**2. Title of the experiment: Group Discussion**

**Practices Based on Accurate and Current Grammatical Patterns**

**Objective: To empower the followings-**

* Oral communication skills
* Decision making
* Problem solving
* Personality test
* Group harmony
* Creative approach
* Diagnose the learners problem

**Apparatus/Tools used:**

* White board
* Slides/PPT
* Charts
* TV
* Internet
* OHP
* Hand outs

**Need of Experiment:**

Prepare the students for employment. Many public and private sector organizations have prescribed GD tests. For recruitment, GD is a pre-conditional.

**Methodology:**

* SWRL
* Task based communication
* The natural method
* Interactive approach
* Learner’s oriented approach

**Observers’ Focus on:**

* Kinesics
* Voice modulation
* RP system
* Supra-segmental features of voice (Rhythm, Intonation, Stress)

**Theoretical Part: Decision Making**

**Problem Solving**

**Personality test**

**Short list candidates for Final**

**Defining Features of GD**

* A Practical number of people (5-12) meet face to face to discuss and share ideas.
* It is also used as decision making and problem solving.
* It is also widely used as personality test to evaluate a candidate for a specific task.
* Firstly, it was used in Indian Armed Force.

**TYPES OF GD:**

* Normally we have the two categories of GD.
  + - Organizational Group Discussion
    - GD as a part of selection process.

**GD (GROUP DISCUSSION)**

**Organizational Selection Process**

Brain storming Nominal Group Technique Delphi Technique



**To evaluate knowledge Communication Skill Group Behavior Potential Leadership**

**Rules:**

**Brain storming:**

* + - A group of six to twelve sits around a table.
    - Group leader states the problem to the members.

Members suggest a no. of points.

* + - No criticism is allowed.

**Two Techniques of Brain storming:**

* Story boarding- Used to solve problem

Lotus blossom- Members suggest ideas after ideas which form the core and the core ideas form the petal.

**Nominal Group Technique:**

* Members used as group but they write their own ideas individually.
* No discussion takes place until all ideas are collected.
* Now group discusses the ideas.
* Result is declared with high ranking ordered of the ideas.

**Delphi Technique:**

* It is similar to Nominal Group Technique but physical requirements of members are not there. This technique never allows the group members to meet face to face.

| **Here,Write the Lab activities in passive voice** |
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**9. Title of the experiment : Audio-Visual Oriented Comprehension Skills Based on Reading and Listening Activity**

**Objective:**

* Immediate and conscious recognition of speech elements
* Comprehension of meaning which the speech elements convey
* Phonetic identification
* Strengthen the auditory comprehension

**Apparatus/Tools used:**

* Software
* TV
* Tape recorders.

**Methodology:**

* Perception Drills.
* Auditory comprehension drills.
* The Natural method.
* The learner’s oriented method.

**Theoretical Part:**

**Defining features of Listening Skills: Listening is a process:**

**(Behaviourstic Process): Receiving**

**Interpreting**

**Evaluating**

**Responding**

**Acting**

**(Cognitive Process): Sound waves**

**Ear drum**

**Neurons**

**Cerebellum**

**Gene**

**Context Oriented Response**

**Difference between Listening and Hearing:**

* Listening is a process of interpreting and reacting to a message received from the speaker.
* Hearing is a physical act. It is merely vibration of sound waves on ear drums followed by the activation of electro chemical impulses in the brain.

