



GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE & Affiliated to JNTUH)

Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy Dist. TS.

Phone: 8790101015/9959250205

e-mail: principal.giet.u6@gmail.com

JNTUH Code(U6)

CIVIL – CSE – MECH – ECE – EEE – MBA – M.Tech.

EAMCET Code– GLOB

Department of Humanities & Sciences

Lr.No:H&S/I.B.Tech/2014-002

Ms. JABEEN BUSHRA

M.Com., M.B.A.

Assistant Professor & Head

Date: 12-11-2014

CIRCULAR

This is to inform to all the Department Heads that The Head, Humanities and Sciences is instructed to plan and prepare a one-week schedule (17-11-2014- 22-11-2014) to conduct Language Labs by the faculty of English from 3:45- 4:45 P.M. Interested candidates can enroll their names to the faculty in-charges.

The objective is as follows:

- Explain why good communication skills are important.
- Pinpoint what makes such skills hard to master.
- Describe models and methods of communication.
- Understand how preconceptions and limited perceptions interfere with communication.
- Define Nonverbal Communication.

Cc to:

Director-*for information*

Principal-*for information*

All Heads-*for information*

Mentors-*for information*

H.O.D.
12/11/14
Department of Humanities & Sciences
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.-T.S.-501504.



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DEPARTMENT OF HUMANITIES AND SCIENCES

ENGLISH LANGUAGE LAB REPORT - (2014-15)

The Department of Humanities and Sciences has conducted English Language Labs to B.Tech students in the academic year 2014-15 for both semesters. The major objective of English Language Lab is not only enhances vocabulary, but also focuses on the finer shades of language like grammar, pronunciation, intonation and phonetics. Learners learn without any fear or embarrassment which helps to build their confidence and proficiency in the language. The lab was conducted from 17/11/2014 to 22/11/2014 during 3:45 P.M to 4:45 P.M. for one week. 26 students attended this one week session with enthusiasm.

DAY 1: VOCABULARY BUILDING- (17/11/2014)

Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Ms. B.Nayeema and she explained the importance of vocabulary learning and its steps to improve the vocabulary. To build the vocabulary, she explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs one word substitutes etc.

DAY 2: SPOKEN VS WRITTEN COMMUNICATION - (18/11/2014)

Spoken Vs Written Communication session was taken by Ms. Jhanvi Bhatt. She explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. She said writing is generally more formal and speech more informal. She showed videos and ppt's related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

DAY 3: BODY LANGUAGE AND PRESENTATION SKILLS - (19/11/2014)

Body language and presentation skills session was taken by Ms. B.Nayeema. She explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and she explained that-

- Body language affects the way listeners perceive information.
- It helps to engage the audience.
- It tells how confident and persuasive a presenter is.
- It helps to highlight the idea.
- It can nullify all efforts put into presentation.

DAY 4: ICE BREAKING ACTIVITIES-(20/11/2014)

This session was taken by Ms. Jhanvi Bhatt. She explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. She explained more about how the participants are meeting for the first time, start with an icebreaker that helps everyone to learn names and personal/professional information.



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DEPARTMENT OF HUMANITIES AND SCIENCES

DAY 5: REPORT WRITING - (21/11/2014)

Reporting Writing session was taken by Ms. B.Nayeema. She explained that Reports are generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals. There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report

DAY 6: VERBAL AND NON VERBAL COMMUNICATION - (22/11/2014)

The differences between Verbal and Non Verbal Communication was explained by Ms. Jhanvi Bhatt. Verbal communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews



Ms. Jhanvi Bhatt was giving instructions on Spoken Vs Written Communication Skills on- 18/11/2014



Handwritten signature and date: 22/11/2014



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Department of Humanities & Sciences

Lr.No:H&S/I.B.Tech/2015-005

Ms. JABEEN BUSHRA

M.Com., M.B.A.

