



BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
Mangalpally (Village), Ibrahimpatnam (Mandal), RangaReddy District-501510.

CRITERION 5 – STUDENTS SUPPORT AND PROGRESSION

5.1.3 – CAPACITY BUILDING AND SKILLS ENHANCEMENT INITIATIVES

LANGUAGE LAB

S.No	Training Module	Trainer Name	Date	Venue	Number of Participants
1.	Conversational Skills (Pronunciation and correct usage of words)	Mrs. Batool, Mrs. Zehra Tahir, Ms. Priya Minz, Mrs.Arpita & Ms. Priyadarshni	10-06-2019 to 6-7-2019	NA Block (301, 308, 313, 317)	268
2.	Oral and Contextual Communication	Mrs. Batool, Mrs. Zehra Tahir, Ms. Priya Minz, Mrs.Arpita & Ms. Priyadarshni	10-06-2019 to 6-7-2019	NA Block (301, 308, 313, 317)	268
3.	Sentence Construction, Grammar, Vocabulary, Idioms and Phrases	Mrs. Batool, Mrs. Zehra Tahir, Ms. Priya Minz, Mrs.Arpita & Ms. Priyadarshni	10-06-2019 to 6-7-2019	NA Block (301, 308, 313, 317)	268




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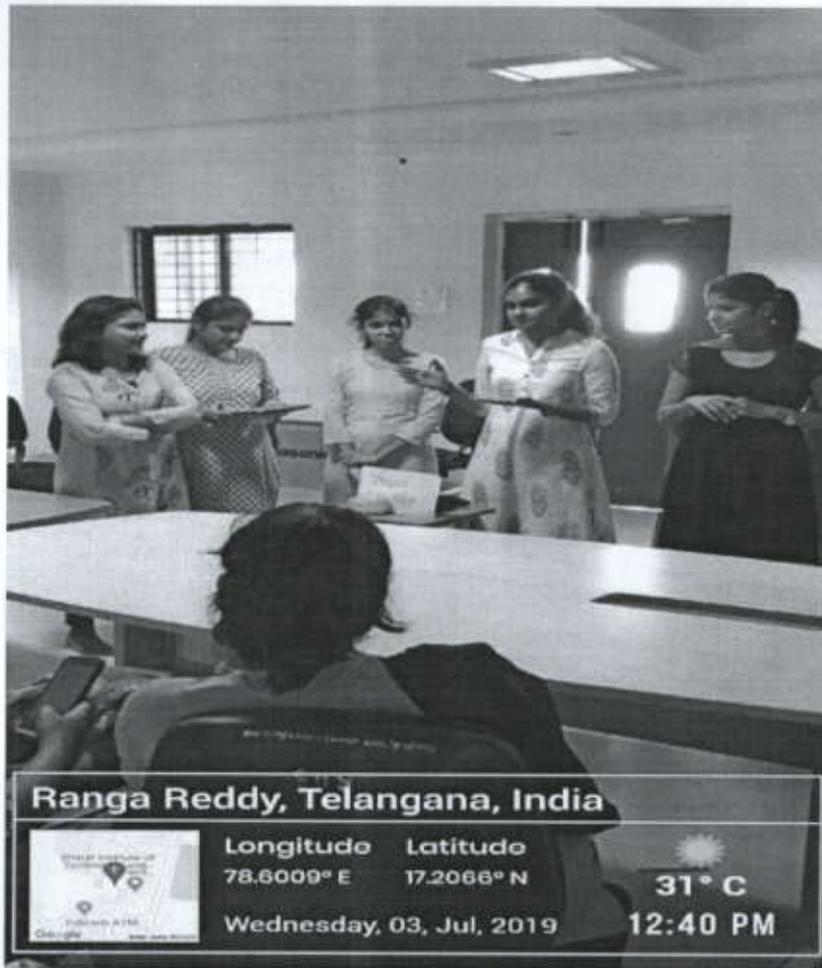
SOFT SKILLS

SOFT SKILLS LANGUAGE LAB (CONVERSATIONAL SKILLS)

