



TARANATH SHIKSHANA SAMSTHE'S

SOMA SUBHADRAMMA RAMAN GOUD WOMEN'S COLLEGE

Station Road, Raichur - 584101

(Affiliated to Akkamahadevi Women's University, Vijayapur)

Re-Accredited by NAAC with "B" Grade



Website: www.ssgians.org

Email: ssrgwcr20@gmail.com

Fax: 08532-225770

Principal: Sri. Satyanarayan. M.Com.

CERTIFICATE COURSE

ON

COMMUNICATION SKILLS IN ENGLISH

BY

Smt. Gouri Pallakki

Department of English

FOR THE ACADEMIC YEAR 2022-2023



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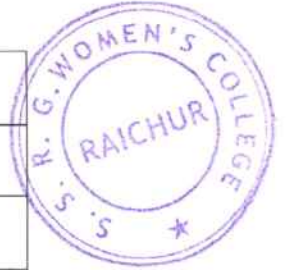
DEPARTMENT OF ENGLISH

Certificate course on **COMMUNICATION SKILLS IN ENGLISH LANGUAGE**

Academic Year: 2022-23

INDEX

Sl. No.	Particulars
1.	Permission letter
2.	BOS meeting resolution
3.	Brochure
4.	Notice
5.	Syllabus
6.	Time Table
7.	List of students enrolled
8.	Attendance
9.	Summary Report
10.	Sample certificate
11.	Sample Question Paper
12.	Sample Answer Paper
13.	Photos




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Principal: Sri. Satyanarayan. M.Com.

From,
Smt. Gouri Pallakki
Assistant Professor Department of English
S.S.R.G Womens College Raichur.

Date :01-12-2022

Through,
IQAC Coordinator
S.S.R.G Womens College Raichur.

To,
The Principal
S.S.R.G Womens College Raichur.

Respected Sir,

**Sub: -Request to permit to Introduce Certificate Course on
"COMMUNICATION SKILLS IN ENGLISH"**

With reference to above cited subject, the Department of English is intending to start Certificate Course on "COMMUNICATION SKILLS IN ENGLISH"-for the academic year 2022-23. In order to guide students to utilize, analyze and demonstrate the Language and Learning skills required in Communication and all areas. Department of English is willing to provide a platform for "COMMUNICATION SKILLS IN ENGLISH" for the betterment of our students. The comprehensive details of the course are enclosed with this requisition, kindly consider the request and permit to organize the course.

Thanking You,


Yours faithfully


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Principal: Sri. Satyanarayan. M.Com.

Date: 02-12-2022

Academic council /BOS meeting Resolution

Agenda

ESTABLISHMENT OF ACADEMIC COUNCIL /BOS 2022-2023


A meeting of all the heads of the Department was conducted to collect suggestions and regarding establishment of Academic council/Board of Studies in the college. The program intends to enhance the experiential learning students.

Outcomes of the meeting:

- It was approved that the Academic council comprise of all the heads of the departments.
- The heads were to frame a certificate course syllabus and number of periods allotted for each course will be 30 hrs.
- Each certificate course is to be assigned a course code for the purpose of evaluation
- Each head of the department is conduct meeting with their faculties and ensure that each student must enroll in any one of the certificate courses available in the college.
- It was here by resolved that the certificate course are to be conducted in the Academic year 2022-23

"COMMUNICATION SKILLS IN ENGLISH"


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Principal: Sri. Satyanarayan. M.Com.

Board of Advisory Committee on 02-12-2022

Chairman : **Sri. Satyanarayan**
Principal S.S.R.G Womens College Raichur

IQAC Co-ordinator : **Sri. Sanjaya Pawar**
IQAC Coordinator
S.S.R.G Womens College Raichur

Course Co-ordinator : **Smt. Gouri Pallakki**
Assistant Professor Department of English
S.S.R.G Womens College Raichur.

Members : **1. Dr. Rajani Shivaraj**
Assistant Professor Department of English
S.S.R.G Womens College Raichur.

2. Sri. Sandeep Karabhari
Assistant Professor Department of English
B.R.B College of Commerce, Raichur.

3. Sri. Anil Apral
Assistant Professor Department of English
Raichur University, Raichur.




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Institutional Regulations Governing the Certificate Course

On

"COMMUNICATION SKILLS IN ENGLISH"

The Course "COMMUNICATION SKILLS IN ENGLISH" is designed for the students to develop speaking, listening and pronunciation skills for more effective communication in trade, industries, journalism, tourism industry and related professional areas. This course will develop confidence in using English through conversation activities, public speaking and interview skills. The course aims at enhancing students overall development and to make an in depth study and knowledge of various representations in Communication world.

