

**DRONACHARYA GROUP OF INSTITUTIONS, GREATER NOIDA**

**Affiliated to Mahamaya Technical University, Noida**

**Approved by AICTE**



**DEPARTMENT OF APPLIED SCIENCES & HUMANITIES**

**Lab Manual for**

**PROFESSIONAL COMMUNICATION LAB CE201/AS205**

## **Guidelines for PC Laboratory Development**

The faculty in-charge identifies and develops suitable experiments in the laboratory in an efficient and effective manner to justify the theory part taught in the class. Experiments developed can be demonstration, regular, open-ended or project based.

A laboratory manual is developed by the lab faculty in-charge, which contains well-formulated instruction sheets for all the experiments to be performed.

The lab faculty in-charge in consultation with teaching faculty members develops appropriate detailed instruction sheets to be used by the students in the laboratory. The instruction sheets for an experiment contain the following:

- Title of the experiment
- Objective
- Brief Theory
- Procedure
- Analysis & discussion
- Post experimental quizzes

All students get a copy of laboratory manual as a guide to conduct the experiments.

## Laboratory classes

In order to conduct the laboratory classes effectively and efficiently, lab faculty in-charge shall take care of the following:

- List of experiments are displayed in the laboratory.
- Formation of groups of the students for laboratory classes.
- Cycle showing group-wise conduct of the experiments. The group coming for a laboratory class shall be divided in to sub-groups consisting of two to three students. In a semester two cycles of experiments shall be conducted. Each cycle shall consist of 5 to 6 experiments so that these experiments are conducted simultaneously by 5 to 6 sub-groups of students when the laboratory class is on.

Students' attendance in the laboratory classes is monitored & maintained by the concerned faculty. Students not attending practical periods for 2 consecutive classes are notified to HOD.

Faculty guides and interacts with the students while performing the experiments and clarifies their related queries.

Faculty checks the students' preparedness to conduct the experiments (students shall come prepared for the laboratory classes).

A student of a group submits a group report on the experiment performed after a week i.e. in the next laboratory class. Each

student in a group shall take a leading role in writing the group report in-turn.

### **Procedure for Uploading Course Material on Intranet**

The faculty members are required to upload all teaching-learning material on intranet in appropriate areas designated for this purpose. Teaching-learning material includes PPT on language based techniques, tutorial worksheets, laboratory worksheets, assignments. Normally this uploading should be done earliest one week before the material is taken up and latest one week after the material is taught.

### **TOPICS TO BE COVERED IN THE LAB**

- Vocabulary exercises on the newly learnt words with evaluation.
- Simple conversation exercises using the newly learnt words.
- Practicing the pronunciation of the newly learnt words Practice of sounds (Vowels & Consonants)
- Reading & Comprehension of simple passages with exercises for evaluation.
- Listening & Comprehension of simple passages with exercises for evaluation.

- Discussion & simple conversation exercises based on the passages. Conversational skills for interview with emphasis on kinesics.
- Public speaking by using stress, pause group and pitch change technique.
- Communication skills for Seminars/ Conference. Watching examples of good/ bad presentation skills & evaluating with the group.
- Presentation skills based on proper Stress and Intonation Mechanics. Understanding the conceptual inputs on presentation skills.
- Conducting presentation in front of the group along with peer and teacher evaluation.

## **LIST OF PRACTICALS**

- **WORD FORMATION**

### **Objective**

**To enhance the word power of the students.**

### **Theory and Concept of words**

Prefix

Suffix

Inflection

Root Word

Compound Word

Complex word

**Oral Questions**

- **Self- Introduction**

**Objective**

**To be more confident while speaking**

Sample introductions

**Oral Questions**

- **Reading Passages from Newspaper, Short Stories, Novels etc. followed by discussion.**

**Objective**

**To enhance understanding capacity and listening skills**

**Oral Questions**

- **Group Discussion**

**Objective**

**To enhance the confidence of the students and succeed in a group**

Theory and Concept

Structured Group Discussion

Unstructured Group Discussions

## **Oral Questions**

- **Presentation**

### **Objective**

**To express effectively and arouse interest in the mind of the listeners**

### **Theory and Concept**

Plan the presentation

Design the presentation

Elements of presentation

Body language

Paralanguage

## **Oral Questions**