

A Proposed Lab Manual For the Finishing School Undergraduates

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Abstract: The lab manual is intended for the finishing school undergraduates who will attend campus recruitment drives in the near future. Though the students have already been trained in verbal English and communication skills; this manual is to fulfil the genuine need for the intensive practice so as to put up a stellar performance during the process of campus recruitment drives.

The manual is divided into three sections. In the first section the manual consists of Vocabulary building along with the writing tasks like Essay writing and the Resume writing; and the speaking activities like JAM, Role play and Presentations. The second section consists of Group Discussions to demonstrate the team work ability and the third section is with Interview skills. The students will also undergo practical personal interview sessions so as to get a feel of the real scenario and reduce the fear factor. In conclusion, the objective of the proposed lab manual is to prepare the students effectively to attain advance level skills in English language. At the end of the sessions an exam will be conducted to assess the performance of the students.

Since the manual is for finishing school undergraduates to attain advance level skills in English language, the students need to know the purpose and process of the manual.

Purpose and process:

Getting answers to the following questions makes the student to understand the purpose and process of the manual.

Questions:

- 1) Why the manual introduced for finishing school undergraduates?
- 2) What does the manual consist?
- 3) What are the objectives of the manual?
- 4) How can the students achieve these objectives?
- 5) What's about the material to be used in this lab?
- 6) What are the criteria of the evaluation?

Response for the question 1:

At the finishing school stage, the students have to focus and work on the genuine need for the intensive practice to fulfil the requirements of the advance level skills in English language in turn to perform well in campus recruitment drives.

Response for the question 2:

It is an integrated theory and lab manual, for a batch of 30 students, consists of 12 lab sessions with the duration of 90 minutes for each lab session. The programme sheet for lab sessions is framed in a tabular format, given below.

Lab for Finishing School Undergraduates: Schedule

S.No.	Session	Activity 1 (45 mins.)	Activity 2 (45 mins.)
1.	S1	Introduction to Lab Sessions and Pre Assessment through discussion	
2.	S2	Speaking : JAM Session	Vocabulary: Word Roots
3.	S3	Speaking: Role Play	Vocabulary: Synonyms and Antonyms from News paper
4.	S4	Presentation: 1 st Batch 10 members	Vocabulary: Prefix, Suffix, One word Substitutions and usage in context
5.	S5	Presentation: 2 nd Batch 10 members	Vocabulary: Analogy, Idioms and Phrases
6.	S6	Presentation: 3 rd Batch 10 members	Letter Writing: Business Correspondence

7.	S7	Public Speaking: 1 st Batch 10 members	Writing: E-Mail Writing
8.	S8	Public Speaking: 2 nd Batch 10 members	Writing: Essay Writing
9.	S9	Public Speaking: 3 rd Batch 10 members	Group Discussion : Theory and Task with 10 Members
10.	S10	Curriculum Vitae Writing and Interview Skills Theory	Group Discussion : Task with remaining 20 Members
11.	S11	Vocabulary: Words often Confused and Phrasal Verbs	Interviews: Mock interviews Task
12.	S12	Evaluation: Assessment Written Test and Viva , Conclusion of Lab Sessions	

Response for the question 3:

The lab manual is intended to -----

- Improve fluency through a well developed vocabulary.
- Responding to the situation and context.
- Communicate the ideas relevantly and coherently in writing too.
- Facing audience.
- Executing team spirit and team work.
- Acquiring the required skills for Interviews.
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Response for the question 4:

The objectives can be achieved through -----

- Vocabulary exercises.
- Jam and Role Play activities.
- Letter, E-Mail and Essay writing.
- Presentations and Public Speaking activities.
- Participating in Group Discussions.
- Resume preparation and Mock Interviews.
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Response for the question 5:

The material to be used in lab sessions is very important to attain the objectives that we prepared. Hence, the manual must have proper material for each and every aspect that we are dealing in this manual. The following material (given as a model for material preparation) is placed in this proposed manual for a perfect processing of lab sessions. Because of space constraint minimum material is placed in this paper.

Material for the activities placed in the schedule:**Vocabulary****Vocabulary Development**

- A word is an effective unit of language and language is a vehicle for communication.
- The English language is said to have more than six lakhs of words. It may not be possible to learn all these words.
- To know word is to know how to spell it, say it and use it appropriately in a sentence.
- There is no one single way to learn words.