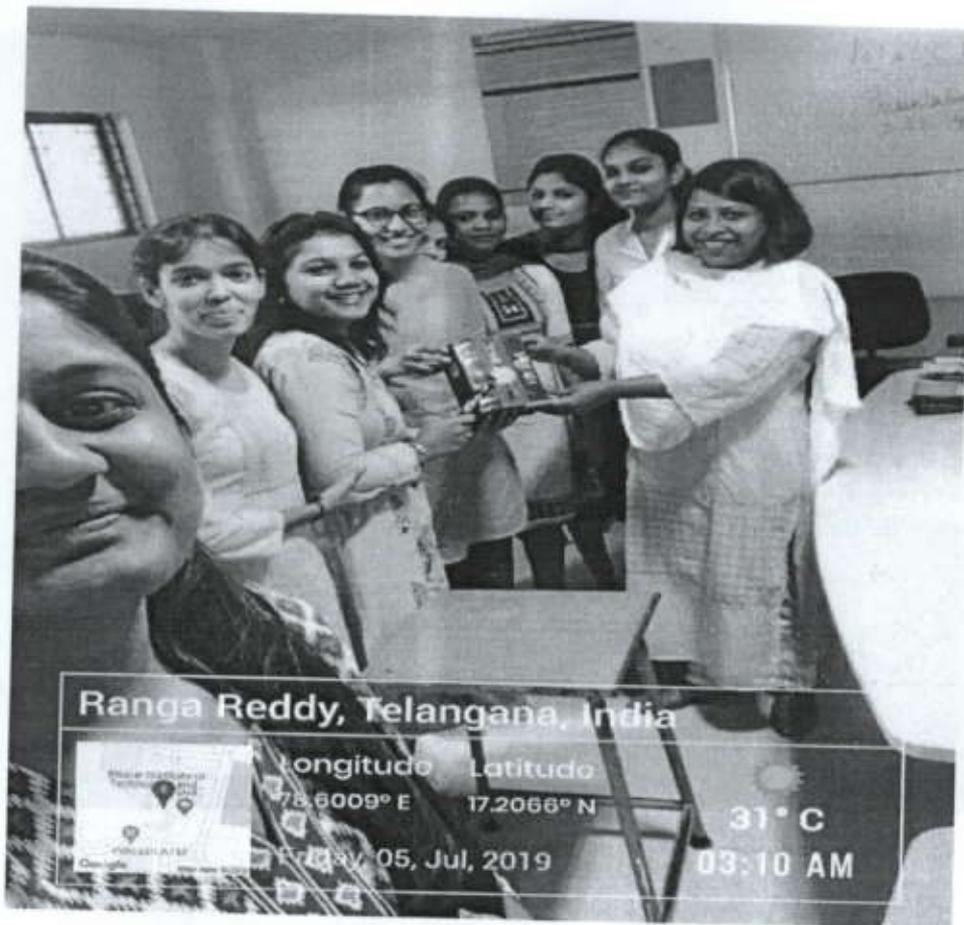
Number of Students Benefitted – 268

Place of Conduct – *BIET, Hyderabad.*

Finishing School of BIET conducted a training session on **CONVERSATIONAL SKILLS** for all year students.



On the spot description by group



Awarding the Best group



Lecture on correct usage of words



STUDENTS PREPARING FOR DEBATE




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CRITERION 5 – CAPACITY BUILDING AND SKILLS ENHANCEMENT INITIATIVES

SOFT SKILLS

SOFT SKILLS LANGUAGE LAB (ORAL AND CONTEXTUAL COMMUNICATION)

