

SYLLABUS

Program	MCA	Regulation	SU-MCA-R24
Subject Code	24EN501	Year & Semester	I Year I Semester
Title of the Subject	PROFESSIONAL COMMUNICATION LAB		

Lecture	3 hrs/week	Continuous Assessment	40
Tutorial	-	Summative Assessment	60
Practical	3P	Credits	3.5

Course Outcomes	By the end of the course, the student will be able to											Cog. Levels	
	CO1	Relate and recall the verbal and nonverbal processes of Communication.											K1
	CO2	Demonstrate active listening skills and acquire the traits of a good listener.											K2
	CO3	Apply English speaking skills to deliver effective presentations.											K3
	CO4	Appraise reading techniques like skimming and scanning to enhance employability skills.											K4
	CO5	Assess writing techniques like outlining and clustering to enhance employability skills.											K5
Contribution of Course Outcomes towards achievement of Program Outcomes (L-Low, M-Medium, H- High)		PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
	CO1	M						M		H		M	
	CO2	M						M		H			
	CO3	M					M	M		H		M	
	CO4	M						M		H			
	CO5	M						M		H			

1) Listening Comprehension Introduction – Strategies for Effective Listening – Types of Listening (Discriminative, Comprehensive, Evaluative, and Appreciative) – Improving Listening Comprehension (Note-taking and Summarizing) – Overcoming Distractions and Misunderstandings – Practice Activities. (3 Hours)

2) Phonetics: Introduction – Articulatory Phonetics (The Sounds of Speech Production) – Phonological Concepts (Sound Patterns and Rules) – Practical Applications. (3 Hours)

3) Conversation Starters - Introducing Self and others: Icebreakers – Introducing Yourself – Introducing Others – Accepting – Declining – Agreeing – Disagreeing – Seeking Clarification – Seeking Permission – Expressing Interest – Offering Help. (3 Hours)

4) Just A Minute

Introduction – Rules of the Game (No Hesitation, No Deviation, No Repetition) – Strategies for Success –Benefits of JAM – Common Challenges – Practice Sessions. (3 Hours)

5) Situational Dialogues & Role Plays

Introduction – Benefits – Planning and Structuring a Role Play – Everyday Scenarios – Tips for Effective Role Playing – Role Play Practice. (3 Hours)

6) Reading Comprehension

Understanding Reading Comprehension – Strategies for Effective Reading – Types of Reading Comprehension Questions – Improving Vocabulary and Context Clues – Practice Exercises – Techniques to Master. (3 Hours)

7) Vocabulary

Vocabulary Building – Exploring Prefixes – Discovering Suffixes – Uncovering Roots – Selected Word List (500 Essential Words for Vocabulary Development) – Practical Application. (3 Hours)

8) Grammar

Introduction to Grammar Essentials – Understanding Tenses – Mastering Articles – Navigating Prepositions – Practice Exercises – Tips for Improving Grammar Skills. (3 Hours)

9) Describing People, Places, Objects and Events

Introduction to Descriptive Language – Describing People – Describing Places – Describing Objects–Describing Events–Practice Activities. (3 Hours)

10) Poster Presentation

Introduction – Designing an Effective Poster – Content Development – Presenting Information Visually – Effective Delivery – Tips for Engaging Your Audience. (3 Hours)

11) Letter Writing

Introduction – Structure of a Letter – Types of Letters – Writing Techniques – Addressing Envelopes–Practice Activities. (3 Hours)

12) Email Writing

Introduction – Parts of an Email – Tone, Style and Language – Email Etiquette – Dos and Don'ts of Professional Email Communication – Organizing Inbox and Responding Promptly – Practice Activities. (3 Hours)

Learning Resources

Text Book:

Text Book: Communicative English Lab Manual

References:

- 1) D. Sudha Rani. (2011). *A Manual for English Language Laboratories*. Pearson, Noida,
- 2) Nira Konar. (2011). *English Language Laboratories*. PHI Learning Private Limited, New Delhi

Web Resource:

English Language Communication Skills Lab Software:

- 1) Walden
- 2) Softx
- 3) Visionet Spears Digital Language Lab software Advance Pro
- 4) ODll Language Learner's Software, Orell Techno Systems