Technical Report Writing & Language Lab Practice
Code: HU-381
Credits: 2

Guidelines for Course Execution:
Objectives of this Course:
This course has been designed:
1. To inculcate a sense of confidence in the students.
2. To help them become good communicators both socially and professionally.
3. To assist them to enhance their power of Technical Communication.

Detailed Course Outlines:

A. ***Technical Report Writing*** :   [2L+6P]
1. Report Types (Organizational / Commercial / Business / Project)
2. Report Format & Organization of Writing Materials
3. Report Writing (Practice Sessions & Workshops)
B. **Language Laboratory Practice**
I. Introductory Lecture to help the students get a clear idea of Technical Communication & the need of Language Laboratory

Practice Sessions [2L]
2. Conversation Practice Sessions: (To be done as real life interactions)   [2L+4P]
a) Training the students by using Language Lab Device/Recommended Texts/cassettes /cd's to get their Listening Skill & Speaking Skill honed
b) Introducing Role Play & honing over all Communicative Competence

3. Group Discussion Sessions: [2L+6P]
a) Teaching Strategies of Group Discussion
b) Introducing Different Models & Topics of Group Discussion
c) Exploring Live /Recorded GD Sessions for mending students' attitude/approach & for taking remedial measure

Interview Sessions :   [2L+6P]
a) Training students to face Job Interviews confidently and successfully
b) Arranging Mock Interviews and Practice Sessions for integrating Listening Skill with Speaking Skill in a formal situation for effective communication

4. Presentation: [2L+6P]
a) Teaching Presentation as a skill
b) Strategies and Standard Practices of Individual /Group Presentation
c) Media & Means of Presentation: OHP/POWER POINT/ Other Audio-Visual Aids

5. Competitive Examination: [2L+2P]
a) Making the students aware of Provincial /National/International Competitive Examinations
b) Strategies/Tactics for success in Competitive Examinations
c) SWOT Analysis and its Application in fixing Target

Books – Recommended:
1) Nira Konar: English Language Laboratory: A Comprehensive Manual PHI Learning, 2011
2) D. Sudharani: Advanced Manual for Communication Laboratories & Technical Report Writing
Pearson Education (W.B. edition), 2011

References:
1) Adrian Duff et. al. (ed.): Cambridge Skills for Fluency
A) Speaking (Levels 1-4 Audio Cassettes/Handbooks)
B) Listening (Levels 1-4 Audio Cassettes/Handbooks)
Cambridge University Press 1998
2) Mark Hancock: English Pronunciation in Use 4 Audio Cassettes/CD'S, OUP 2004