**Features of Good Listening:**

* Wider perspective – Comprehensive
* Greater objectivity – Objective view of facts
* Positive attitude – Acceptance of the speaker
* Creative thinking – Logic based
* Concentration – Careful listening and Subsequent view point

**Creative**

**Discovery Invention** 

**Logic**



**Premise Inference Conclusion**

**If a=b (I) Premise –I**

**Inference**

**& b=c (II) Premise –II**

**a=c Conclusion**

* The learners must grasp the sounds of the language before he can be expected to pronounce them.
* Listening exercises are not limited to beginners; they can be continued throughout the course.
* The teacher may begin the listening skills with phonetic symbols and pronunciation. If not, he can use objects and pictures of things whose name sound alike i.e. sheep Vs ship.
* It will help the learner to differentiate between **/I:/ + /I/**
* Listening to specific topic and within specific time.
* Exercising ear training involving dictation in phonetic.
* The auditory comprehension will include :

1. Listen and point.
2. Listen and do.
3. Recording with film strips.
4. Motion Picture films.
5. Listen and write.

**Barriers to Listening:**

* **Distraction - Unable to concentrate**
* **Bias - Personal ego**
* **Involved with self - Unable to listen**
* **Fear - Unable to concentrate**
* **Preconceived ideas - Closed mind**
* **Familiarity trap - Over confidence**

**Gateways (How to Overcome) to Listening Barriers:**

* **Control on physical reception & pay heed**
* **Avoid selective Listening**
* **Be open minded**
* **Paraphrase speaker ideas**
* **Be fearless**
* **Remove bias**
* **Don’t preconceive ideas**

**Types of Listening**

* **Active –** Assimilating ideas with speakers’ speech
* **Passive –** Hearing not listening
* **Marginal –** Superficial not deep listening
* **Projective –** Speakers views are analyzed differently
* **Appreciative –** Listening which creates aesthetic pleasure
* **Empathetic -** Listening which creates sorrow, cry etc. /to distressed friend
* **Comprehensive** – 100% understanding as class room listening /In class to students
* **Critical-** used in acceptance and rejection

**Here,Write the Lab activities in passive voice**

|  |
| --- |

**3. Title of the experiment:The Art of Effective Reading and Comprehension skills**

**Objective:**

* To understand importance of reading to achieve success in both academic and professional field.
* To acquire the process of reading
* To gateway the barriers in reading
* Acquisition of the various types of reading skills

**Tools & Apparatus used**

* White board
* Software
* TV
* OHP
* Sides & Charts
* LCD

**Methodology**

* Question – Answer Method
* Recitation Method
* Learners’ oriented Method
* Audio-Visual Method

**Theoretical Part:**

**Speed of Reading**

* Average – 150- 250 words/Minute
* Good – 250-400 words/Minute
* Better – 500and above

**Reading according to purpose OR Purpose based reading**

* Memorization 0-100 wpm
* Learning 100-200 wpm
* Comprehension 200-400 wpm
* Skimming 400-700 wpm

**Factors to Improve Reading**

* Desire to read
* Conscious efforts in using newly acquired words
* Self motivation to practice

**Four Basic Steps for Effective Reading**

* Figure our purpose of reading
* Spot the parts of relevant text on series of reading
* Self choosing of appropriate reading strategy
* Access your comprehension during reading

**How to overcome barriers in effective reading**

* Full Concentration
* Eye Fixation
* Do not follow regression in reading
* Prefer silent reading
* Discriminate use of dictionary

**Types of Reading comprehension**

* Skimming: Reading with the purpose of summarization
* Scanning: Finding out a selected theme
* Extensive: Detailed reading
* Intensive: Reading with multi attitudes

| **Here,Write the Lab activities in passive voice** |
| --- |

1. **Title of the experiment: How to Introduce in Formal Context**

**Objective:**

* Familiarize yourself with features of speaking skills.
* Use the right sounds in the right patterns of stress, rhythm, tone, intonation and juncture.
* Right choice of words in the right order provides accuracy.
* How to succeed in spoken skill in both formal and informal contexts.

