

## **Language and communication skills**

In BBSBEC, Personality development Programs are included additionally in curriculum of students so as to give them overall personality development and improvement of language and communication skills. Main objective of this program is to inculcate the interpersonal skills among students.

### **Language Laboratory**

The Department of Applied Sciences of BBSBEC has a modern Language Laboratory with state-of-the-art audio-visual to aid in imparting language skills. The language laboratory was earlier equipped with software, Renet Digital Language Interface in 2008. Now from 2015 onwards Language Laboratory has a software integrated with information technology techniques by Globarena Technologies (which is an OFFICIAL VENDOR FOR Conducting NASSCOM Assessment of Competence (NAC)). It imparts high standards in language teaching and learning. With proven teaching methodologies and an array of comprehensive study materials, this multimedia language lab system offers exclusive, result-oriented and reliable means to enrich language skills of students. This flexible and interactive language learning software not only makes students comfortable with English Language but also makes it fun and quick to learn. It has been designed to enhance students' language skills, communication skills, vocabulary, listening skills and pronunciation. UGC, AICTE and other organizations also have strongly recommended enhancement of English Language skills amongst students for better career prospects. The course content of the English Lab has been developed keeping into mind the standard of Indian students and the industry requirements. The Laboratory is effectively utilized by students and faculty members for various self-enhancement and soft skill development activities. The students are guided and trained as per the curriculum of the affiliating University curriculum, besides it, the senior students also visit Language lab to cater to their needs of career enhancement. The lab proves beneficial for those students who are poor in use of English language. Students from rural areas who are generally weak in English can have sufficient ear training in the language lab. It aims at confidence-building among students for interactions and

presentations in English. The basic purpose of the lab is to provide students a platform to enhance English language skills, communication skills and to practice soft skills.

The main objectives of the Language Laboratory are:

1. To equip the students with good communication skills.
2. To emphasize the need of English in the technical world.
3. To prepare them for interviews and future job environments.
4. To train the students in the art of conversation and discussion.

**Details of language laboratory:**

Laboratory Location: 2<sup>nd</sup> Floor

Digital Language Laboratory In charge :( Globarena Technologies Private Limited, Hyderabad, Software ([www.globarena.com](http://www.globarena.com)) Prof. Mohinderpal Kaur Rekhi

Communication Skills Laboratory In charge: Prof. Vandana Sharma

Laboratory Assistant: Mr. Jasbir Singh

Area: 1500 sq feet

Stations: One Teacher Station and Twenty Student Stations

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**English Lab** is a fully computerized client server application that is run in LAN. It has an easy to use console displayed on the desktop of the server to facilitate the faculty to conduct the course. Students access the courseware through client systems. The software has two set ups:

1. English language Lab
2. Career Language lab

Following English language and communication skills related laboratory sessions can be conducted here:

1. Grammar of English Language: Practice and Exercises
2. Vocabulary Building Skills
3. Active Listening Skills
4. Introduction to Phonetic Sounds
5. Reading Comprehension
6. Business Letter Writing
7. Oral Presentations (Self Introduction, Extempore, Public Speech, Formal Presentation, Use of AV Aids, etc.)
8. Group Discussion (Unstructured & Structured )
9. Mastering Presentation Tools (Microsoft Word & Power Point)
10. Preparation of & Appearing for the Interview
11. Situational Conversations

Understanding Importance of Body Language **Communication Skills** section is a comprehensive language development program covering reading, writing, basic vocabulary, and grammar.

**Listening Skills** section gives the students a thorough grounding in many aspects of listening and listening comprehension. This enhances students listening Skills

**Vocabulary module** trains students in essential vocabulary in an easy and fun way. Students need not learn words by rote anymore. A unique methodology is used to ensure that students

learn words and retain them. This 2000 word vocabulary builder would be of special interest to students preparing for GRE.

**Phonetics trains** the students in English sounds, pronunciation, stress, intonation, etc. It covers Vowels, Consonants, Diphthongs, Inflections, Intonation, stress pattern and rhythm, Ear training, Common errors in English, Correct pronunciation, and Phonetic symbols.



## CAREER LAB

In today's competitive environment, besides sound domain knowledge, career skills, communication skills, soft skills, and basic computer skills are most sought after by employers in a prospective employee. Besides enhancing employability and career prospects of students, these skills are essential in day-to-day life. Career Lab is designed to impart crucial career skills to students to make them confident and successful in career, academics and in life.

### Contents

Career Lab (CL Client)

Report Writing

Letter Writing

Resume

Presentation

Oral Presentation

Time Management

Assertiveness

Psychometric

Creative Thinking

Stress Management

G.D

Listening Comprehension	Fundamental skills	Comm. Skills	Vocabulary	Phonetics	Conversation
Listening for main Ideas	Comprehension Exercises	Reading	Learn	Voice	Listening
Listening-pre Listening activities	Drag and Drop	Writing	Reinforce	Recording	Role Plays
Listening and sequencing	Missing Words	Grammar	Play	Intonation	
Listening and typing		Vocabulary	Library	Ear Training	
Listening for details			tools	Diphthongs	

### **The general Layout of Language Laboratory**

We live in a multilingual as well as in a multicultural world, which is getting smaller to the size of a village as a result of the expansion of science and technology. It has a considerable role in

improving listening skill by obtaining a sensibility to the sounds and rhythm of a language. The focal features of a language lab are the following:

**Evaluate:** Students can listen to their pronunciation and do a review evaluation to measure their advancement as well as evaluate their language with that of the teacher.

