Standard Operating Procedure
English Language Lab
Faculty of Arts, University of Jaffna

English Language Lab, Faculty of Arts which is open to all the undergraduate students of the Faculty of Arts under the guidance of the Dept. of ELT, is used to enhance teaching/learning of English Language skills.

The purpose of this SOP (Standard Operating Procedure) is to outline the procedures and guidelines for using the English Language Lab. The purpose of the Lab is to make students familiar with the Computer Assisted Language Learning and help them get the more practice than would be otherwise possible in a traditional classroom environment. This lab with the software installed is aimed at providing opportunity for the students to enhance their English language proficiency so as to perform well in the academic and professional context. The lab has been equipped in such a way that practice is given in an interactive manner, targeting to acquire all the four language skills and to enhance presentation, critical thinking and soft skills.

Objectivities of the English Language Lab

The main objectives of the English Language Lab are:

- To familiarize with the technology being used in developing language skills
- To enrich their English Language learning in addition to the day to day lectures
- To provide supplementary online materials for learning English
- To give them exposure in all four skills through interactive videos
- To help in learning the English language in an effective way
- To provide technical tools for the students to learn the pronunciation of language in an easy way
- To help in learning the basic skills of the English language
- To remove the fear and hesitation of students
- To facilitate teachers with real-time monitoring

*Lab Timings***:**

The lab timings are from 9 am to 5 pm at week days. The maximum utilization of the lab is 40 hrs. per week. All of the students from Level 1, 2 & 3 utilize the lab at least one hour per week and special needed students are given odd time slots to practice.

*Access to the Lab***:**

Access to the lab is restricted to the students who have enrolled for the English language course. Students are required to carry their ID cards to access the lab.

*Lab Rules***:**

a) Students are expected to maintain a quiet and conducive learning environment inside the lab.
b) Food and drinks are not allowed inside the lab.
c) Students are not allowed to connect any external device to the computer systems.
d) The lab systems are not to be used for personal or unauthorized purposes.

*Lab Activities***:**

a) Listening exercises: Students can listen to audio recordings of conversations, news, speeches, and interviews to improve their listening skills.
b) Speaking exercises: Students can practice speaking in English by recording themselves and listening to their own recordings.
c) Reading exercises: Students can read articles, stories, and other materials in English to improve their reading skills.
d) Writing exercises: Students can practice writing in English
e) Soft skills: Students can develop their critical thinking and presentation skills using various activities installed

*Lab Equipment***:**

a) Computer systems: The lab is equipped with desktop computers with English language software installed.
b) Audio systems: The lab has headphones and speakers for listening exercises.
c) Video systems and smart board: The lab has webcams, microphones and smart board for assisting students by the lecturers.

*Lab Assistance***:**

   a) A Lab Assistant is available during lab hours to provide technical assistance with the staff from the DELT.
   b) The staff from DELT can provide guidance on using the English language software.

Lab Maintenance:

   a) The lab must be kept clean and tidy at all times by the assistance of the Dean's office, Faculty of Arts, University of Jaffna.
   b) The lab systems must be shut down properly after use.
   c) Any defects to the lab equipment must be reported to the Dean / Faculty of Arts by the Coordinator of the Lab immediately.

Lab Security:

   a) The lab must be locked when not in use and the key is kept in the Dean's office, FoA
   b) Key has to be taken by the staff from DELT by signing in the ledger in the Dean's office, FoA.

*Lab Coordination***:**

A coordinator is appointed from the DELT by the Dean, Faculty of Arts with the consultation of the Head/DELT to ensure the smooth function of the Lab.

*Lab Feedback***:**

Students are encouraged to provide feedback on the lab facilities and the quality of the English language software. Feedback can be given through a feedback form available in the lab or through online platforms.