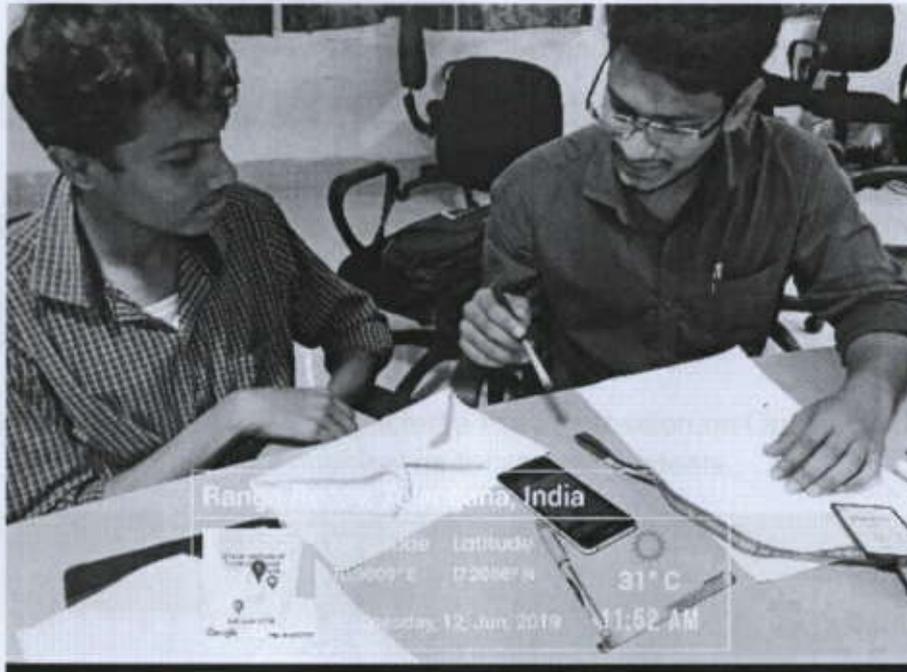
Number of Students Benefitted – 268

Place of Conduct – BIET, Hyderabad.

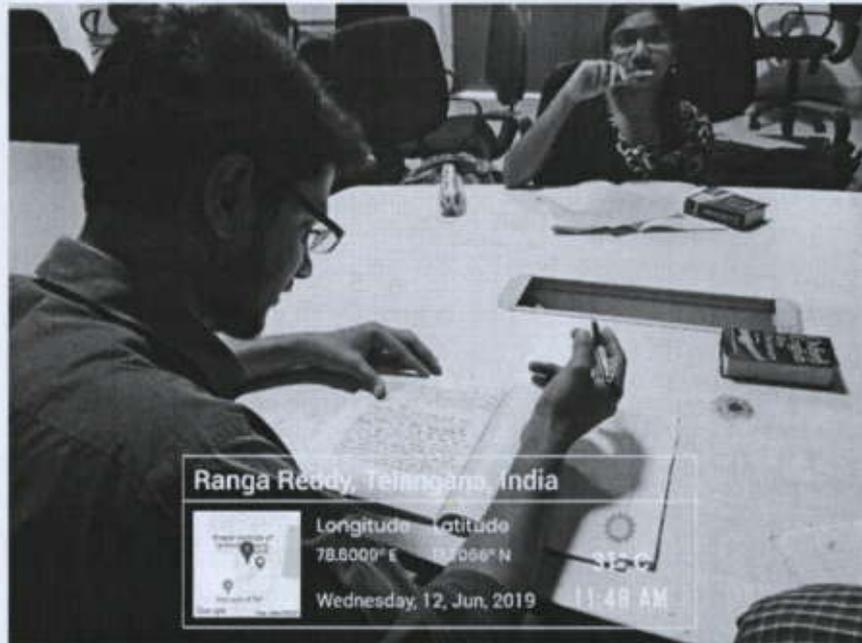
Finishing School of BIET conducted a training session on Oral and Contextual communication for all year students.