**Listen:** Absorbing language skills faultlessly by listening to the normal pronunciation.

**Monitor & Guide:** The teacher can supervise each student separately without disturbing other students and direct him/her directly.

**Respond:** Repeating the lessons and having them evaluated by the teacher.

### **Advantages of Language Lab**

Using a language lab has many benefits:

#### **Gets into deeper side of language**

This application gets into deeper side of language rather than covering its outer layer, which are mostly seen in the year old teaching practices. The practical sessions provide the chance for understanding the clear concept regarding right pronunciation, different accent and other aspects of language learning too.

#### **Language lab allows for diversity in the classroom**

Language laboratory provides teacher attention to students, especially in the case of different levels of students as language lab is tailored to the individual needs of students. On the other hand, thanks to monitoring and evaluation in real time, the teacher knows exactly what course objectives pose major difficulties for the student time and can reinforce the class accordingly.

#### **A language lab is practical**

Language lab provides practice in an entertaining in an interactive way to acquire the 4 main language skills: listening, speaking, reading, and writing. Students learn more comprehensively through a language lab.

### **Students learn much faster in the language lab**

Language labs' interactive courses help students learn much faster than in a regular classroom setting. The methodology of the classroom language network uses a progressive model to promote natural learning, where students learn the different concepts of language in an intuitive way.

### **The teacher takes on a more important role in the language lab**

The language lab provides supplementary materials that only facilitate the role of the instructor rather than compete with it. The teacher can then focus on the important parts of the course rather than waste time explaining everything. The structure of the language lab courses also facilitate the work teacher puts in when preparing lessons and allows them to prepare them in less time and with a greater volume of interactive resources.

### **Labs foster communication in the classroom**

Language lab also encourages communication: student-teacher as well as student-student with activities and exercises essential to oral communication and the understanding of the language. The lab includes tools for creating groups, host conversations via chat, promote messages on the board, access to a community of students who are also studying the same language, etc. Since language learning in laboratory can be done privately and at their own pace, students who are shy or quite slow in learning the language, become more confident.

### **Learning the language without a time constraint.**

It gives different and rare experience for the user to hear the English Language distinctly and precisely. While using the language lab the students get the advantage of listening and learning the language without a time constraint. They could come to lab during their free lectures as per their convenience.

### **Assess and improve the speech in English through the self help features.**

Another advantage of the language lab is that it helps one to assess and improve the speech in English through the self help features. These features include model pronunciation of words, also the students can use it in record and playback mode that counterpart the user in self assessment. The best part of the laboratory is that it gives the users the freedom to learn the language according to their convenience without an instructor.

### **Allows learners to pronounce certain words correctly**

It allows learners to pronounce certain words correctly. Small details like accent, stress and blending of words can also be corrected. Kids and adults suffering from speech disorders can also use the laboratory to minimize the problems. Not only primary students can learn from this laboratory. It is also designed for junior and senior executives who wish to improve their speaking proficiency.

### **Auditory Oriented:**

The direct sound transmission gives step by step guidance from the teacher to the heads of the students with crystal clear clarity. The Lab software is more attention enthralling for the students, where they are engaged with individual systems.

### **Comprehensive quickly:**

The Lab increases the pace of comprehension as students coaching are purely based on the level of study. The Lab regulates the language through the different thoughts created in the mind of the students.

**Effective learning, Focus Veracity:** By using text, audio and video can easily be integrated with actuality in every day situations. The lab provides to learn the foreign language practice in a focused setting that eliminates the feelings of self-consciousness.



**Have the self evaluation:**

The students can do a periodical self evaluation to measure the progress as well as evaluate his/her language with that of the expert. The students can record their own voice and play back the recordings, interact with the each other and the teacher, and store the results. The automated learning environment removes one's fear and creates a happy learning situation. Learn the need: The lab fulfills the need of the learner that is learning the language skills in an effective way.

**Listening skills are primary in becoming fluent.**

It helps to develop listening skills, allowing the students to focus on the spoken word and therefore enhancing their ability to repeat and understand the spoken language.

**Provide Individualistic Learning**

The ability of each student to speak at the same time and yet be audibly isolated from each other allows efficient use of time and a higher degree of practice and learning. All of the students can practice simultaneously (rather than one at a time) thus increasing the student's actual practice and fluency.

**Conclusion**

The language laboratory provides a facility which allows the student to listen to model pronunciation, repeat and record the same, listen to their performance and compare with the model, and do self-assessment. Since the language laboratory gives every learner of any language freedom to learn as per their free time schedule, it is flexible and does not necessarily require a teacher all the time. At the same time, it is possible for teachers to provide assistance individually and collectively. The language laboratory allows every participant his or her privacy to speak and listen.