Assistant Professor & Head

Date: 21-10-2015

CIRCULAR

This is to inform to all the Department Heads that The Head, Humanities and Sciences is instructed to plan and prepare a one-week schedule (26-10-2015- 31-10-2015) to conduct Language Labs by the faculty of English from 3:45- 4:45 P.M. Interested candidates can enroll their names to the faculty in-charges.

The objective is as follows:

- Explain why good communication skills are important.
- Pinpoint what makes such skills hard to master.
- Describe models and methods of communication.
- Understand how preconceptions and limited perceptions interfere with communication.
- Define Nonverbal Communication.

Cc to:

Director-*for information*

Principal- *for information*

All Heads- *for information*

Mentors- *for information*

H.O.D.
HEAD
21/10/15
Department of Humanities & Sciences
Global Institute of Engineering & Technology
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DEPARTMENT OF HUMANITIES AND SCIENCES

ENGLISH LANGUAGE LAB REPORT- (2015-16)

The Department of Humanities and Sciences has conducted English Language Labs to B.Tech students in the academic year 2015-16 for both semesters. The major objective of English Language Lab is not only enhances vocabulary, but also focuses on the finer shades of language like grammar, pronunciation, intonation and phonetics. Learners learn without any fear and help to build their confidence and proficiency in the language. The lab was conducted from 26/10/2015 to 31/10/2015 during 3:45 P.M to 4:45 P.M. for one week. 32 students attended this one week session with enthusiasm.

Day 1: Vocabulary Building - (26/10/2015)

Learnig Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mrs. Prascilla James and she explained the importance of vocabulary learning and it steps to improve the vocabulary. To build the vocabulary, she explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (27/10/2015)

Spoken Vs Written Communication session was taken by Mr. Abdul Gaffar. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills-(28/10/2015)

Body language and presentation skills session was taken by Mr. Rizwan Jawed. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

- Body language affects the way listeners perceive information.
- It helps to engage the audience.
- It tells how confident and persuasive a presenter is.
- It helps to highlight the idea.
- It can nullify all efforts put into presentation.

He also explained about the importance of presentation skills. He emphasizes that presentation skills are set of abilities that enable an individual to interact with the audience, transmit the messages with clarity, engage the audience in the presentation, interpret and understand the mindsets of the listeners. These skills refine the way you put forward your messages and enhance your persuasive powers.



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Day 4: Ice Breaking Activities - (29/10/2015)

This session was taken by Mrs. Prascilla James. She explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. She explained more about how the participants are meeting for the first time, start with an icebreaker that helps everyone to learn names and personal/professional information.

She explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (30/10/2015)

Reporting Writing session was taken by Mr. Abdul Gaffar. He explained that Reports are generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals. There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report

Day 6: Verbal and Non Verbal Communication - (31/10/2015)

The differences between Verbal and Non Verbal Communication was explained by Mr. Rizwan Jawed. Verbal communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. He explained the following important points and make them to understand the students.



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DEPARTMENT OF HUMANITIES AND SCIENCES

The intended message is transferred to people non-verbally using

- Proxemics (Distance)
- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.

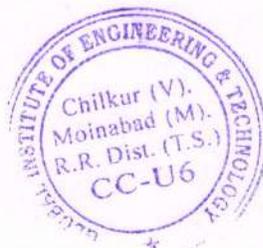
Verbally using words, which includes

- Speaking
- Writing
- Detonation or connotation (feelings associated with meaning of words)
- Tone and volume



Faculty is giving instructions and students are watching videos related to Verbal and Non Verbal Communication Skills on - 31/10/2015

ALG
31/10/2015
Faculty



[Signature]
31/10/2015
Principal
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Department of Humanities & Sciences

Lr.No:H&S/I.B.Tech/2016-003

Dr. P. Hari Krishna Charan
M.Sc., Ph.D.
Assistant Professor & Head

Date: 09-11-2016

CIRCULAR

This is to inform to all the Department Heads that The Head, Humanities and Sciences is instructed to plan and prepare a one-week schedule (14-11-2016- 19-11-2016) to conduct Language Labs by the faculty of English from 3:45- 4:45 P.M. Interested candidates can enroll their names to the faculty in-charges.