In Class classification



TEAM WORK FOR AN ELOCUTION



ESSAY WRITING IN THE TOPIC OF THEIR OWN



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CRITERION 5 – CAPACITY BUILDING AND SKILLS ENHANCEMENT INITIATIVES

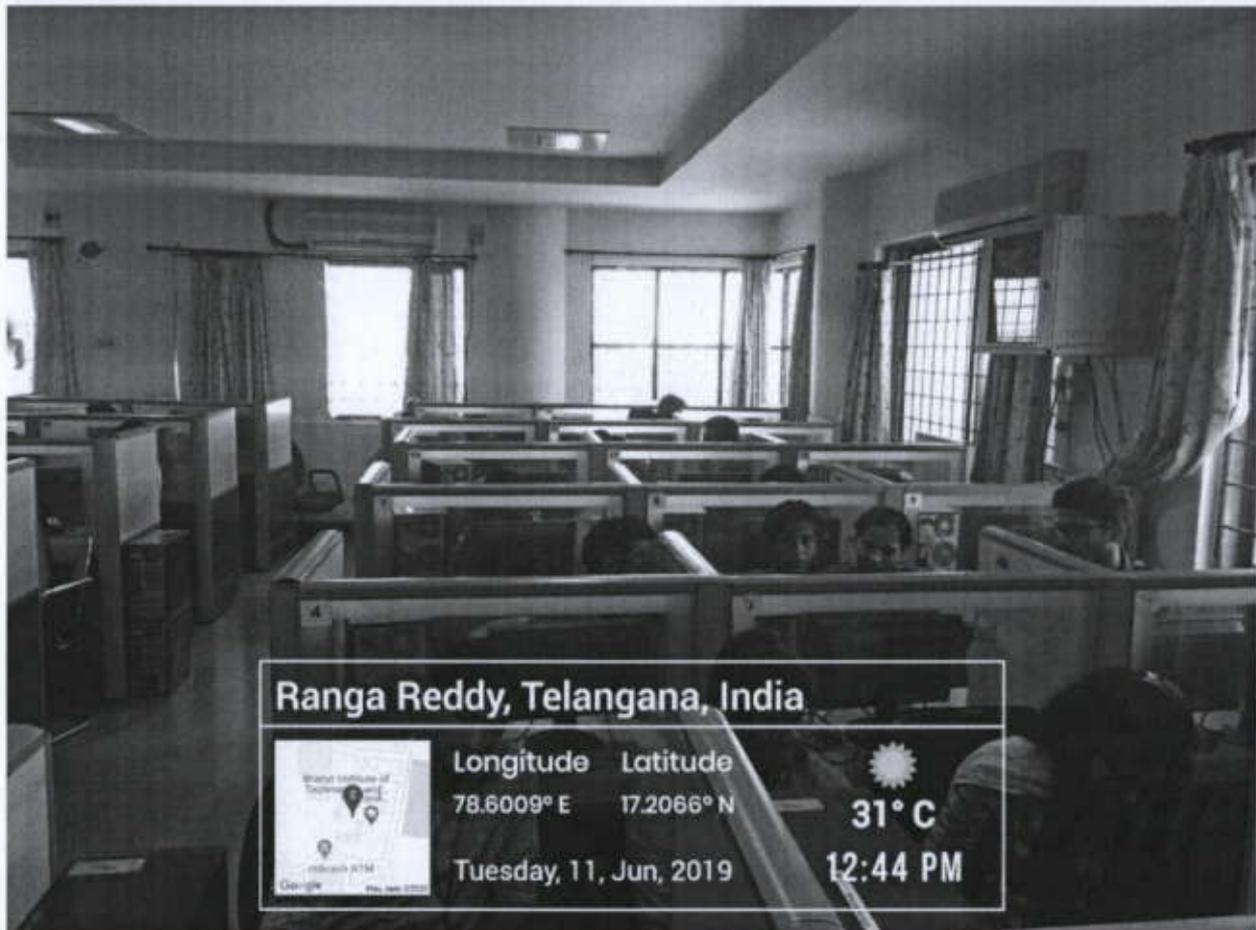
SOFT SKILLS

SOFT SKILLS LANGUAGE LAB (SENTENCE CONSTRUCTION)

Number of Students Benefitted – 268

Place of Conduct – *BIET, Hyderabad.*

Finishing School of BIET conducted a training session on Sentence construction and Vocabulary for all year students.



Students utilizing the Language lab



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DEPARTMENT OF SCIENCES & HUMANITIES

Action plan of *COMMUNICATION SKILL* SUMMER TRAINING PROGRAMME

AIM: The training strives to identify the errors in communication by monitoring the student's error and assisting the m to remediate with improved vocabulary, grammar & sentences for impactful presentations in future pursuits.