Title of the Programme : "COMMUNICATION SKILLS IN ENGLISH"

Duration of the Course: 30 Hours

Eligibility: Candidates pursuing B.A 1st Sem Students are eligible to join the course.

INTAKE: 30 students


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Soma Subhadramma Raman Goud Women's College, Raichuru



Certificate Course on COMMUNICATION SKILLS IN ENGLISH

Level up your English speaking, writing, and listening skills with us. Enroll now.

Academic Year 2022-23

Duration : 30 Hours

Details of Course

About Course

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Aims and Objectives

- To equip the learners with effective speaking and listening skills in English.
- To make them realize the communication potential of English language.
- To train them to use language effectively, to face interviews, group discussion, public speaking and presentation skills.
- To facilitate, to acquire a fairly acceptable skill in pronunciation.
- To promote ethical values and inculcate organizational behavior.
- To use English effectively for trade, tourism industries communication and use of language in different situation.

Learning Outcome

- The students will be able to analyze various terms used in communication world.
- The process of preparation of drafting skills.
- Analyze information from communication world.



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DEPARTMENT OF ENGLISH

Date: 07/12/ 2022

NOTICE TO STUDENTS



All the BA I Sem students are hereby informed you that the Department of English is starting a new Certificate Course of 30 hours on "**COMMUNICATION SKILLS IN ENGLISH**". Interested students are hereby informed to enroll their name to Program Coordinator Smt. Gouri Pallakki, before 10-12-2022. The classes will commence from 12-12-2022. On successful completion of the course, certificates will be issued to the students.

IQAC COORDINATOR

IQAC Co-ordinator

S.S.R.G. Women's College,
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SYLLABUS OF THE COURSE

"COMMUNICATION SKILLS IN ENGLISH"

Sl.No	Chapter / Topics	No. of Lectures (Hours)
1	Listening Comprehension	08
2	Usage of English for Indian Students	05
3	Use of English in Journalism and Tourism Industry	06
4	English as a Global Language	06
5	English Language and Technical Education	05
Total		30


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Learning Outcomes

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ASSESSMENT METHOD

Continues testing indicators

- Class attendance and participation – 75% to 100%
- Final Exam- 50 Marks

Pattern of Examination:

Sl.No.	Criteria	Marks
1	Final examination	50

Final result will be announced on the notice board on the basis of their secured classes and distinctions.

The certificate will be distributed to each eligible candidate.




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Time Table for Add-on Course with effective from 12-12-2022 to 18-01-2023

**Course: "COMMUNICATION SKILLS IN ENGLISH LANGUAGE" in
Language Lab**

Time→ Days ↓	10:50 to 11:40	11:50 to 12:40	12:40 to 1:30	1:30 to 2:30	2:30 to 3:20	3:20 to 4:30	4:30 to 5:10	5:10 to 6:10
Mon				LUNCH BREAK			COMMUNICATION SKILLS IN ENGLISH LANGUAGE	
Tue								
Wed								
Thu								
Fri								
Sat								




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DEPARTMENT OF ENGLISH

List of Students Enrolled for Certificate Course

On

COMMUNICATION SKILLS IN ENGLISH



Sl. No	Students Name	Class	Signature
1.	Sheeti	B.A. 1st Sem	Sheeti
2.	K. Shwetha	B.A. I Sem.	K. Shwetha
3.	Shraiba Begum	B.A. I Sem	Shraiba
4.	Nagaveni	B.A. I Sem	Nagaveni
5.	Chandrakala	B.A. I Sem	Chandrakala
6.	Mubeena	B.A. I Sem	Mubeena
7.	Mahek Anjum	B.A. I Sem	Mahek
8.	Ushakumari	B.A. I Sem	Ushakumari
9.	Tanuja	B.A. I Sem	Tanuja
10.	Aishwarya	B.A. I Sem	Aishwarya
11.	Nagaveni	B.A. I Sem	Nagaveni
12.	Rajiya Tasneem	B.A. I Sem	Rajiya
13.	Saumya	B.A. I Sem	Saumya
14.	Sangeeta	B.A. I Sem	Sangeeta
15.	Azmath Begum	B.A. I Sem	Azmath
16.	Swathi	B.A. I Sem	Swathi
17.	Suma	B.A. I Sem	Suma
18.	Rangamma	B.A. I Sem	Rangamma
19.	Anitha	B.A. I Sem	Anitha
20.	Sujatha	B.A. I Sem	Sujatha
21.	Dalimata	B.A. I Sem	Dalimata
22.	Vishalakshi	B.A. I Sem	Vishalakshi
23.	Anitha	B.A. I Sem	Anitha
24.	Dhyanika	B.A. I Sem	Dhyanika
25.	Nuskan Begum	B.A. I Sem	Nuskan
26.	Govindamma	B.A. I Sem	Govindamma
27.	Deepa Laxmi	B.A. I Sem	Deepa
28.	Boodamma	B.A. I Sem	Boodamma
29.	Naralamma	B.A. I Sem	Naralamma
30.	Annapoorna	B.A. I Sem	Annapoorna