The objective is as follows:

- Explain why good communication skills are important.
- Pinpoint what makes such skills hard to master.
- Describe models and methods of communication.
- Understand how preconceptions and limited perceptions interfere with communication.
- Define Nonverbal Communication.


H.O.D.
HEAD

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Global Institute of Engineering & Technology
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Director-*for information*

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DEPARTMENT OF HUMANITIES AND SCIENCES

ENGLISH LANGUAGE LAB REPORT- (2016-17)

The Department of Humanities and Sciences has conducted English Language Labs to B.Tech students in the academic year 2016-17 for both semesters. The major objective of English Language Lab is not only enhances vocabulary, but also focuses on the finer shades of language like grammar, pronunciation, intonation and phonetics. Language labs are great for boosting speaking skills. Students can enjoy speaking practice that is more realistic than scripted role-playing or textbook exercises, without the pressure of real-life English conversation where all the attention is on them. Learners learn without any fear and help to build their confidence and proficiency in the language. The lab was conducted from 14/11/2016 to 19/11/2016 during 3:45 P.M to 4:45 P.M. for one week. 39 students attended this one week session with enthusiasm.

Day 1: Vocabulary Building - (14/11/2016)

Learnig Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Abdul Gaffar and he explained the importance of vocabulary learning and it steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (15/11/2016)

Spoken Vs Written Communication session was taken by Mr.P.Srinivas. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills-(16/11/2016)

Body language and presentation skills session was taken by Mr. Abdul Gaffar. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

- Body language affects the way listeners perceive information.
- It helps to engage the audience.
- It tells how confident and persuasive a presenter is.
- It helps to highlight the idea.
- It can nullify all efforts put into presentation.

He also explained about the importance of presentation skills. He emphasizes that presentation skills are set of abilities that enable an individual to interact with the audience, transmit the messages with clarity, engage the audience in the presentation, interpret and understand the mindsets of the listeners. These skills refine the way you put forward your messages and enhance your persuasive powers.



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DEPARTMENT OF HUMANITIES AND SCIENCES

Day 4: Ice Breaking Activities - (17/11/2016)

This session was taken by Mr.P.Srinivas.. She explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. He explained more about how the participants are meeting for the first time, start with an icebreaker that helps everyone to learn names and personal/professional information.

He explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (18/11/2016)

Reporting Writing session was taken by Mr.Abdul Gaffar. He explained that Reports are generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals . Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example – report writing about a school event, report writing about a business case, etc There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report

Day 6: Verbal and Non Verbal Communication - (19/11/2016)

The differences between Verbal and Non Verbal Communication was explained by Mr. Rizwan Jawed. Verbal communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. He explained the following important points and make them to understand the students.



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DEPARTMENT OF HUMANITIES AND SCIENCES

The intended message is transferred to people non-verbally using

- Proxemics (Distance)
- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.

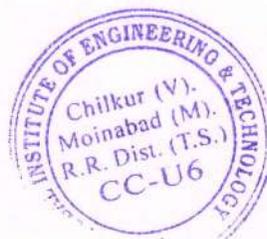
Verbally using words, which includes

- Speaking
- Writing
- Detonation or connotation (feelings associated with meaning of words)
- Tone and volume



Students are doing activity related to Vocabulary Building on - 14/11/2016

AG
17/11/2016
Faculty



Principal
17/11/2016
Principal

PRINCIPAL
Global Institute of Engg. & Tech
Chilkur (V), Moinabad (M)
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Department of Humanities & Sciences

Lr.No:H&S/I.B.Tech/2017-006

Ms. M. Kavitha

M.Sc.,(Ph.D).