This programme promotes empowerment on Communication and Leadership skills of the B.Tech 2nd & 3rd year students. There are 13 different sessions compiling CSE, IT, EEE, CIVIL, MECH and ECE departments. So as to enrich the skills of the student's knowledge in English, Our team (the staff from the department of English) has planned to take-up classes promoting the communication studies, foster critical thoughts on modern communication topics and assist students with their speaking skills.

- ❖ Students will be trained with LSRW skills with innovative activities and experiments with language.
- ❖ On the basis of their grabbing performance, they will be trained according to their needs and speed of learning.
- ❖ Staff will be given with the curriculum planning that has to be followed in the classes.
- ❖ Separate register will be maintained for the communication skill classes.
- ❖ Every Saturday has been planned as communication day. On this day between 3.10pm- 4.00pm competitions will be conducted on regular basis of this month.
- ❖ We have planned to conduct competitions for the students

List of the Competitions as follows:

- ✓ Debate
- ✓ Elocution
- ✓ Jam session
- ✓ Short Story writing
- ✓ Poetry Writing
- ✓ Book Battle
- ✓ Vocabulary hunt



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S.No	Topics
1.	Conversational skills (pronunciation/correct usage of words)
2.	Non-verbal communication (postures, gestures)
3.	Interview skills (mock interview/problem solving task)
4.	Oral / Contextual Communication
5.	Modes for improving writing skills(sentence construction/grammar/vocabulary/idioms& phrases/punctuation)

Learning outcomes by the end of this program, participants will be able, to communicate more effectively and efficiently by:

- i. Listening, and responding with an open mind in a more effective way.
- ii. Using appropriate communication methods.
- iii. Minimizing communication barriers.
- iv. Using verbal and non-verbal messages appropriately.
- v. Relating and networking with others at work.
- vi. Giving and receiving instruction correctly.
- vii. Maintaining a working relationship with students..
- viii. Use of two-way communication feedback.

Department of English

11/5/19



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SUMMER TRAINING ON COMMUNICATION SKILLS
INDIVIDUAL TIME TABLE

Mrs.Zehra Tahir			
	9.20- 10.15	11.15-12.30	1.15-2.20
Monday	4 CIVIL (313)		2CIVIL(317)
Tuesday	3EEE(308)	2CIVIL(317)	
Wednesday	3EEE(317)		3 CSE /IT (317)
Thursday	3EEE(301)		
Friday		2CIVIL(301)	
Saturday	4 CIVIL (301)		

Ms.Priya Minz			
	9.20- 10.15	11.15-12.30	1.15-2.20
Monday	4ECE (301) - 9.30- 10.30		3 CSE /IT (317)
Tuesday	2 EEE(301)		3 CSE /IT (317)
Wednesday	4 ECE (301) - 9.30- 10.30		
Thursday	2 EEE (301)		4 CIVIL (313)
Friday	4 ECE (301) - 9.30- 10.30		
Saturday	3 MECH (308)		

Mrs.Arпита			
	9.20- 10.15	11.15-12.30	1.40-3.00
Monday			4 EEE- 9.20-11.00
Tuesday			4 EEE- 9.20-11.00
Wednesday			4 EEE- 9.20-11.00
Thursday			4 EEE- 9.20-11.00
Friday	2 EEE(317)/		4 EEE- 9.20-11.00
Saturday			4 EEE- 9.20-11.00



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The First week comprised of these learning materials and activities:

1. Paint a picture- framing an imaginary story based on the clues incited from the students- updating their vocabulary, creative skills, critical thinking skills.
2. Dictionary Vocabulary- teaching the basics of selecting words, difference between active . passive and isolated words. Guiding the young learners for selection of words.

Wrongly spelt words- common errors on campus, daily usage terms and their error identification.

