



Communication Skills Lab & ICT /Computing skills

OBJECTIVES :

- ❖ To enable students speak effectively in formal and informal situations.
- ❖ To equip the students with a wide range of vocabulary, so as to enable them use language more effectively.
- ❖ To understand the strategies of the interviewers to facilitate better responses during the 'Placement' interviews.
- ❖ To understand the characteristics of successful group discussions.
- ❖ To identify areas of evaluation in GDs conducted by organizations as part of the selection procedure.
- ❖ To equip students with pre-presentation steps, to understand the structure of a good presentation, and devise various techniques for delivering a successful presentation
- ❖ To help students overcome stage fear and tackle questions
- ❖ To enable the students to become global citizens
- ❖ To identify school teachers' perceptions in implementing ICT tools in teaching and learning in classroom.
- ❖ To determine the challenges of using ICT tools in teaching and learning in the classroom among school teachers.
- ❖ To identify that to what extent do teachers use ICT tools in teaching and learning in the classroom.

GENERAL RULES AND REGULATIONS:

1. **Attendance:** 100% attendance is compulsory in all the labs. Students will not be allowed to take the final lab exam if they fail to put in required attendance.
2. **Punctuality:** Punctuality is also considered in terms of submission of assignments and writing the records.
3. **Academics:** Every student needs to score a minimum of 50% of marks in all the assignments and lab internal exams, failing which he will not be allowed to take the final lab exam.
4. **Lab record carries 5 marks.** So every student needs to submit lab record regularly every week after completing the required tasks. Unless they complete 80% of the record work they will not be allowed to take Lab Internal exam.

Mode of Teaching

Three modes of instruction are employed in the Lab a. Theoretical inputs b. Practice c. Exercises For each of the topics, the faculty first gives theoretical inputs followed by an activity /experiment and exercises.

Theoretical inputs :

Theoretical inputs deal with theory involved related to the topic such as definition, description, analysis, conclusions and suggestions. It also deals with the relevance of the topic related to higher education or placements. This is the foundation to the topic which is like the launch pad to take off.

Practice :

During practice session, students are given examples followed by experiment where they go through the process and gain confidence. As students practice the given topic they understand the nuances and are in a position to gauge themselves whether they are moving in the right direction or not. Peer feedback and Teacher's feedback further strengthens the student's knowledge on the given topic.



SREE SOWDAMBIKACOLLEGE OF ENGINEERING

ichi-626134, Aruppukottai, Virudhunagar District

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

A. English Language Lab

1. Listening Comprehension:

Listening and typing – Listening and sequencing of sentences – Filling in the blanks - Listening and answering questions.

2. Reading Comprehension:

Filling in the blanks - Close exercises – Vocabulary building - Reading and answering questions.

3. Speaking:

Phonetics: Intonation – Ear training - Correct Pronunciation – Sound recognition exercises – Common Errors in English. Conversations: Face to Face Conversation – Telephone conversation – Role play activities (Students take on roles and engage in conversation)

B. Discussion of audio-visual materials (6 periods)

(Samples are available to learn and practice)

1. Resume / Report Preparation / Letter Writing

Structuring the resume / report - Letter writing / Email Communication - Samples

2. Presentation skills:

Elements of effective presentation – Structure of presentation - Presentation tools – Voice Modulation – Audience analysis - Body language – Video samples

3. Soft Skills:

Time management – Articulateness – Assertiveness – Psychometrics – Innovation and Creativity - Stress Management & Poise - Video Samples

4. Group Discussion:

Why is GD part of selection process ? - Structure of GD – Moderator – led and other GDs - Strategies in GD – Team work - Body Language - Mock GD -Video samples

5. Interview Skills:

Kinds of interviews – Required Key Skills – Corporate culture – Mock interviews Video samples.

1. Resume / Report Preparation / Letter writing: Students prepare their own resume and report.

2. Presentation Skills: Students make presentations on given topics.

3. Group Discussion: Students participate in group discussions.

4. Interview Skills: Students participate in Mock Interviews

ICT COMPUTING SKILLS :