Roots of English Words

- One of the ways to learn words & remember meanings is to know the roots.
- At least half of the words in English language are derived from Greek and Latin roots.
- Knowing some of the roots helps us to guess the meanings of words.

Examples:

- 1) In the word 'Philosophy'
the root Phil is related to love and
the root Sopho is related to knowledge
Hence Philosophy means love of knowledge
- 2) In the word Philanthropist
the root Anthropolos means mankind
Hence, Philanthropist means one who loves mankind
- 3) The Latin root Specto means 'to look' is the source of a host of common English words ---- Spectacle, Spectator, Inspect , Prospect etc.

Prefixes

A prefix is a letter or group of letters added to the beginning of a word to change its meaning. Prefixes generally do not change the function of the word.

Example:

Prefix	Meaning	English word	Meaning
1. Cent--	hundred	centimetre	Hundredth part of a meter
2. Ante--	before	antemeridian	before noon
3. Anti--	opposite/against	antithesis	direct opposite

Suffixes

A suffix is a letter or group of letters added to the end of a word to change its meaning.

Example:

Suffix	Meaning	English word	Meaning
1. -able	having the quality	readable	can be read
2. -cide	killing someone/something	pesticide	killing insects
3. -ess	denoting feminine gender	actress	lady actor

One-word Substitutes

One of the characteristics of good writing is brevity. Sometimes the use of 'One-word Substitutes' helps us in achieving brevity and economy. Substituting a long phrase or clause helps us greatly in précis-writing.

Exercise

In questions given below out of four alternatives, choose the one which can be substituted for the given word/sentence.

- Medical study of heart and its diseases
A. **Dermatology** B. cardiology C. Gynecology D. Orthopaedics
- One who does not marry, especially as a religious obligation.
A. Bachelor B. **Celibate** C. Virgin D. maiden
- Giving undue favours to one's own kith and kin
A. **Nepotism** B. Favouritism C. nostalgia D. bribery
- Branch of physical geography dealing with mountains.
A. **Orography** B. archaeology C. orthography D. micology
- Murder of one's own father
A. matricide B. uxoricide C. fratricide D. **Patricide**

Synonyms Exercise

For each of the following questions, select the option which is the **NEAREST** in meaning to the capitalized word.

- MALIGN
A. slander B. approve C. prophesy D. ratify
- IMPOTENT
A. unwise B. without shame C. weak D. commanding
- SNIVEL
A. crawl B. doze C. cut short D. whine
- SOJOURN
A. court disorder B. slip of the tongue C. nickname D. temporary
- PLATITUDE
A. home remedy B. rare animal C. trite remark D. protective film

Antonyms Exercise

For each of the following questions, select the option which is the **OPPOSITE** in meaning to the capitalized word.

- DISPARAGE
A. please B. denigrate C. admire D. belittle
- OSTENTATION
A. ordinary B. miserliness C. innocence D. purity
- DILAPIDATED
A. remodeled B. regenerated C. neglected D. furnished
- RELINQUISH
A. deny B. possess C. renounce D. abdicate
- PERIGEE
A. flight B. descent C. hybrid D. apogee

Words Often Confused**Exercise**

- It is very difficult to have an _____ to the PM.
A) accession B) access C) excess
- Everybody _____ Rahul was invited to the party.
A) except B) accept C) expect

3. When I visited temple, I saw him kneeling at the _____.
A) altar B) alter C) ultra
4. I got _____ of my father to study in a boarding school.
A) ascent B) assent C) ascend
5. Shruthi is _____ in the art of dancing.
A) adopt B) adapt C) adept

Phrasal Verbs

Examples

1. The police were _____ a tip from an informer and caught the gang red-handed.
Ans: **acting on** means 'to take action because of something like information received.'
2. We _____ the bill to check it was correct.
Ans: **added up** means 'to make a mathematical total.'
3. I have no idea, but I'll _____ and see if anyone can help.
Ans: **ask around** means 'ask a number of people for information of help.'
4. The crowd _____ when the man pulled a knife.
Ans: **backed away** means 'retreat or go backwards.'
5. The government had to _____ the airline because it was losing so much money.
Ans: **bail out on** means 'stop supporting someone when they are in trouble.'

