

Tecnia Institute of Advanced Studies				
Grade "A" Institute				
Language Lab				
Calendar of Language Lab (Communication Skills) AY 23-24				
BBA, BCA, BAJMC, MBA, MCA				
Session	Activity	Learning Outcome	Theory / Lab	Credit-2 Resource Software
Session 1	Introduction	Introduction to Language Lab? Use of Language in a Professional World?	Theory	
Session 2	Phonetics	How to use Phonetics in a right manner; -Vowels, -Consonants and -Noun	Theory	-
Session 3	Introduction To Language Lab Software	How to Login the software? Describing Features and how to use and take practice test for the modules.	Lab	Software-EWL
Session 4	English Language Skills- Listening	Importance of Listening Skills; How to deal with accents and dialects; Listening and understanding speeches, conversations and presentations.	Theory	-
Session 5	English Language Skills- Listening- Lab	How to start Listening and practicing content? Role Play with students and making them understand how greet and meet people for the first time?	Lab	Software-EWL
Session 6	Ice Breaking Activity	Ice Breaking Activity and JAM Session Articles, Prepositions, Word Formation-Prefixes & suffixes	Theory	-
Session 7	Extempore	Public Speaking Active and Passive Voice, Common Errors in English, Idioms and Phrases.	Theory	-
Session 8	English Language Skills- Speech Sounds	Helping in pronunciation of Sounds; Using Accurate Grammar, Pronunciation.	Theory	-
Session 9	English Language Skills- Speech Sounds	Helping in pronunciation of Sounds; Using Accurate Grammar, Pronunciation.	Lab	Software-EWL
Session 10	English Language Skills- Speaking Skills	Developing Oral Communications Skills; Use of proper tenses in corporate communications; How to imply the words while speaking.	Theory & Lab	Software-EWL
Session 11	English Language Skills- Writing	Developing Oral Communications Skills; Use of proper tenses in corporate communications; How to imply the words while writing.	Theory	Software-EWL
Session 12	English Language Skills- Writing	Developing Oral Communications Skills; Use of proper tenses in corporate communications; How to imply the words while writing.	Lab	Software-EWL
Session 13	Mock Test			
Session 14	Mock Test			
Session 15	Mock Test			
Session 16	Self Introduction & Interview Tips	How to Introduce and answer questions; Identify your Strengths and Weaknesses.	Theory	
Session 17	Effective Communication Skills	In this section students will learn effective communication skills and how he/she will enhance the communications and improve its overall personality.	Theory	

Session 18	Effective Communication Skills	In this section students will learn effective communication skills and how he/she will enhance the communications and improve its overall personality.	Lab	Software-EWL
Session 19	Email etiquette	How to draft Emails; Use of Subject, CC, Bcc; Keeping Subject and content intact and clearing the stance.	Theory	
Session 20	Email etiquette	How to draft Emails; Use of Subject, CC, Bcc; Keeping Subject and content intact and clearing the stance.	Lab	Software-EWL
Session 21	Public Presentation Skills	Rules for Presentation (Greetings- Good Morning....; Introduction on Topic; Open for Questions & Answers; How to address using Visuals.	Theory	
Session 22	Public Presentation Skills	Rules for Presentation (Greetings- Good Morning....; Introduction on Topic; Open for Questions & Answers; How to address using Visuals.	Lab	Software-EWL
Session 23	Information Transfer	Oral Presentation Skills Reading Comprehension and Job Application with Resume Preparation	Theory	
Session 24	Information Transfer	Oral Presentation Skills Reading Comprehension and Job Application with Resume Preparation	Theory	
Session 25	Listening Comprehension	Objective is to outlay listening capabilities	Theory	
Session 26	Listening Comprehension	Objective is to outlay listening capabilities	Lab	Software-EWL
Session 27	Mock Test			
Session 28	Mock Test			
Session 29	Mock Test			
Session 30	Mock Test			