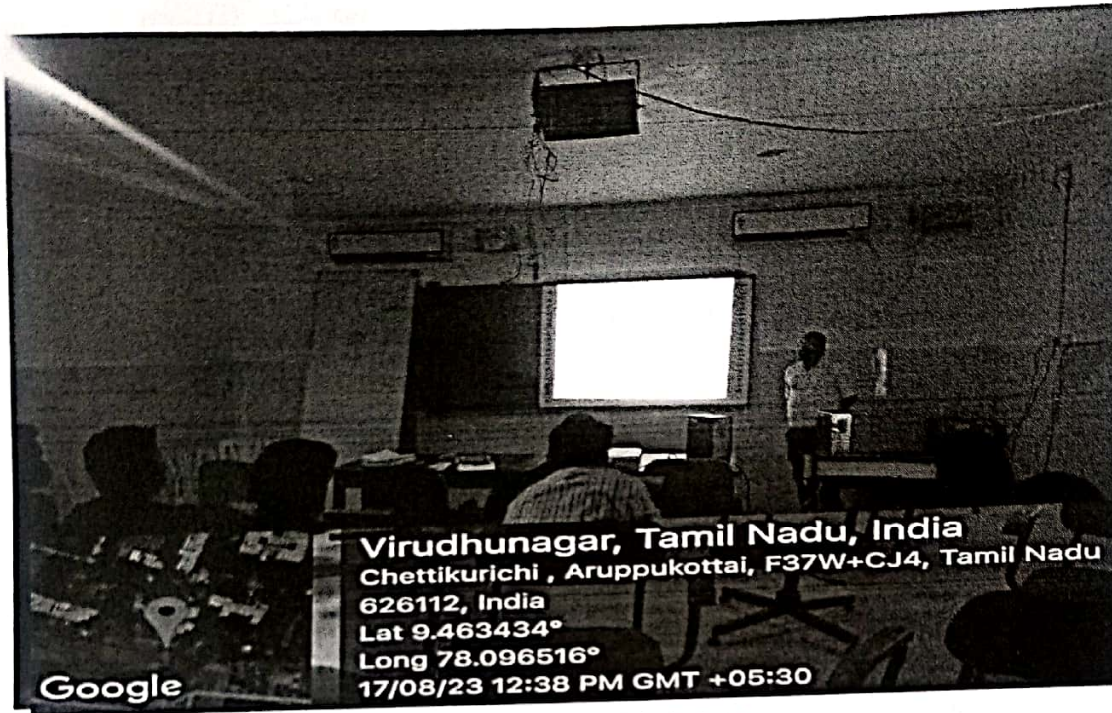
The Institution provides the facilities for ICT class room in which various faculties are conducting the class so that it is becoming easy for the faculties to educate the students by showing various images, class. It facilitates the students to easily understand the subjects and as well as acquiring the depth knowledge on the subject. The classrooms are equipped with LCD projectors and AV system. Multiple platforms like Zoom, Google meet, Google classroom have been used by teachers at the institute to communicate and to impart knowledge to the students. The ICT enabled lab is a multipurpose laboratory and collaborative workspace


PRINCIPAL
SREE SOWDAMBIKACOLLEGE OF ENGINEERING
SREE SOWDAMBIKACOLLEGE OF ENGINEERING
CHETTIKURICHI - 626 134, ARUPPUKOTTAI