The Second week comprised of these learning materials and activities:

1. Impromptu questionnaire – Group activity on preparing a questionnaire and tackling of the questions posed by the two groups for Critiquing and handling situations contextually.
2. Sentence Construction and identifying the common errors in the sentences and informing the various forms and rules of grammar applied to it.
3. Idioms and Phrases – explaining and displaying of a video to emphasize the usage of various types of idioms/phrases . and further enhancing their skill to substitute them the commonly used terminologies/words.
4. Acquainting the learners with commonly confused words and highlighting the correct usage. Various examples from the dictionary are discussed and a competition is held for pronunciation.
5. Briefing on Body Language its relevance on formal meets/occasion/presentation/ interview
6. Activity by students on identifying the correct and the erroneous body language (activity / questions)

The Third week comprised of these learning materials and activities:

1. Briefing on Interview- The questions posed- the positivity/negativity of language- how to politely decline /accept requests/ proposals
2. Key highlights of a Resume- the various sub divisions of a resume-the explanation of the various sub divisions to it- framing of the language.
3. Introduction to samples of resume

The Fourth week comprised of these learning materials and activities:

1. Synonyms, Antonyms, Suffix and prefix
2. Vocabulary Hunt- Selection of Vocabulary words and identifying their usage by writing a story and sharing with the fellow learners.
3. Key markers for introducing oneself and Do's and Don'ts of facing an interview.
4. Formal writing and conversational skills with selection of words appropriate for these situations.

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Priya Minz
8/7/19



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Communication Skills:

ECE 4th Year ATTENDANCE/MARKING FOR THE FIRST WEEK: Faculty: Priya Minz

NAME	ROLL NO	MARKS (20)
N.SIRNI	16E11A0413	A
G.SRAVYA	16E11A0415	18
T.MADHAVI	16E11A0420	A
M.ANUSHA	16E11A0402	A
S.SANDHYA RANI	16E11A0409	A
P.BHARATH SIMHA REDDY	16E11A0441	A
M.LENIN SAI	16E11A0457	17
P.SURYA PRAKASH	16E11A0470	18
A.SRIVALI	16E11A0488	A
SUDHEER KUMAR	16E11A0490	A
V.SRISHA	16E11A0494	A
T.APOORVA	16E11A0458	A
E.LIKHITHA	16E11A0466	A
C.RAMADEVI	16E11A0448	A
L.DHARANI	16E11A0450	A
G.SANITHA	16E11A0459	A
T.THUSHARA	16E11A0451	A
K.SAI PRASANNA	16E11A0473	A
Y.NIKHIL	16E11A0454	A
A.JAYA KRISHNA	16E11A0471	A
G.SHASHIDHAR REDDY	16E11A0489	A
G.SRIDHAR	16E11A0449	A
M.L.S. SAINATH	16E11A0484	A
D.ANURUDH REDDY	16E11A0491	A

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Communication Skills:

ECE 4th Year ATTENDANCE/MARKING FOR THE SECOND WEEK. Faculty: Priya Minz

REGISTER NO.	MARKS-20	REGISTER NO.	MARKS
1.16E11A0497	19	20. 16E11A0460	18
2. 4E7	19	21. 456	19
3. 4F5	17	22. 483	19
4. 4C2	18	23. 473	19
5. 4D6	18	24. 466	19
6. 4A7	17	25. 404	18
7. 4E0	18	26. H2	18
8. 4D3	19	27. F1	17
9. 4F8	18	28. lo	17
10. 4F3	16	29. G9	17
11. 403	16	30. I3	16
12. 419	16	31. E4	16
13. 106	17	32. A9	17
14. 4D9	18	33. C5	17
15. 430	17	34. 18	18
16. 436	17	35. E1	18
17. 403	17	36. A1	17
18. 4F4	19	37. B8	17
19. 487	18		

Handwritten signature and date: 8/7/19



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Communication Skills:

ECE 4th Year ATTENDANCE/MARKING FOR THE THIRD WEEK: Faculty: Priya Minz

Roll no.	Marks(20)
1. 16E11A04I0-	18
2. 16E11A04 I 3	17
3. 16E11A04G9	18
4. 16E11A04H0	17
5. 16E11A0 4A3	18
6. 16E11A0 499	18
7. 16E11A0 4 97	19
8. 16E11A0 4C2	19
9. 16E11A04 F5	18
10. 16E11A0 4E7	19
11. 16E11A0 406	17
12. 16E11A0 445	17
13. 16E11A04D9	17
14. 16E11A0403	16
15. 16E11A0 430	17
16. 16E11A0436	16
17. 16E11A04 D3	18
18. 16E11A04G5	17
19. 16E11A0 4F4	18
20. 16E11A0 4H7	17
21. 16E11A0 4I8	18
22. 16E11A04G3	17
23. 16E11A04F7	18
24. 16E11A0 4H5	18
25. 16E11A04G1	17

