



**Shri Sharana Nooliya Chandayya Dr. B. R. Ambedkar
Smaraka AKK Education Society's Arts & Commerce
College, Gangadharnagar, Hubli, Karnataka, India.**

2017-2018

ENGLISH COMMUNICATION SKILLS

A CERTIFICATE COURSE OF 30 DAYS

A certificate course in English designed for college students to learn the concepts of English Communication that shall focus on brushing the basic concepts of English grammar and use correct grammatical English sentences during verbal and written communication.



DURATION: 30 Days(1 hour/session)

Course Highlights

- ❖ Speaking practice modules with sentences
- ❖ Instructor based interactive group sessions
- ❖ Reading exercises with instant feedback
- ❖ Interactive audio lessons
- ❖ Time based quizzes
- ❖ LSWR sessions

Course Objectives And Benefits

- ❖ Speak English confidently at work, in meetings and in social interactions.
- ❖ Improve English fluency.
- ❖ Correct Pronunciation for proper and confident Communication.
- ❖ LSWR Skills.

“ENGLISH COMMUNICATION SKILLS”

About the Certificate Course

A certificate course in English (30 days) with learning concepts of English Communication is designed for college students, focuses on brushing basic concepts of English grammar and use grammatically correct English sentences in their daily life. This will help improve their English communication, obtain fluency and thus gain confidence to communicate smoothly. This course comes with an excellent speaking practice platform for learners for a clear understanding.

This course includes-

- ❖ Speaking practice modules with unlimited sentences for English speaking practice during the course.
- ❖ Instructor based interactive group sessions of 1 hour duration each to help learner interact with a teacher in real-time.
- ❖ Reading exercises with instant feedback on spoken English words.
- ❖ Interactive audio lessons with built in quizzes to improve English listening skill.
- ❖ Time based quizzes with an additional final quiz for the certification exam online, and
- ❖ Many relevant questions to be answered by speaking to help learners do more practice in speaking English with correct pronunciations.
- ❖ LSWR sessions

COURSE OBJECTIVES AND BENEFITS:

At the end of this course the learner will be able to

1. Speak English confidently at work, in meetings and in social interactions.
2. Improve their English fluency, using speaking practice modules.
3. Improve their English listening skill through many audio listening exercises.
4. Pronounce English words correctly by actually speaking and with instant feedback.
5. Use of English language effectively during real-time conversations.

Syllabus for the Certificate Course

Module 01: Simple, Complex and Compound Sentences

Module 02: Commonly used Phrases/Sentences

Module 03: Use of dictionary for reference: spelling, grammar and usage

Module 04: Pronunciation of new and difficult words.

Module 05: Posing and Answering Questions

Module 06: Request, Order and Advice and the Art of Wishing

Module 07: Use appropriate language to request and respond to requests

Module 08: Write informal letters, applications, and official letters of request.

Module 09: Present, Past and Future Tenses and Question Tags

Module 10: Presentation skills, Learning the presentation skills: presentation strategies – from notes to presenting; group, pair, individual presentation

Module 11: Awareness of common usage errors, and current English usage; analysis of their own usage errors in their speaking and writing

Module 12: Talking to people in public places

Module 13: Listen to lectures, presentations and other suitable listening materials from electronic media, and take notes

Module 14: Casual Conversation in peer group

Module 15: Non-Verbal Communication (Using appropriate body language, positive facial expressions, polite eye contact)

Module 16: Telephone Etiquette in telephone conversation

Module 17: Business Communication

Module 18: Conversation Scenario

Module 19: Participating In Group Discussions

Module 20: Conducting Meetings

Module 21: Attending Interviews

Module 22: Talking to Team Members

Module 23: How to talk to customers

Module 24: Framing of Questions regarding Interview Sessions

Module 25: Time and Stress Management

Final Course Quiz



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ಎ.ಕೆ.ಕೆ. ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ ಕಲಾ ಹಾಗೂ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಗಂಗಾಧರನಗರ, ಹುಬ್ಬಳ್ಳಿ - 580 020 ತಾ: ಹುಬ್ಬಳ್ಳಿ ಜಿಲ್ಲಾ : ಧಾರವಾಡ ರಾಜ್ಯ : ಕರ್ನಾಟಕ