Assistant Professor & Head

Date: 06-10-2017

CIRCULAR

This is to inform to all the Department Heads that The Head, Humanities and Sciences is instructed to plan and prepare a one-week schedule (11-10-2017- 16-10-2017) to conduct Language Labs by the faculty of English from 3:45- 4:45 P.M. Interested candidates can enroll their names to the faculty in-charges.

The objective is as follows:

- Explain why good communication skills are important.
- Pinpoint what makes such skills hard to master.
- Describe models and methods of communication.
- Understand how preconceptions and limited perceptions interfere with communication.
- Define Nonverbal Communication.

M. Kavitha
H.O.D
6/10/17

HEAD

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Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.-T.S.-501504.

Cc to:

Director-*for information*

Dy.Director-*for information*

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All Heads- *for information*

Mentors- *for information*



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DEPARTMENT OF HUMANITIES AND SCIENCES

ENGLISH LANGUAGE LAB REPORT- (2017-18)

The Department of Humanities and Sciences has conducted English Language Labs to B.Tech students in the academic year 2017-18 for both semesters. The major objective of English Language Lab is not only enhances vocabulary, but also focuses on the finer shades of language like grammar, pronunciation, intonation and phonetics. Language labs are great for boosting speaking skills. Students can enjoy speaking practice that is more realistic than scripted role-playing or textbook exercises, without the pressure of real-life English conversation where all the attention is on them. Learners learn without any fear and help to build their confidence and proficiency in the language. The lab was conducted from 11/10/2017 to 16/10/2017 during 3:45 P.M to 4:45 P.M. for one week. 31 students attended this one week session with enthusiasm.

Day 1: Vocabulary Building - (11/10/2017)

Learnig Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Towseef Majid and he explained the importance of vocabulary learning and its steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (12/10/2017)

Spoken Vs Written Communication session was taken by Mr. Abdul Gaffar. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills-(13/10/2017)

Body language and presentation skills session was taken by Mr. Towseef Majid. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

- Body language affects the way listeners perceive information.
- It helps to engage the audience.
- It tells how confident and persuasive a presenter is.
- It helps to highlight the idea.
- It can nullify all efforts put into presentation.

He also explained about the importance of presentation skills. He emphasizes that presentation skills are set of abilities that enable an individual to interact with the audience, transmit the messages with clarity, engage the audience in the presentation, interpret and understand the mindsets of the listeners. These skills refine the



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DEPARTMENT OF HUMANITIES AND SCIENCES

Day 4: Ice Breaking Activities - (14/10/2017)

This session was taken by Mr. Abdul Gaffar. He explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Firstly he asked question what is an icebreaker? He elicited the answers from students. Later he explained that the term "icebreaker" comes from "break the ice", which in turn comes from special ships called "icebreakers" that are designed to break up ice in arctic regions. And just as these ships make it easier for other ships to travel, an icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. He explained more about how the participants are meeting for the first time, start with an icebreaker that helps everyone to learn names and personal/professional information.

He explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (15/10/2017)

Reporting Writing session was taken by Mr. Towseef Majid. He explained that Reports are generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals. Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example – report writing about a school event, report writing about a business case, etc There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report



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(Approved by AICTE & Affiliated to JNTUH)

Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy Dist. TS.

Phone: 8790101015 / 9959250205

e-mail: principal.giet.u6@gmail.com

JNTUH Code (U6) CIVIL - CSE - MECH - ECE - EEE - MBA - M.Tech. EAMCET Code- GLOB

DEPARTMENT OF HUMANITIES AND SCIENCES

Day 6: Verbal and Non Verbal Communication - (16/10/2017)