Exercise

1. He _____ from Toronto early this morning.
a) blew off b) blew in c) blew over d) none
2. Ashwin got _____ his research and didn't finish the project in time.
a) bogged in b) bogged off c) bogged down d) none
3. The report's so long, I _____ it _____ into a two-page summary.
a) boiled down b) boiled over c) boiled up d) none
4. He kept his feelings _____.
a) bottled out b) bottled away c) bottled up d) none
5. The economy is _____ from the recession.
a) bounce into b) bounce off c) bouncing back d) none

IDIOMS AND PHRASES

A phrase is a group of words without a verb, especially one that forms part of a sentence. In short, it is a group of words forming a short expression. An idiom is a phrase or group of words, the meaning of which is not clear from the meaning of its individual words and which must be learnt as a whole unit.

Idioms and phrases are relative terms and both terms imply almost the same meaning. Idioms and phrases beautify and adorn a sentence.

Exercise

Below are given idioms followed by four alternative meanings, marked (a) (b) (c) and (d). Tick the one which you think is the most appropriate.

1. to strike oil ()
(a) to have found an oil well (b) to have lucky success
(c) to have a close escape (d) to be unsuccessful
2. to run in the same groove ()
(a) to have a pleasant time (b) to run away from somebody
(c) to be in the same situation (d) to advance in harmony
3. a brazen-faced fellow ()
(a) cruel person (b) ugly person
(c) dark-complexioned person (d) impudent fellow
4. to be no chicken ()
(a) to be brave (b) to be honest
(c) to be no longer young (d) to be childish
5. to talk shop ()
(a) to talk a lot (b) to use phrases peculiar to one's employment
(c) to like to shop (d) to lie

ANALOGIES: Common Relationship between Word Pairs ---

1. Sameness (synonyms)
Wealthy: affluent :: indigent : poverty-stricken
2. Oppositeness (antonyms)
Zenith (**peak**): nadir (**lowest point**) :: pinnacle(**top**) : valley
3. Classification Order (general - specific)
Orange: fruit :: beet : vegetable

4. Difference of Degree (or Connotative (implied meaning) Values)
Clever: crafty (**cunning**) : : modest(**humble**) : prim(**formal**)
5. Person Related to Tool, Major Trait, Skill, or Interest
Entomologist (**who studies insects**) : insects : : philosopher : ideas

Exercise

For each item write the word that completes the **analogy** (that has the same relationship as the pair on the left).

1. arrival: departure : : _____ : death
a) life b) person c) birth d) train
2. elbow : arm : : knee : _____
a) walking b) finger c) leg d) nose
3. car : road : : train : _____
a) track b) vehicle c) fast d) wheel
4. baiting hook : fishing : : _____ : hunting
a) loading gun b) firing gun c) stalking game d) aiming gun
5. violence: activity : : melancholy : _____
a) evening b) cruelty c) mood d) silence

Writing**Business Letter Etiquette**

A business letter is a form of communication written by an authorised person of an organisation. In government organisations business letters are often termed as official letters.

Whatever be the purpose every letter is an ambassador of goodwill. Remember, though a letter is a means of contact between two individuals, it establishes a relationship between two organisations.

Structure: - The structure of a business letter has a number of elements or parts.

Compulsory Elements: - Heading, Date, Inside Address, Body, Complimentary close and Typed signature.

Optional Elements: - Your Reference, Our Reference, Attention, Subject, Identification marks and Enclosure.

Alignment: - 2.5 cm left margin, 2.5 top and bottom, 1 cm right margin

Forms of Letter Writing: 1. Indented form 2. Block form 3. Full Block form

Question and Answers.**Questions**

1. Which is not a part to a business letter?
2. How many times will your name appear on a business letter?
3. Which part of a business letter comes after the body?
4. What is the name of the address you are writing to call?
5. Which part of a business letter uses a colon?

Answers

- Indenting
2
Closing
Inside address
Salutation / Subject

E-mail Etiquette

For most of us, email is the most common form of business communication so it's important to get it right. Although emails usually aren't as formal letters, they still need to be professional to present a good image of you and your company.

How to write a formal email?

Follow these five simple steps to make sure your English emails are perfectly professional.