Priya Minz
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ECE 4th Year ATTENDANCE/MARKING FOR THE FOURTH WEEK:

Faculty: Priya Ming

NAME	ROLL NO	MARKS (20)
1. 16E11A0436	KASHI PRIYA	19
2. 16E11A0430	PRIYA SINGH	19
3. 16E11A0403	R.MEENAKSHI	19
4. 16E11A04F7	G.SANDEEP	17
5. 16E11A0H6	SUSRUTH RANN	18
6. 16E11A0F6	PANDU RANGA REDDY	16

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COMMUNICATION SKILLS

LESSON PLAN

S.No	Date	Unit	No. of Classes	Topic	Signature
1		I	1	Conversational Skills – Introduction	
2		I	1	Introducing a person	
3		I	1	Describing an object, place or festival	
4		I	2	How to make a request, complaint and apology	
5		II	1	Pronunciation – Introduction	
6		II	1	Wrongly spelt words	
7		II	1	Often Confused words	
8		II	1	Common errors	
		III		Non-Verbal Communication - Intro	
9		III	1	Gestures	
10		III	1	Postures	
11		IV	1	Interview Skills – Introduction	
12		IV	1	Self-introduction	
13		IV	2	Mock Interview Questionaire	
14		IV	1	Problem solving task in interview	
		V		Oral & Contextual Conversation	
15		V	1	Picture Description	
16		V	1	Critically Analyzing a situation	
17		V	1	Creating a short story using vocabulary	
		VI		Writing Skills	
18		VI	1	Idioms and Phrases	
19		VI	2	Phrasal Verbs	
20		VI	2	Vocabulary - Synonyms, Antonyms, Suffix & Prefix	
21		VI	1	Resume writing	
22			1	Competition	
23			1	Competition	
		Total No. Classes	26		




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SUMMER TRAINING COMMUNICATION SKILLS REPORT

NAME OF THE FACULTY: *Batool Jalma. Khaleel*

DATE	CLASS	TIME	STRENGTH	NAME OF THE WEAK STUDENTS	TOPIC
10/6/2019	CIVIL	11:15	6	17E11A0101, 102, 104, 126, 144	Conventions Skills - Introducing a person Describing an object, place or festival
11/6/2019	VIL	11:15	6	17E11A0101, 102, 104, 126, 144	Conversational Skills - Introducing a person. Describing an object, place or festival
12/6/2019					
13/6/2019	CIVIL-II CSE-II	11:15 1:30	9	No class - Std. didn't turn up 565, 512, 5E4, 5K2, 590, 593, 595, 572, 226	Introducing a person - Describing an object, place or festival
14/6/2019	CSE-III	1:30	11	5E4, 591, 5K2, 593, 5E2, 597, 572, 568, 595, 550, 228	Sentences with often Confused words
15/6/2019	CSE-III	1:30	9	595, 550, 5E4, 593, 597, 572, 5E2, 565, 16, 5K2	Creating a short story using vocabulary
17/6/2019					
18/6/2019	VIL	11:15	8	17E11A0101, 102, 104, 126, 136, 144, Shailaja, Kanthia	Short story Spelt & often confused words - Sentences format
19/6/2019					
20/6/2019	VIL	11:15	-	No class - On leave - Class adjusted with M. Shiva Raju	-
20/6/2019	CSE-III	1:30		572, 595, 573, 5E1, 597, 593, 5K2, 228, 201, 233	Idioms & Phrases on leave, class adjusted with Mr. Ming



