comprehension.
- Improve your reading comprehension by expanding your vocabulary and using context clues.
- Reading aloud and re-reading are some great ways to improve comprehension skills.

### How to improve Comprehension Skills

- **Improve your vocabulary** - Your understanding of the words being used will have a direct effect on your ability to comprehend the text.
- **Skim first** - This is more useful for longer or more complex texts. By skimming first, you allow yourself to gather the main points before diving in deeper. This can help you to focus on the information you need more clearly.
- **Use context clues** - If you're unable to understand exactly what a word, sentence or phrase means, and use clues from the surrounding text to help you gain clarity.
- **Ask questions** - Before you begin reading, while you are reading, and after you are finished, you should be asking questions about the text. This can help you to determine the main points and find the deeper meaning.
- **Make inference** - You need to read between the lines. Try to see the subtext and understand what is being implied.
- **Summarize** - You can practice this throughout the text, or once you've finished reading. By restating the main ideas in your own words, you will see the text in a language that makes the most sense to you.

### Sample reading passage for class activity

The Amazon Rainforest is a vast expanse of tropical rainforest in South America, covering an area of over 6 million square kilometers. It is home to an astonishing diversity of flora and fauna, including over 2,000 species of fish and over 400 species of mammals. The Amazon rainforest is an important source of oxygen for the planet, as it produces more than 20% of the world's oxygen.

- Q1. Where is the Amazon rainforest located?
  - The Amazon rainforest is located in South America.
- Q2. How much of the world's oxygen does the Amazon rainforest produce?
  - The Amazon rainforest produces more than 20% of the world's oxygen.

## **Practical 10**

### **Video Portfolio**

The video portfolio helps us to collect our work in one place to show it to clients or use it for marketing activities. It's a convenient way to categorize our content and have access to it at all times.

#### **Purpose of Video Portfolio**

- It helps to showcase our work
- It attracts new clients or leads
- It shows off our personality and our love to work

#### **Key points for a good Video portfolio**

- Personal information, values, personal goals and history,
- Accomplishments and job history,
- Skills and attributes
- Education and training
- Testimonials and recommendations.

#### **Essential Elements of a Portfolio**

- Quality pictures
- Integrated testimonials from happy clients
- Enthusiasm
- Our best and favorite projects
- Real world benefits
- Regular updates

#### **Do's**

- Begin with eye catching introduction
- Choose the right work to include
- Make it easy and enjoyable to look through
- Create a standout about page
- Add variety of content

#### **Don't do**

- Not to make repetitions
- Not to showcase our life story
- Not to utilized complex or distracting layout
- Not to add irrelevant content
- Not to add similar content
- Not to make static presentation.

## **Extempore**

### **Meaning of Extempore**

Extempore is the impromptu style of speaking. In this the speaker speaks out with little or no preparation or forethought. Also, it means speaking on the spur of the moment; without premeditation or preparation.

### **Skills required for Extempore**

- Composed and poised body language
- Rational thinking
- Confidence
- Analytical skills
- Ability to think on your feet

### **How to prepare for Extempore**

The sole factor that will help the speaker to do well in extempore is mental preparation. It is very much essential that the speaker is familiar with the topic he is delivering and should have a firm command of his speech and flow.

### **Tips to perform well in Extempore**

- Time management
- Think first
- Remain composed
- Tone
- Conclusion
- Choice of topics

### **Do's of Extempore**

- Think about the topic and then speak
- Be concise and stay calm
- Present both sides on controversial topics

### **Don'ts of Extempore**

- Don't repeat the information
- Avoid getting personal
- Avoid distracting habits like adjusting hair, touching the face etc.

### **Activity**

#### **Topics for Extempore**

1. Online Education
2. Impact of Covid 19

## **JUST A MINUTE (JAM)**

**Just-A-Minute (or JAM)** is an all-round-fun event that is all about the control of the mind over the mouth. A participant is expected to make it through sixty seconds of non-stop talking without **hesitation, repetition, or deviation**.

‘Just a Minute’ or JAM is an impromptu speech test conducted with the time limit of one minute.

### **Elements of JAM**

Effective impromptu speaking is a skill that can be honed through constant practice and deliberate, continuous training given to the brain.

**Some situations which demand impromptu speech are:**

- Self- introduction- introducing others-greetings and taking leave
- Where your instructor would like to know what you understood
- Viva-voce in a practical examination
- Decisions in a committee
- Introducing a celebrity/a person to an elite group of people
- Status of a Project
- Stating one’s point of view/ analysis of a situation etc...

### **Positives in JAM**

- Snatch every opportunity to make impromptu speeches
- Visualize what you would say in every situation.
- Analyse and assimilate your ideas in the given situation.
- Organize your ideas and stick to the topic.
- Be creative and express new ideas every time. ▪ Follow a sequence and be brief.
- Analyse audience needs, interests (remember you could be talking to an informed audience)
- Sustain attention by including some interesting jokes, quotations anecdotes etc.
- Give examples from your life experience-it builds your confidence.
- Practice the use of one word substitutes, idiomatic expressions and vocabulary.
- Vary pace, pitch and tone of voice for greater impact.

### **Negatives in JAM**

- Shy away from expressing your ideas.
- Seclude yourself from any situation in which you are present.
- Try and memorize what you will say.
- Deviate or detach your life experiences from your line of thought.
- Repeat the points or show lack of coherence.
- Ramble on or give too many pauses or excessively use ‘fillers’.
- Use negative, ambiguous jargon.
- Talk at or talk down but talk to your audience.

### Steps to follow

1. Go back to background knowledge and gather all the necessary ideas related to the topic given to you.
2. Organize the ideas in a sequential order either thematically or chronologically.
3. Express them with clarity and cohesiveness.
4. Remember the three important rules:
  - No deviation
  - No repetition
  - No hesitation

### Activity

#### Some topics for JAM sessions:

- If I were invisible
- What I did during my last vacation?
- Most memorable moment
- My goal in life
- Women are good managers

### Activity

Choose one of the topics given above and write at least ten sentences on that.

### Role Play

Role-play is the activity where one would be given a role to play. The students can assume the role of any one- such as managers, chef, officers etc. and experience the joy of learning by getting involved in the character chosen by them. While planning the role of someone else, the student reflects on the character. By being involved in the character the student has to think in a broader way, correct his attitude and find facts and responsibilities that are required for an ideal personality. Role- play allows a student to prepare thoroughly for real life situations and paves a way to think through the language at the initial stage.

#### Role play activities will help in:

**Self-correction:** Audio visual recording of the Role-plays can be done. Students are given an opportunity to listen to and watch their performance; to spot their own mistakes; learn and correct them.

**Peer Evaluation:** Fellow students will be able to correct some mistakes made by their peers. Students could be asked to listen for both great bits of language they would like to use themselves and some mistakes they hear.

**Conclusion:** Role-play improves speaking and listening skills. Students develop non-verbal communication techniques. They learn to use appropriate language in real life communication.

### Activity

Write a conversation between two friends (one invites for the party and the other denies with reasons).