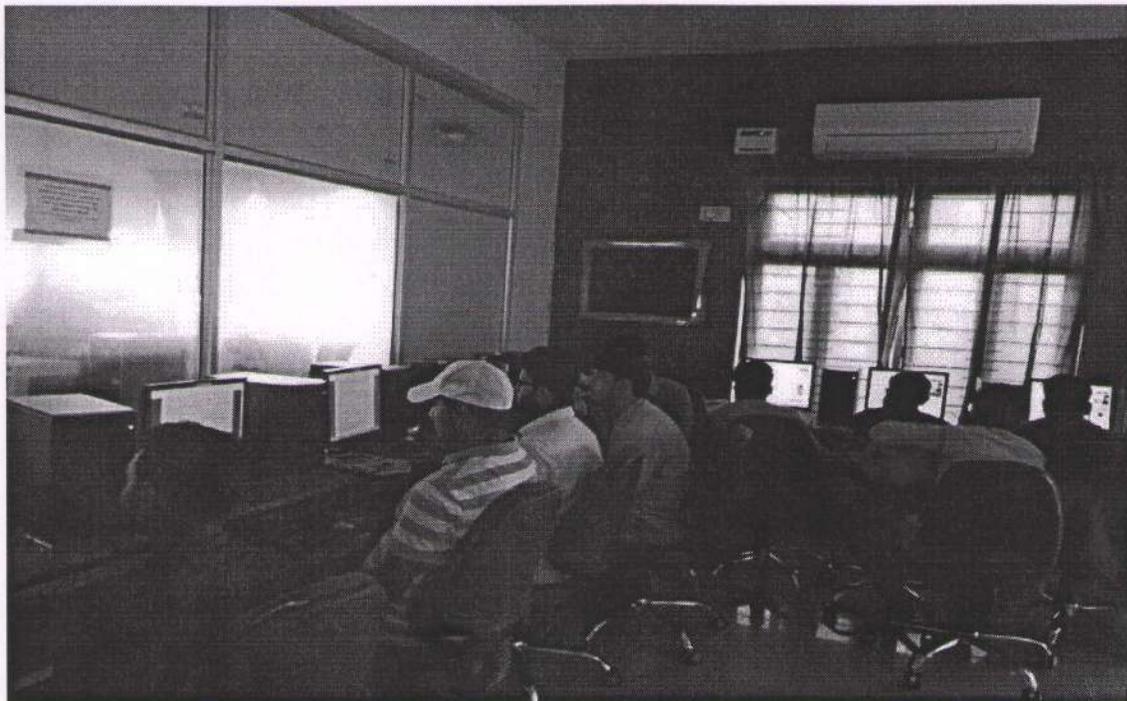
The differences between Verbal and Non Verbal Communication was explained by Mr. Abdul Gaffar. Verbal Communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. He explained the following important points and makes them to understand the students.

The intended message is transferred to people non-verbally using

- Proxemics (Distance)
- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.

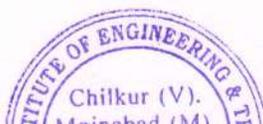
Verabally using words, which includes

- Speaking
- Writing
- Detonation or connotation (feelings associated with meaning of words)
- Tone and volume



Students are watching videos related to Ice Breaking Activities on- 11/10/2017

Ala
16/10/17



well
16/10/17
Principal



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Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy Dist. TS.

Phone: 08417-252233 / 253021

e-mail: principal.giet.u6@gmail.com

JNTUH Code (U6)

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Department of Humanities & Sciences

Lr.No:H&S/I.B.Tech/2018-005

Ms. M. Kavitha

M.Sc.,(Ph.D).

Assistant Professor & Head

Date: 20-09-2018

CIRCULAR

This is to inform to all the Department Heads that The Head, Humanities and Sciences is instructed to plan and prepare a one-week schedule (24-09-2018- 28-09-2018) to conduct Language Labs by the faculty of English from 3:45- 4:45 P.M. Interested candidates can enroll their names to the faculty in-charges.

The objective is as follows:

- Explain why good communication skills are important.
- Pinpoint what makes such skills hard to master.
- Describe models and methods of communication.
- Understand how preconceptions and limited perceptions interfere with communication.
- Define Nonverbal Communication.