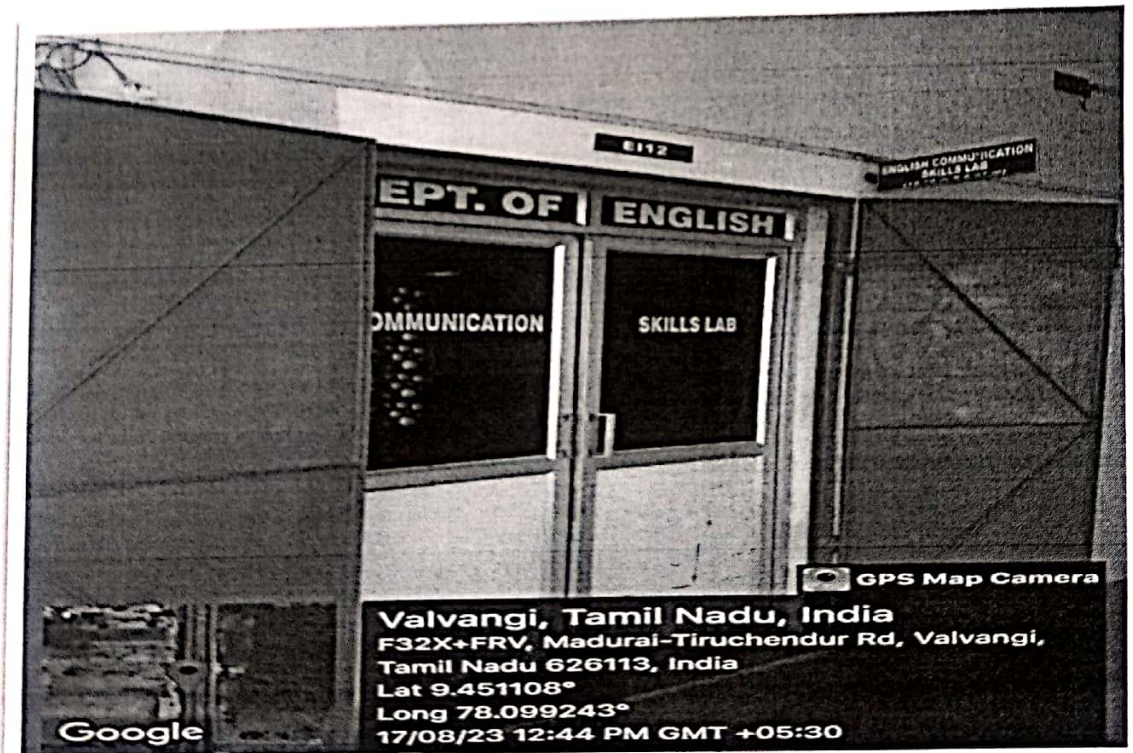


SREE SOWDAMBIKACOLLEGE OF ENGINEERING
Chetti-626134, Aruppukottai, Virudhunagar District
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

where we focus on developing the digital skills of our students through basic computer literacy. To make sure that the the students are equipped with right digital skills every year has a predefined ICT programs.



ICT/COMPUTING LAB



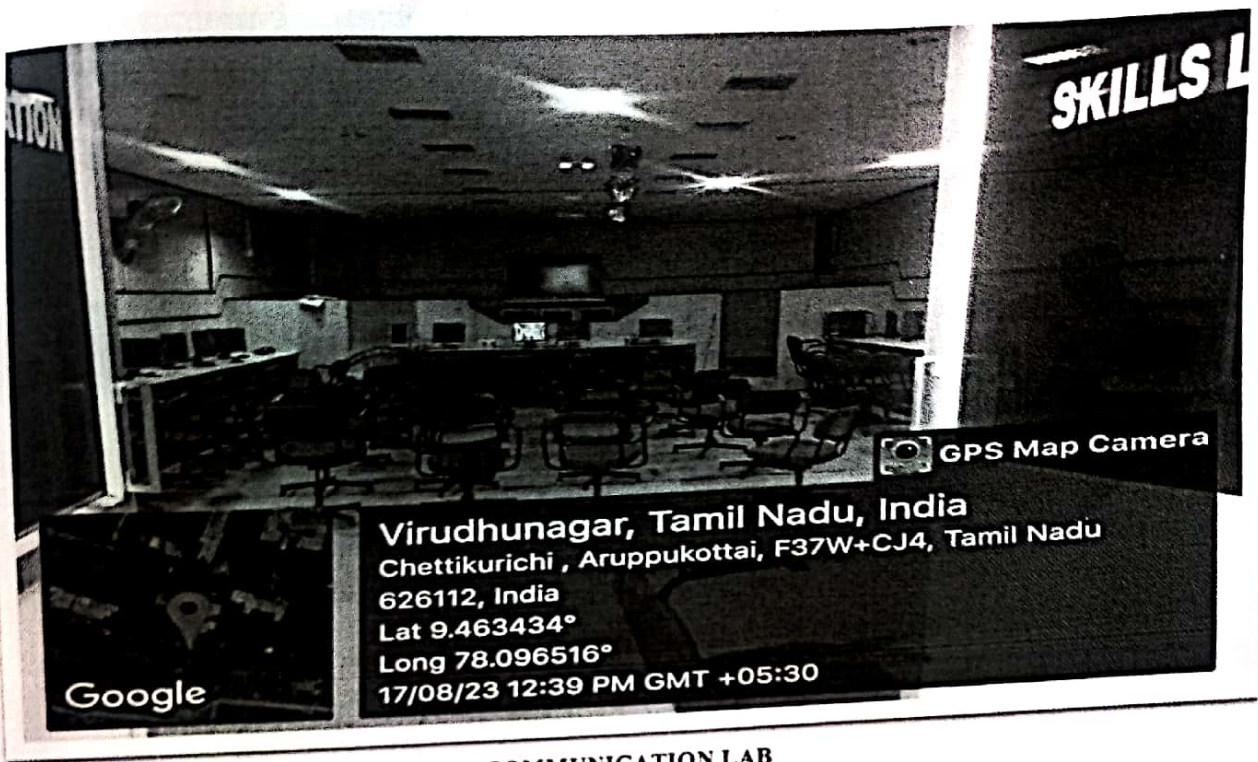
SOFT SKILLS AND COMMUNICATION SKILLS LAB

PRINCIPAL
SREE SOWDAMBIKA COLLEGE OF ENG
CHETTIKURICHI - 626 134, ARUPPUKOTTAI

SREE SOWDAMBIKACOLLEGE OF ENGINEERING

Chettikurichi-626134, Aruppukottai, Virudhunagar District

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)



COMMUNICATION LAB

PRINCIPAL
SREE SOWDAMBIKA COLLEGE OF ENGG
CHETTICKURICHI - 626134, ARUPPUKOTTAI.