

**COURSE OBJECTIVE:**

The objective of this foundational course is to develop the second language learners' ability to use the four fundamental language skills – listening, speaking, writing and reading. The objective of this laboratory is to practice English phonetics through audio & visual aids and computer software. It intends to enable student to speak English correctly with confidence.

**COURSE CONTENT:**

Grammar – Applied Grammar and usage, Parts of Speech, Articles, Tenses, Subject-Verb Agreement, Prepositions, Active and Passive Voice, Reported Speech: Direct and Indirect, Sentence Structure, Punctuations.

Vocabulary Development – Using Dictionaries and Thesaurus, Synonyms, Antonyms, Homophones, One Word Substitution, Affixation: Prefixes & Suffixes, Derivation from root words, Jargon, Scientific Jargon.

Developing Reading Skills – Reading Comprehension, Process, Active & Passive Reading, Reading Speed Strategies, Benefits of effective reading, note-making, note-taking, Reading comprehension of technical material and SQ3R reading technique

Developing Writing Skills – Planning, Drafting & Editing, Writing with style, right-words selection, writing effective sentences, developing logical paragraphs, art of condensation, précis, essay, technical definition and technical description.

Business Correspondence – Business Letters, Parts & Layouts of Business Letters, Writing Resume/ Application Calling/ Sending Quotations/ Orders/ Complaints and E-mails

**Topics for the Laboratory:**

1. Basic Grammar & Vocabulary Practice (Synonyms, Antonyms, Analogies, Sentence Completion, Correctly Spelt Words, Idioms, Proverbs, Common Errors.
2. Phonetic Symbols, Pronunciations
3. Listening Skills – Including Listening Comprehension
4. Extempore and JAM (Just a Minute Session)
5. Role Play – I
6. Role play – II
7. Body Language
8. Debate
9. Oral Presentation – Preparation & Delivery using Audio – Visual Aids with stress on body language and voice modulations. (Topics to be selected by the Instructor)

**COURSE OUTCOMES**

Student after successful completion of course must possess sound language skills. They must also feel confident in communicating their ideas and feelings. After laboratory exercises, students must possess sound language skills. They must also feel confident in communicating their ideas to others.

**EVALUATION**

Evaluation will be continuous an integral part of the class as well through external assessment. Laboratory assessment will be based on assignments, presentations, and interview of each candidate.

**REFERENCES**

*A.J. Thomson and A.V. Martinet, A Practical English Grammar, Oxford IBH Pub*  
*Sanjay Kumarm Pushp Lata, English for Effective Communication, Oxford*