SHRI SHARANA NOOLIYA CHANDAYYA
Dr. B. R. AMBEDKAR SMARAKA A.K.K. EDUCATION
SOCIETY'S ARTS & COMMERCE COLLEGE



GANGADHARNAGAR, HUBBALLI - 580 020. TQ.: HUBBALLI DIST.: DHARWAD STATE : KARNATAKA

Affiliated to Karnatak University Dharwad & Recognised by Govt. of Karnataka

Founder & President : Late Shri K. G. GOKAK M.A., L.L.B. (Spl)

E-mail : ssncdrbrambedkar@gmail.com

Website : www.ssncdrbraakkdegreecollege.in

Ref. No. SSNC/ACC/Bos/Circular/17-18/01A

Date : 01-01-2018

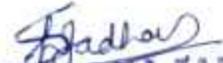
CIRCULAR

The English department takes the pleasure to introduce a Certificate Course on "ENGLISH COMMUNICATION SKILLS" for the UG students. A Board of Studies has to be composed for the same.

The members of the BOS are selected based on the parameters of the subject proficiency and experience. The members of the BOS will take charge to approve the syllabus, monitor and review the structure of the course also recommend suggestions at times. The present BOS shall be active for a term of three years.

Composition of the Board of Studies:

Sl.no	Name & Designation	Position
1	Shri Manjunath D Mattimani , Principal	Chairman
2	Smt. Swapna K Jadhav Assistant Professor, HOD- English	Programme Co-ordinator
3	Smt. Aarti Pattanda Lecturer, Department of English	Member
4	Dr. Shiddappa M Chillur Associate Professor, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member
5	Dr Disha Madan Lecturer, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member


Smt. SWAPNA JADHAV
Programme Co-ordinator
M.A., M.Phil.,
H.O.D., English
S.S.N.C. Dr. B. R. Ambedkar Smaraka
A.K.K. Education Society's
Arts and Commerce College,
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PRINCIPAL
S. S. N. C. Dr. B. R. Ambedkar Smaraka
A.K.K. Education Society's
Arts and Commerce College
Gangadharnagar, HUBBALLI-20.

Estd. 1994-95

“ಕಾಯಕದಿಂದ ಬಂದದ್ದು ಲಿಂಗಕ್ಕೆ ಅರ್ಪಿತ”

College Code : 1241

ಶ್ರೀ ಶರಣ ನೂಲಿಯ ಚಂದಯ್ಯ

Tel.:0836-2244566



ಶ್ರೀ ಶರಣ ನೂಲಿಯ ಚಂದಯ್ಯ ಡಾ|| ಬಿ. ಆರ್. ಅಂಬೇಡ್ಕರ್ ಸ್ಮಾರಕ
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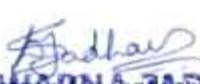
Ref. No. SSNC/ACC/BOS
Meeting/2017-18/01A

Date : 01-01-2018

CIRCULAR

Date: 01-01-2018

This is to inform to all the members of the BOS that a meeting will be conducted on 02-01-2018 at 3:30 pm in the Principal cabin. All the members are invited by the department to attend the meeting and contribute your valuable suggestions.


Smt. SWARNA RADHAVI

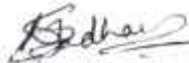
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Arts and Commerce College
Gangadharnagar, HUBBALLI-20.

List of members

Sl.no	Name & Designation	Position	Signature
1	Shri Manjunath D Mattimani Principal	Chairman	
2	Smt. Swapna K Jadhav Assistant Professor, HOD- English	Programme Coordinator	
3	Smt. Aarti Patanda Lecturer, Department of English	Member	
4	Dr. Shiddappa M Chillur Associate Professor, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member	
5	Dr Disha Madan Lecturer, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member	


Programme Co-ordinator


PRINCIPAL
S. S. N. D. J. Ambedkar Smaraka
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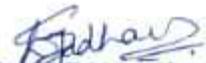
Date : 01/01/2018

Minutes of Meeting

A meeting was conducted by the Department of English to discuss on the 1st of January 2018.

