

TECHNICAL ENGLISH COMMUNICATION

LAB SYLLABUS

1. Grammar & Vocabulary

- **Activity:** Error Detection
 - Worksheets focused on detecting and correcting grammar and vocabulary mistakes.

2. Listening to Narratives

- **Activity:** Listening Comprehension / Summarising
 - Listening to interviews of eminent personalities and TED Talks.
 - Summarizing the content to enhance comprehension.

3. Video Resume

- **Activity:** Preparing a Digital Résumé for Mock Interview
 - SWOT Analysis and digital résumé techniques.
 - Crafting a video résumé for practice interviews.

4. Product & Process Description

- **Activity:** Demonstration of Product and Process
 - Describing and sequencing the steps of a product or process for clarity and accuracy.

5. Mock Meetings

- **Activity:** Conduct of Meetings and Drafting Minutes of the Meeting

- Types of meetings and meeting etiquette.
- Practice conducting meetings and drafting the minutes.

6. Reading Research Articles

- **Activity:** Writing a Literature Review
 - Reading scientific and technical articles.
 - Analyzing and summarizing content in a literature review format.

7. Analytical Reading

- **Activity:** Group Discussion
 - Case studies on communication, team building, and leadership.
 - Group discussions to analyze and evaluate the case studies.

8. Presentations

- **Activity:** Individual/Group Presentations
 - Preparing conference or seminar papers.
 - Presenting research findings or proposals individually or in groups.

9. Intensive Listening

- **Activity:** Note-taking and Summarizing
 - Listening to scientific documentaries and taking detailed notes.
 - Summarizing the key points for further discussion.

10. Interview Skills

- **Activity:** Mock Interviews
 - Practicing interview questions and techniques to improve interview performance.