



**STANDARD OPERATING
PROCEDURES**

LANGUAGE LAB

Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE FOR LANGUAGE LAB

Introduction:

The purpose of a language lab is to make students familiar with a new language and to help them get them more practice than would be otherwise possible in a traditional classroom environment. Many of the students at Dr. N.S.A.M. First Grade College come from rural backgrounds and are only comfortable speaking and writing in a regional language (Kannada). The Language Lab is aimed at identifying these students and helping them develop their English communication skills, so as to enhance their employability.

The lab is designed in such a way that practice is given in an interactive manner, targeting acquiring the two main language skills: listening & speaking. Students are given specific exercises to help with learning and are then made to put those skills to practice in interesting, interactive ways.

Objectives of the Laboratory Activities:

The main objectives of the Language Laboratory are:

- To equip the students with good communication skills in English.
- To emphasize the need of English in the technical world.
- To prepare the students for interviews and future job environments.
- To train the students in the art of conversation and discussion.

Working Strategies:

- To identify at least 10 newly enrolled First Year students, after a minimum of 10 days of class engagement, who will benefit from the Lab.
- The list of underachieving students in English may also be considered.
- Efforts in and outside the classroom will be made to encourage students to enroll.
- Lab sessions will be scheduled to take place after regular working hours.
- A course module will be prepared of 15 hours each for odd and even semesters comprising Collocations, Comprehension, Pronunciation, Vocabulary development, Speech exercises etc.
- An attendance register will be maintained.
- Progress of each student will be monitored.

Documents maintained by the Committee:

- Student enrollment list every academic year.
- Attendance register.
- Record of student progress.

Range of Activities conducted by the Committee:

- Fluency and pronunciation classes.
- Oral training in fluency and vocabulary.



PRINCIPAL

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