**Apparatus/Tools used:**

* White board
* OHP
* TV
* Software
* Oral drill’s table
* Phonetic chart

**Methodology used:**

* Modal Dialogues
* Pattern Practice
* Look and say Exercise
* Oral composition Exercise
* Pronunciation Exercise

**Theoretical Part:**

**Context (Environment)**

**Formal Informal**

**Government Offices Gatherings: (**Tea party, Dinner party)

**Religious Places** Where the social etiquette not mentioned.

* Dialogues are the commonest sort of oral expression with high frequency small talk.
* Dialogues must be subject, place, time, age and tone oriented.
* Exercise and put in practices
  + **(i) Addition-** How to add something after a sentence.
  + **(ii) Replacement-** How to replace redundant items from speech
  + **(iii) Integration-**How to integrate words, phrases, clauses and sentences.
  + **(iv)Conclusion-**How to paraphrase the given sentences.
  + **(v) Completion-**How to complete opaque sentences.

**Structure** 

**Formal Mode Informal Mode**

Maintain etiquette for formal speechInformal content

**Attire (Formal) General body meeting Mode of standing General theme**

**Speech should be audience oriented Full of bias**

**Maintain clarity, brevity and concise of the speech Imaginations and assumption allowed**

**Presentation oriented**

**Speech must be reference to authenticated information No reference to historical records.**

**Bias not allowed Adequacy not maintain: No logics**

**Adequacy logical based**

**Here,Write the Lab activities in passive voice**

**5. Topic of the Experiment: Interview**

**Objective:**

* To familiarize the learners with the basics of an Interview
* To build-up learners’ competence with an ability to face Interview
* To build-up learners’ technical communicative competence
* To acquaint the learners with the various types of Interviews
* To strength the competence of the learners to gateway barriers to Interviews

**Apparatus/Tools Used:**

* White board
* Software
* TV
* OHP
* Sides & Charts
* LCD
* Internet
* Handout
* Communication skill (Prescribed Textbook)
* Technical communication (Text)

**Formulae /Methodology Used:**

* Task based method
* Content based method
* Learners oriented method

**Theoretical Parts:**

**Definition: It is an interaction between two or more persons for a specific purpose. It is also used as a social and psychological instrument. It does check the presence of mind but it rarely checks the knowledge.**

**Functions of Interview:**

* **Select a person for a specific task**
* **To monitor the performance**
* **To collect the information**
* **To exchange information**
* **To counsel**

**Interview (According to meaning)**



**Formal Informal**

**Interview (According to Structure)**



**Interviewer Interviewee**

**Kinds of Interview**

* **Job**
* **Information**
* **Persuasive**
* **Exit**
* **Evaluation**
* **Counseling**
* **Conflict-Resolution**
* **Disciplinary**
* **Termination**

**Modes to conduct Interview**



**Face to Face Phonic e-Interview**

**Success Factors in Interview**

* **Positive Attitude**
* **Proficiency in the field**
* **Communication Skills- Oral and Written**
* **Interpersonal skills**
* **Confidence**
* **Critical thinking and Problem solving**
* **Flexibility**
* **Self motivation**
* **Leadership**
* **Team work**

**Failure Factors in Interview**

* **Arrogance**
* **Apathy (Emotion)**
* **Uninhibited nervousness**
* **Equivocation (double meaning)**
* **Lack of Concentration**
* **Lack of crispness (clear cut)**
* **Lack of social skills**
* **Lack of firmness**
* **Inadequate quantitative**
* **Unsuitable personality**

**Interview-Questions**



**Direct or Wh- Echo**

**Yes-no**

**How to Prepare for an Interview**

**Based on success points go through a mock interview**

* **Try to gather inside information (i.e. scenario of interview and its members)**
* **Dress appropriately**
* **Questions with interviewers (in case of Corporate sector)**

1. **Whom will I report to?**
2. **Whom will I be working with?**
3. **What are the training opportunities?**
4. **What are the promotional prospects**

* **Memorize your resume**
* **Be punctual**
* **Relax**

**An interviewee may face the following questions during an Interview**

* **Experience**
* **Credential (Subjectively evaluate the interviewee)**
* **Opinion ( Interviewer provides a situation)**
* **Dumb question (to check the capability of original thought i.e. what kind of animal would like to be?)**
* **Behavior question ( To know the past behavior)**
* **Different question ( To know your strength or weakness)**

**Here,Write the Lab activities in passive voice**