

SYNOPSIS

Title :- **Improving Verbal & Written Communication of students.**

Members :- Dr. Chetan Khadse (Chairman)
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Statement of Problem: -

Acquiring basic skills in communication has become essential for personal and professional growth and success. Hence, a student of engineering and technology cannot afford to ignore communication basics. In the globalize context, students of engineering and technology need a specific set of language skills for their success both in education and career. Effective communication skills are indispensable to move up on the corporate ladder.

Justification for selecting this Problem:-

The students are still facing the problems or difficulties in verbal & written communication. As of now, communication plays a very important role in engineering field. So our aim is to develop students in this area so that they can perform well in corporate world.

Objectives: -

- To provide practice in realizing the meaning of the text.
- To enhance student's ability to communicate effectively in English in their professional fields.
- To enhance student's written communication ability such as Email writing, Letter writing, Essay writing etc.

Time line for this project and phases: -

The process of improving communication involves four phases:

- i) Listening
- ii) Reading
- iii) Speaking
- iv) Writing

Description of activities in each phase : -

- i) **Listening** - This is the basic step. It involves the practice to improve listening ability of students.
- ii) **Reading** - This phase is specifically targeted to improve vocabulary and understanding of the content.
- iii) **Speaking** - The next step after listening and reading is speaking which is introduced to make students industry ready. It aims towards the clear pronunciation and voice tone of the students.
- iv) **Writing** – In this phase student can achieve professionalism of writing ethics of the industry like resume, email, letter writing etc.

Implementation and Analysis plan: -

- i) **Listening** – To improve the listening ability, our team is going to offer documentaries on sports, science, history, etc. The analysis is made on the basis of summary written by the students on given topic.
- ii) **Reading** – In this, our team is going to provide few reading comprehensions in the form of stories, descriptions & narrations. Now based on vocabulary test and presentation reading ability is analyzed.
- iii) **Speaking** – To improve speaking ability the team will arrange practice sessions for oral presentations, group discussion, debate and mock interviews etc. analysis is done by rubrics.
- iv) **Writing** – Writing can be practiced through typing on a gap fill exercise, model format for letters, reports and resumes. Team reminds the students very frequently to brush up upon grammar rules and writing skills.

What tools and technology you use for Data Collection, Data Analysis: -

Interview, questionnaire, analysis of exam answer sheets and lab journals of students.

Expected Outcomes :-

By doing these activities,

- Students are able to communicate effectively in English in their professional field and in real life situations.
- Students are able to interact with learning materials and explore the vocabulary, meanings etc.
- Students are able to make business communication effectively like, letter, email & reports writing.

Expenditure (if required): -



Head of Department