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SUMMER TRAINING COMMUNICATION SKILLS REPORT

NAME OF THE FACULTY : T. Priya Darshini

DATE	CLASS	TIME	TOTAL STRENGTH	NAME OF THE WEAK STUDENTS	TOPIC
10/6/2019	II ECE	11:15-12:30	17		Conversational skills.
11/6/2019	II ECE CIVIL	1:15-2:30	5		Conversational skills.
12/6/2019	III ECE	11:15-12:30	2/2		Writing skills.
13/6/2019	II CSE ECE	1:15-2:30 11:15-12:30	27		Describing a person.
14/6/2019	II ECE	11:15-12:30	2		Describing a person.
15/6/2019	II ECE	11:15-12:30	—		Describing a product) —
17/6/2019	II CSE/IT	1:15-2:30	20		Writing skills - movie reviews.
18/6/2019	II ECE	11:15-12:30	14		Describing a product.
19/6/2019	E/IT	1:15-2:30	18		Body language.
20/6/2019	ECE	11:15-12:30	—		
21/6/2019	III ECE/II	11:15-12:30	2		Writing skills.
22/6/2019	II ECE	11:15-12:30	4		Often mispronounced words.
24/6/2019	II ECE	11:15-12:30	4		Non-verbal communication.
25/6/2019	II CSE/IT	1:15-2:30	30		— Activities —
26/6/2019	II ECE/II CSE/IT	1:15-2:30 11:15-12:30	20		Practical usage of English.
27/6/2019	II CSE/IT	1:15-2:30	4/2		Resume writing / Word Formation
28/6/2019	II CSE	"	—		—
29/6/2019	CIVIL	"	—		—
1/7/2019	—	—	—		—
2/7/2019	—	—	—		—
3/7/2019	II ECE	11:15-12:30	3		Introducing each other.
4/7/2019	II ECE	11:15-12:30	8		Speaking skills - Vocabulary.
5/7/2019	II ECE	11:15-12:30	3		Elocution.
6/7/2019	—	—	—		—



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SUMMER TRAINING COMMUNICATION SKILLS REPORT

NAME OF THE FACULTY : *Zehera*

DATE	CLASS	TIME	TOTAL STRENGTH	NAME OF THE WEAK STUDENTS	TOPIC
10/6/2019	CIVIL 4	9.20-10.15	0	-	-
11/6/2019	EEE-3	11.15-12.30	0	-	-
12/6/2019	C.S.E/IT	9.20-10.15 11.15-12.30	6	-	P.I.R.
13/6/2019	EEE-3	9.20-10.15	0	-	-
14/6/2019	CIVIL-2	11.15-12.30	0	-	-
15/6/2019	CIVIL-4	9.20-10.15	0	-	-
17/6/2019	CIVIL-4	9.20-10.15 11.15-12.30	0	-	-
18/6/2019	EEE-3	9.20-10.15 11.15-12.30	0	-	-
19/6/2019	C.S/IT/EE	9.20-10.15	10	-	Story - Telling P.I.R.
20/6/2019	CIVIL	9.20-10	2	-	-
21/6/2019	CIVIL	11.15-12.30	0	-	-
22/6/2019	CIVIL-4	9.20-10.15	0	-	-
24/6/2019	CIVIL-4	9.20-10 11.15-12.30	12	-	Story - Telling - Flip-side
25/6/2019	CIVIL-1/EE	9.20-10.15 11.15-12.30	11	-	Flip-side/Craft-work related to Sports
26/6/2019	EEE-IT	9.20-10.15 11.15-12.30	6	-	-
27/6/2019	EEE-3	9.20-10.15	7	-	-
28/6/2019	CIVIL-2	11.15-12.30	6	<i>Sai. Kishore.</i>	creative thinking.
29/6/2019	CIVIL-4	9.20-10.15	-	-	-
1/7/2019	CIVIL-4	9.20-10.15 11.15-12.30	11	-	Debate.
2/7/2019	EEE-3	9.20-10.15 11.15-12.30	7	-	Role-play.
3/7/2019	EEE-3	9.20-10.15 11.15-12.30	-	-	-
4/7/2019	C.E-C	9.20-10.15	-	-	-
5/7/2019	CIVIL-2	11.15-12.30	13	-	Hindi words centered English
6/7/2019	CIVIL-4	9.20-10.15	-	-	-



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Zehera
6/19/19

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to Sports