M. Kavitha
20/9/18
H.O.D
HEAD

Department of Humanities & Sciences
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.-T.S.-501504.

Cc to:

Director-*for information*

Dy.Director-*for information*

Dean-*for information*

Principal- *for information*

IQAC-*for information*

All Heads- *for information*

Mentors- *for information*



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ENGLISH LANGUAGE LAB REPORT- (2018-19)

The Department of Humanities and Sciences has conducted English Language Labs to B.Tech students in the academic year 2018-19 for both semesters. The major objective of English Language Lab is not only enhances vocabulary, but also focuses on the finer shades of language like grammar, pronunciation, intonation and phonetics. Language labs are great for boosting speaking skills. Students can enjoy speaking practice that is more realistic than scripted role-playing or textbook exercises, without the pressure of real-life English conversation where all the attention is on them. Learners learn without any fear and helped to build their confidence and proficiency in the language. The lab was conducted from 24/09/2018 to 29/09/2018 during 3:45 P.M to 4:45 P.M. for one week. 32 students attended this one week session with enthusiasm.

DAY 1: VOCABULARY BUILDING - (24/09/2018)

Learnig Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Abdul Gaffar. He explained the importance of vocabulary learning and it steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc. He also explained that Vocabulary is a vital part of lingual expression. A good knowledge of words helps in an effective presentation of ideas, oral or written. It creates an impact on the listeners/readers about the communicator as being a learned and erudite person. Enhancing the word power is sought after by students and professionals alike as it lends fluidity to words and conveys the most appropriate idea that is in one's mind.

DAY 2: SPOKEN VS WRITTEN COMMUNICATION - (25/09/2018)

Spoken Vs Written Communication session was taken by Mrs.Amina Dilshad. She explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. She said writing is generally more formal and speech more informal. She showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills - (26/09/2018)

Body language and presentation skills session was taken by Mr. Abdul Gaffar. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

- Body language affects the way listeners perceive information.
- It helps to engage the audience.
- It tells how confident and persuasive a presenter is



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He also explained about the importance of presentation skills. He emphasizes that presentation skills are set of abilities that enable an individual to interact with the audience, transmit the messages with clarity, engage the audience in the presentation, interpret and understand the mindsets of the listeners. These skills refine the way you put forward your messages and enhance your persuasive powers.

He also emphasized on presentation skills. It is a formal address by a person to a group of people with or without using visual aids and other tools like slide show, video or audio clip. Successful Presentations are designed to meet the needs and expectations of the audience. It serves various purposes such as improving speaking skills, increase the chances of getting good jobs and to gauge the strength of oneself regarding language competency a persuasive skills. It is therefore, a conscious effort of the speaker and is a purposeful communication and establishes the reputation of the speaker

Planning the Presentation

- Define the purpose
- To inform
- To persuade
- To demonstrate
- Analyse the Audience
- Identify Audience Characteristics
- Analyse Audience Needs and Expectations
- Recognise Factors For Getting and Maintaining Audience Attention
- Analyse the Occasion
- Choose a suitable title

DAY 4: ICE BREAKING ACTIVITIES - (27/09/2018)

This session was taken by Mrs.Amina Dilshad. She explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Firstly she asked question what is an icebreaker? She elicited the answers from students. Later he explained that the term "icebreaker" comes from "break the ice", which in turn comes from special ships called "icebreakers" that are designed to break up ice in arctic regions. And just as these ships make it easier for other ships to travel, an icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. She explained more about how the participants are meeting for the first time, start with an icebreaker that helps everyone to learn names and personal/professional information.

She explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to discuss in small groups and then share their findings with the class.