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Report and Outcome Analysis of Add on Course on Communication Skills in English 2022-23

Name of the Course: Communication Skills in English

Name of the Department: English

Number of Students enrolled: 30

BOS Meeting Date: 02-12-2022

Start date of the Course: 12-12-2022

End date of the Course: 18-01-2023



The department of English has conducted an add-on course on "**Communication Skills in English**" for students from 12-12-2022 to 18-01-2023. It focuses on developing your macro and micro English, writing, vocabulary and grammar with the view of help to use English Language in academic life.

A total number of 30 students enrolled in this course and have received good insights into the significance of theoretical concepts of basics grammar and its contextual usages. Beside, these core aspects enabled the students to tune their writing and speaking skills. The course wound up with final examination and distribution of certificate.

Outcome of the course:

- Explain the origins of the communication discipline
- Categorize the various career pathways for students of communication
- Articulate the importance of communication expertise in career development and civic engagement
- Identify with intellectual specialization(s) in the communication discipline.


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**Soma Subhadramma Raman Goud Women's College,
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This is to certify that Kum of

..... has completed the certificate course on **"COMMUNICATION SKILLS IN ENGLISH"** Organized by

Department of English, Soma Subhadramma Raman Goud Women's College, Raichur, from 12-12-2022 to 18-01-2023.

Course convener

IQAC Coordinator

Principal

Shruthi

B.A. Ist Sem.

DEPARTMENT OF ENGLISH
ADD-ON COURSE EXAMINATION IN COMMUNICATION SKILLS IN
ENGLISH

44
50
All

MCQ QUESTION PAPER

Duration: 1 Hour

Marks : 50

I. Choose the correct answer from the given options.

2x25=50

Q1. Which of the following is NOT an element of communication within the communication process cycle?

- A) Channel, B) Receiver
C) Sender D) Time ✓ 2

Q2. You need to apply for leave at work? Which method of communication will you use?

- A) e-mail, B) Poster
C) Newsletter D) Blog ✓ 2

Q3. By which action can senders send their messages?

- A) Gestures B) Speaking
C) Reading D) Writing, ✓ 2

Q4. Which of the following is an example of oral communication?

- A) Newspapers B) Letters
 C) Phone call, D) e-mail ✓ 2

Q5. What are the types of words we should use for verbal communication?

- A) Acronyms B) Simple, ✓ 2
C) Technical D) Jargons ✓

Q6. Which of these is a positive (good) facial expression?

- A) Frowning while concentrating B) Maintaining eye contact ✓ 2 0
C) Smiling continuously ✓ D) Rolling up your eyes

Q7. What does an upright (straight) body posture convey or show?

- A) Pride B) Professionalism ✓ 2
✓ C) Confidence D) Humility

Q8. Which of these is NOT an appropriate non-verbal communication at work?

- ✓ A) Keeping hands in pockets while talking B) Talking at moderate speed ✓ 2
C) Sitting straight D) Tilting head a bit to listen

Q9. Which of the following statement is true about communication?

- ✓ A) 50% of our communication is non-verbal ✓ 2
B) 20% communication is done using body movements, face, arms, etc
C) 5% communication is done using voice, tone, pauses, etc.
D) 7% communication is done using words

Q10. Which of these are examples of positive feedback?

- ✓ A) Excellent, your work has improved B) I noticed your dedication towards the project. ✓ 2 0
C) You are always doing it the wrong way. D) All of the above

Q11. Which of these are examples of negative feedback?

- A) I hate to tell you this but your drawing skill is poor. ✓ 2 0
✓ B) You can surely improve your drawing
C) These are good drawings but you can do better.
D) None of the above

Q12. Which of the following is an effective components of good feedback?

- A) Detailed and time consuming
B) Indirect
C) Specific
D) Opinion-based ✓ 2

Q13. Which of these is NOT a common communication barrier?