1. Begin with a greeting 2. Thank the recipient 3. State your purpose
4. Add your closing remarks 5. End with a closing

Some common Acronyms used in emails:

FYI – for your information, ASAP – as early as possible, OOO – out of office, EOD – end of day

Questions

1. What's the name for the program or service that lets you view e-mail messages?

- A. Web browser B. E-mail clients C. The Tardis D. Outlook Express

2. Which of the following is considered to be poor e-mail etiquette?

- A. Keeping the message personal
B. Responding to messages as soon as possible
C. Using lots of capital letters to emphasize certain words

3. What is the most important thing I should do with every e-mail?

- A. Spell check, use full sentence structure and use proper grammar.
B. Have a nice greeting: Hi, Hello, etc.
C. All of the above.

4. When sending a message, you should copy ("cc"):

- A. Everyone in the department – just in case.
B. Your boss and your boss' boss – so they know that you're working hard.
C. Only those people who absolutely need to know.
D. The whole world. Why not? Everyone else does.

5. When writing an email message, paragraphs should:

A. Be long. B. Be short. C. Be indented. D. Be invisible.

ESSAY WRITING

An essay is any brief composition in prose that undertakes to discuss a matter, express a point of view, or persuade us to accept a thesis on any subject.

The Three Main Components of an Essay:

- I. **Introduction:** It may contain definition or general information like where, when and how the issue or incident in the given topic takes place.
- II. **Body of the Essay:** It may contain reflection, narration, description, explanation, imagination, persuasion or argument over/ about the given topic.
- III. **Conclusion:** It may contain summary of the body of the essay, comments of the writer, suggestion by the author, warning against situation, ignorance, negligence etc.

Suggestions:

- Think clearly about the **central theme or point** of your essay.
- Select your best idea and write.
- Before starting writing: **think and put your ideas in a proper order in your mind.**
- Don't worry about excellent ideas, **let them be as simple as possible.**
- Need not to write everything you know – **leave some ideas out.**
- Don't worry if it is not your best explanation, worry about whether it is your **clearest explanation.**
- **Write about what you know – relax about ideas.**
- Examples are easier to write than explanations.
- Don't write too much – let your essay be terse and brevity.

Different Expressions:

The narration of an essay or paragraph can be done in ways namely; Subjective Narration and Objective Narration. Sometimes the style of narration depends on the writer's intention of writing the essay or paragraph; sometimes it depends on the nature and/or quality/ type of essay or paragraph. Let's discuss the various expressions usually used in the two dominant ways of writing.

Subjective Narration:

Subjective narration is the one in which the writer incorporates his own experiences, opinions, ideas, judgments, values and feelings.

- In my opinion - It seems to me -In my view -I believe -My own view is that

Objective Narration:

Objective narration is the one in which the author simply presents his invented situation or his fictional characters and their thoughts, feelings, thoughts

- In the writer's opinion -Perhaps.... -It appears/ seems -It is possible that
 - But there is no doubt that - It is true that - Nevertheless -In spite of this/ Despite this
 - but the fact remains us that - Perhaps/ Perchance/ Probably/ Subsequently

The Mantras to generate ideas:

How to generate ideas is a big question. There are nine mantras to get idea or ideas regarding to the topic announced. Remember all these nine mantras may not be applicable to all sorts of essays or paragraphs.

The nine mantras are the nine 'Wh forms'.

1. What 2. Where 3. When 4. Who 5. Why 6. Whom 7. How 8. While 9. Which

Sample Topics:

NATIONAL: ISRO missile, Digital India

ECONOMY: Merger of associate banks in SBI, Demonetization

BUSINESS: Nokia partner with Airtel & BSNL, Flip kart Buys eBay India

INTERNATIONAL: BREXIT, Ransom ware Attack

SPORTS: Federation Cup 2017, Asian Wrestling Championship

Presentation

The ability to communicate orally in front of as group of people ---- i.e., ability to make a presentation to an audience ---- is an important skill for all professional success. It is a tool of professional and business interaction. A good presentation can do wonders for a person.

Four steps for an effective presentation ---- '4 Ps' we can call ---- Planning, Preparation, Practice and Performance.