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DAY 5: REPORT WRITING - (28/09/2018)

Reporting Writing session was taken by Mr. Abdul Gaffar. He explained that Reports are generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals. Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example – report writing about a school event, report writing about a business case, etc There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

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- Make recommendations
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- Compile a reference list
- Revise your draft report

DAY 6: VERBAL AND NON VERBAL COMMUNICATION - (29/09/2018)

The differences between Verbal and Non Verbal Communication was explained by Mrs. Amina Dilshad. Verbal communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. She explained that communicate with much more than words: when we interact with someone, our body has a language of its own. The way we sit, the gestures we make, the way we talk, how much eye contact we make – all of these are non-verbal ways of communicating that impact the messages our words are sending. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. She explained the following important points and makes them to understand the students.

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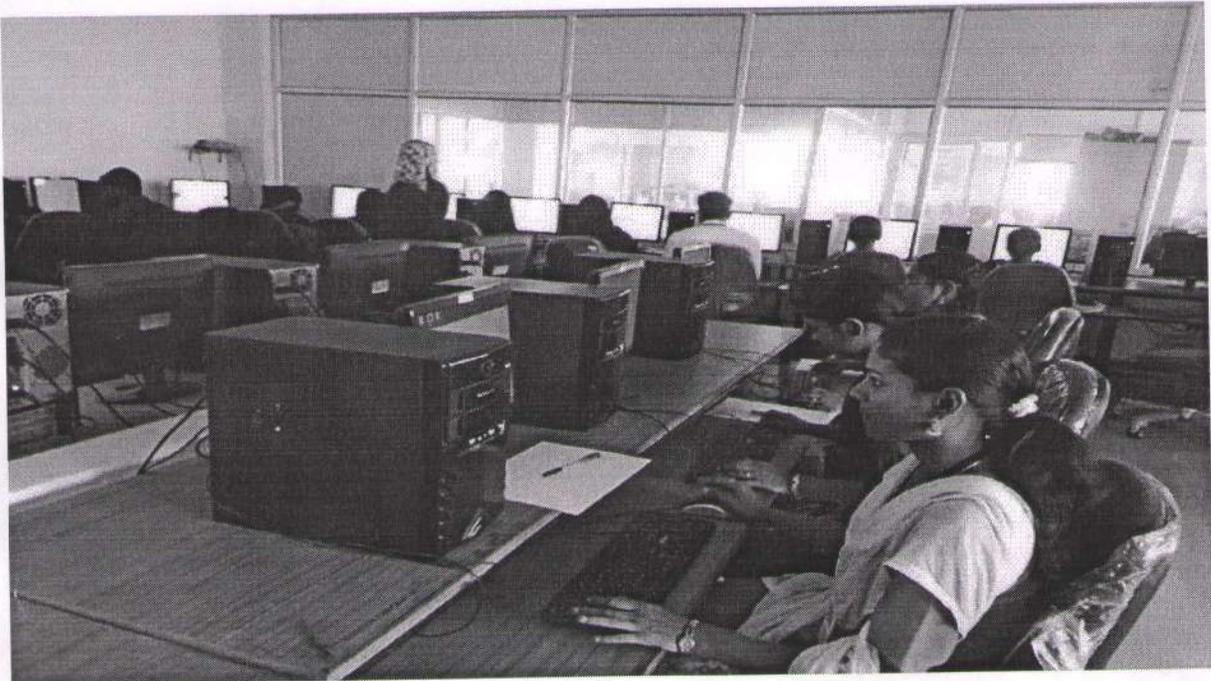
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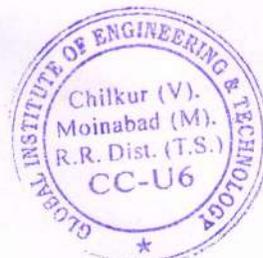
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- Writing
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- Tone and volume



Students are watching videos on Body Language and Presentation Skills on-26/09/2018

Faculty
26/9/18



Principal
Principal 29/9/18

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Global Institute of Engg. & Tech
Chilkur (V), Moinabad (M)
R. R. Dist