- A) Linguistic barrier
B) Interpersonal barrier
C) Financial barrier ✓
D) Organisational barrier ✓ 2

Q14. In which of the following, the underlined word is an adjective?

- A) Radha has a red dress
B) I can speak French
C) The Girl on the Train is a best-seller
D) Abdul can swim fast ✓ 2

Q15. Which of these sentences is capitalised correctly?

- A) Ravi and i are going to the movies ✓
B) Salim is visiting India in July
C) The tiger is a Strong animal
D) She is arriving on Monday ✓ 2

Q16. Which of these sentences are punctuated correctly?

- A) When is the party.
B) I had bread omelette and a Banana for breakfast?
C) I am so excited about my first foreign trip,
D) This is Abdul's notebook. ✓ 2

Q17. In which of these sentences can you find an adverb?

- A) Divya drinks milk every day ✓
B) Sanjay gifted me a new pen
C) I opened the door lock
D) Sita is 5-feet tall. ✓ 2

Q18. Identify the indirect object in the sentence, 'The band played music for the audience.'

- A) The band
B) played
C) music
D) audience ✓ 2

Q19. Which of these is an imperative sentence?

A) Switch off the fan ✓

B) Sheila has gone to the market

C) Where are my pen colours?

D) Oh no! I missed my flight ✓

2

Q20. Which of these sentences is in active voice?

A) A movie is being watched by them.

B) The car was repaired by Raju ✓

C) He is reading a book ✓

D) The thief was being chased by a policeman

2

Q21. The origin of the word communication is _____

A) Communicate

B) Communicare ✓

C) Compute

D) Computer ✓

2

Q22. Types of words used for verbal communication?

A) Acronyms ✓

B) Simple

C) Technical

D) Jargons ✓

2

Q23. The first language which we learn or speak as a child _____

A) Jargon

B) Dialect

C) Mother Tongue ✓

D) Vernacular ✓

2

Q24. Which of the following shows a positive facial expression?

A) Frowning while concentrating

B) Maintaining eye contact ✓

C) Smiling continuously

D) Rolling up your eyes ✓

2

Q25. By what method we can know what the receiver understood or got the message

A) transmitting ✓

B) feedback

C) message

D) listening ✓

2



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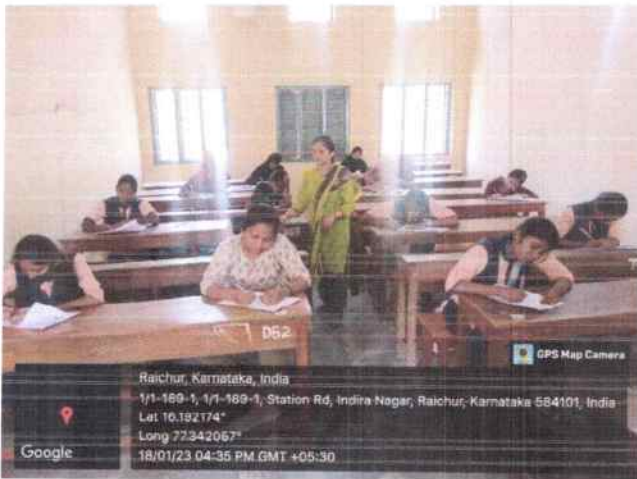
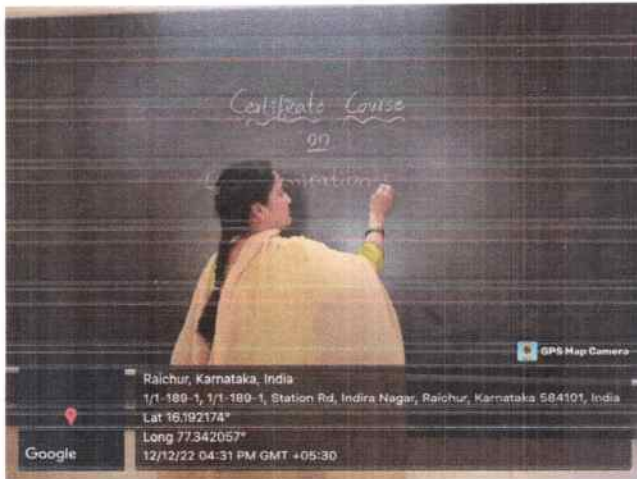
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Photo Gallery of Certificate Course on COMMUNICATION SKILLS IN ENGLISH LANGUAGE




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