1. **Planning:** Know the audience, the occasion, and the purpose.
 - a) Defining the purpose i.e. whether to inform or to persuade or to demonstrate.
 - b) Think how best you can attract the audience.
 - c) Make your presentation suitable to the occasion and analyze the context.
 - d) Choose a suitable title.
2. **Preparation:**
 - Systematic preparation is the key to success.
 - Develop the central idea.
 - Collect the supporting material and put it in order.

- Plan some visual aids if possible.
 - Organize the presentation
 - Tell the audience what you are going to tell
 - Tell it
 - Tell them what you have told
 - a) Make your introduction effective
 - Start with a Statement/Anecdote/Quotation/Humour
 - Introduce the subject and give them a reason to listen
 - Establish credibility
 - Give a preview of the main ideas
 - b) Body of the presentation: follow some structured pattern
 - c) Conclusion: Summarize, reemphasize the context/idea, motivate the audience to respond.
- Thank the audience.

3. Practice:

- It includes --- rehearsing before group of friends, inviting criticism, countering stage fear, the revising the draft if necessary.
- Rehearsing must be planned in all seriousness --- recreating the presentation environment.

4. Performance: Follow one of the following delivering methods:

- Memorising method --- think of the risks involved
- Reading method --- If you have prepared the full script, you can read
- Outlining method ---
 - You have to prepare notes outlining the presentation
 - Your explanation can be spontaneous and flexible
 - The material should be used only as starting points

Group Discussion

The idea of Group Discussion has emerged as a powerful tool of recruitment, more in the work of multinational companies entering the markets in the development countries where enormous man power is available. A written test along with GD works as an effective tool of filtering the numerous aspirants flocking at campus recruitment drives.

Objective: - A GD seeks to test the knowledge and communication skills of the participants. Sometimes the parameters again sub divide into several others like ---- Personality, Communication skills, Knowledge and Leadership qualities and Team work.

Etiquette in Group Discussion:-

1. Don't shout ---- it will take you nowhere.
2. Display an open mind. G.D. is not fighting for rights.
3. Beware of your posture and body language. They speak a lot about your attitude.

Curriculum Vitae

The following is a suggested sequence and outline headings for a CV. Make it readable and use a no-nonsense font like Ariel or Times New Roman. Use headings in bold and bullet points for responsibilities, achievements, qualifications etc. The ideal length is 2 sides (on two separate numbered pages).

A word of warning - your CV is not an item in isolation. Bear in mind that you must be able to back up all your statements with information or examples in an interview!

Sequence and outline headings:

1. Your name and contact details
2. Personal statement
3. Work experience
4. Alternative Skills
5. Qualifications, education and training
6. Voluntary work (if applicable)
7. Interests
8. References

Interviews

The word 'interview' is derived from intervue (Latin) meaning 'sight between'. It is a meaning between two persons with a specific purpose. It may be defined as any purposeful inter-personal communication between two individuals. In terms of structure and format interviewing is therefore a more formal form of dyadic communication.

There are various types of interviews. Here we are discussing Employment interview:

The main purpose of the employer is to judge the suitability of the application to the job. Interview is an opportunity to both the employer and the employee for intense and close observation of each other's personality traits.

Etiquette:

Preparing the file, Physical appearance, Proper department and right poise, Do not indulge in any kind of mannerism, Listen carefully, Maintain clarity

Types of interview questions:

- i) Direct questions
- ii) Open-ended questions
- iii) Closed questions
- iv) Loaded questions

Expected questions: Questions related to ---

- a) Educational background
- b) Co curricular activities
- c) Extracurricular activities
- d) Experience
- e) General knowledge
- f) Attitude

Response for the question 6:

The evaluation focuses on the Day to Day performance, Record Writing, Written Test and Attempting Viva.
For eg. : If the marks awarded for 50 marks -----

Marks allotment is:

- 20 marks for Day to Day Performance
- 10 marks for Record Writing
- 10 marks for Written Test
- 10 marks for Viva

Guidelines to students:

- Every student must bring a 200 pages notebook (observation) to the lab.
- Record should be written properly.
- Students should maintain dress code ----- insert for boys and professional dress for girls.
- Matter for presentation should be prepared sincerely, following all the formalities.
- Participation in activities should be done seriously.
- Regularity should be maintained.

References

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