

Department of
APPLIED SCIENCE

LAB MANUAL

COMMUNICATIVE ENGLISH

B.Tech–1st Semester



KCT College of Engineering & Technology
Village Fatehgarh (Distt. Sangrur)

LIST OF EXPERIMENTS

1. Group Discussion
2. Interview Skills
3. Mock Conversation
4. Comparing Skills
5. Telephonic Skills
6. Paper Reading

1

Expt. No.

1

Page No.

Date

Group Discussion

Skills tested in Group Discussion —

1. Communication Skills
2. Ability to work in a team
3. flexibility
4. Listening skills
5. How you put forward your views.
6. Leadership skills
7. Your analysis skills and subject Knowledge
8. Problem solving and Critical thinking skill
9. Your attitude and Confidence
10. Decision Making skills.

Do's in Group Discussion →

- Be natural
- Be assertive
- Motive the group members
- Listen to other views carefully
- Be pleasant and polite
- stick to the topic of discussion

Don't in Group Discussion →

- Don't loose your temper. CD is a discussion and not argument.

Teacher's Signature :

.....
Expt. No.

.....
2
Page No.

.....
Date

- Don't use too many gestures, gesture like a pointing fingers and table topping and appear to be aggressive
- Don't draw too much own personal experience.
- Don't speak until you understand the topic
- Do not dominate
- Do not introduce irrelevant information.

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INTERVIEW SKILLS

* Job interview is a process in which potential employee is evaluated by the employer for employment in his company organisation or firm. A job interview is conducted after evaluation of the CV Resume selecting small number of candidates who seems to be one of the most useful ways for evaluating employees.

Do's in interview →

1. Punctuality -

Don't be late, check location and the Journey before hand.

2. Be SMART -

Suited and booted, if you look good you'll feel good.

3. Preparation -

Research the Company its products the sale and market place.

4. Your CV -

Explain each positive, give example of achievement and reasons for leaving.

5. See Yourself -

You know you're right for the job.
Explain why your skills would benefit the role.

6. Prove yourself -

Match your benefits with the company needs.

7. Strength and Weakness -

Make a mental list that is relevant to the positive turn negatives into positive.

8. Be Concise -

Don't waffle!

9. Always Listen

Concentrate, don't interrupt and listen to what the interviewer is saying.

10. Ask Question -

Think of relevant question before you go in.

11. Body Language -

Remember 80% of communication is non-

verbal, a smile says a thousand words.

Dont in interview →

- Rule the back of your head or neck as it projects you to be disinterested.
- Sit with your arms folded across the chest as you appear to be unfriendly.
- Cross your legs.
- Lean your body towards door.
- Slouch back in chair.
- fidget with hands, pen, tie or clothes.
- Scratch or run hand through hair.

Mock Conversation

I Tips for writing Mock Conversation -

1. Avoid Long Paragraphs -

While writing dialogues the length of the dialogue has to be kept in mind, Avoid writing dialogue short and realistic.

2. Language -

These days slang and Colloquialism are more frequently used but these should be avoided as this and everything else be do without thinking conversing with others.

3. Make dialogues Realistic -

Pay attention to Everyday Conversation and become aware of phrasing, pauses, action and everything else be do without thinking while conversing with others.

4. Read it aloud -

Always read the dialogues aloud to see if they sound authentic.

II Format of Dialogues -

.....
Expt. No.

7
.....
Page No.

.....
Date

1. Start a new line when a new person starts speaking.

2. Dialogues need to typed in double inverted commas.

3. In a dialogues don't need to be in inverted,

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COMPERING SKILLS

Comperc-

Comperc is a person who conducts the stage and introduces the participants and the events to the audience. Comperc is also responsible for the success or the failure of an event.

Pre-requisites for Comperc-

- i) Comperc should be clear for purpose of the event.
- ii) He should have list of events and the sequence to be followed.
- iii) He should have list of participants, who are going to present the event.
- iv) A comperc should stress on correct pronunciation and clear articulation.
- v) A comperc should have presence of mind.
- vi) A comperc should use appropriate body.
- vii) A comperc should address all the important person in his welcome note and votes of thanks.

TELEPHONIC SKILLS

Skills for Making Calls -

- i) Identify the purpose for which call is being made.
- ii) Your mind should be clear of all unnecessary thoughts.
- iii) Greet the person on other side.
- iv) Tell about your self.
- v) One must be prepared on the subject to be discussed.
- vi) One should keep the time constraint in one's mind.
- vii) One should listen attentively.
- viii) One should make verbal notes.
- ix) One should modulate his/her voice.

Skills for receiving Calls -

- i) One should not delay lifting the receiver.
- ii) Always keep a notepad and pen near the telephone.
- iii) The receiver should be held in left hand and right hand should be free for writing message.
- iv) The receiver should identify himself and tactfully ask "Who is calling?"
- v) The receiver should reply with a friendly and helping tone. Even if caller is angry. The receiver should keep his cool.

PAPER READING

*The robot soldier is coming. The pentagon predicts that robot will be a major fighting force in the American military in less than a decade hunting and killing enemies in combat. Robots are a crucial part of army's effort to rebuild itself as a twenty-first century fighting force and a \$127 Billion project called future combat system is the biggest military contract in American history.

The military plans to invest tens of billion of dollars in automated armed forces. The cost of that transformation will help drive the defence department's budget up almost 20% from a reauthorized \$419.3 billion in 2016 including the cost of war. The annual cost of buying new weapons is scheduled to rise 50% from \$78 billion to \$118 billion.

Military planners say robot soldiers will think, see and react in ways like humans. In the beginning they will be remote controlled looking and acting like deadly toy trucks. As the technology develops they may take many shapes and as their intelligence grows so will their autonomy.

Already however several hundred robots are digging up roadside bombs in Iraq, blowing camps in Iraq and serving as armed sentries at American weapon depots. By

.....
Expt. No.

11.
.....
Page No.

.....
Date

Aprail, an armed vasion of the bombe disposal robot will be in Bagh dad, Capable of firing 1,006 rounds a minute. Though controlled by a solder with a laptop.

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