The following points were discussed:

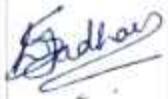
Agenda	Decisions Taken
1. Framing of the Syllabus	The meeting with the help of external members scrutinized the syllabus roughly prepared by the faculty of the institution. With some minor changes the syllabus to be followed for the course was finalized.
2. Review of the structure of the course	The structure of the course was approved.
3. Recommendations/Suggestions	Suggestions about including audio-visual aids for the effective communication was considered.
4. Any other matter	Feedback forms to be collected was an added point.


Smt. SWARNA JADHAV

H.O.D., English
S.S.N.C. Dr. B. R. Ambedkar Smaraka
A.K.K. Education Society's
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A.K.K. Education Society's
Arts and Commerce College
Gangadharnagar, HUBBALLI-20.

List of members attended the meeting:

Sl.no	Name & Designation	Position	Signature
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2	Smt. Swapna K Jadhav Assistant Professor, HOD- English	Programme Co-ordinator	
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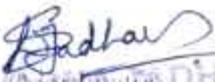
NOTICE

Date: 16-12-2017

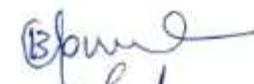
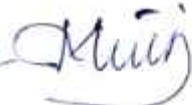
It is hereby informed to all the students of BA and B.Com that the college will be conducting a Certificate Course on "ENGLISH COMMUNICATION SKILLS". This course will help you improve the communication skill and obtain fluency in English language. The course duration will be of 30 days.

The classes will be conducted in the college campus only. The course shall begin from 05-01-2018. The timetable and other details about the course will be displayed on the notice board.

Certificates will be issued to the students after the successful completion of the course. Interested students can enrol their names in the office.


Sr. Program Coordinator
S.S.N.C. Dr. B. R. Ambedkar Smaraka
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Gangadharnagar, HUSBALLI-20.

- 1) B. Com 1st year - 
- 2) B-A 1st year 
- 3) B-A 2nd year 
- 4) B. Com - 2nd year 

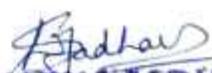
Certificate Course

Academic Year 2017-2018	Name of the Certificate Course English Communication Skills	No of Participants 30
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Certificate Course

Time table of the course: The course begins from 05-01-2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				05-01-2018 4.00-5.00 pm	06-01-2018 4.00-5.00 pm
	09-01-2018 4.00-5.00 pm	10-01-2018 4.00-5.00 pm	11-01-2018 4.00-5.00 pm	12-01-2018 4.00-5.00 pm	13-01-2018 4.00-5.00 pm
	16-01-2018 4.00-5.00 pm	17-01-2018 4.00-5.00 pm	18-01-2018 4.00-5.00 pm		
22-01-2018 4.00-5.00 pm	23-01-2018 4.00-5.00 pm	24-01-2018 4.00-5.00 pm			27-01-2018 4.00-5.00 pm
29-01-2018 4.00-5.00 pm	30-01-2018 4.00-5.00 pm	31-01-2018 4.00-5.00 pm	01-02-2018 4.00-5.00 pm	02-02-2018 4.00-5.00 pm	
05-02-2018 4.00-5.00 pm	06-02-2018 4.00-5.00 pm	07-02-2018 4.00-5.00 pm	08-02-2018 4.00-5.00 pm	09-02-2018 4.00-5.00 pm	10-02-2018 4.00-5.00 pm
12-02-2018 3.00-4.00 pm		14-02-2018 3.00-4.00 pm	15-02-2018 3.00-4.00 pm	16-02-2018 4.00-5.00 pm	17-02-2018 4.00-5.00 pm


Smt. SWAPNA JADHAV
 M.A., M.Phil.,
 H.O.D., English
 S.S.N.C. Dr. B. R. Ambedkar Smaraka
 A.K.K. Education Society's
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 Gangadharnagar, HUBBALI-580 020.

Sl.No	Name of the student
1	Anwarabasha Shaikh
2	ChetanDandoli
3	Malleshappa
4	RavsahabAmrutakar
5	Suneel.L.
6	Sandeep Yarakal
7	Vilas D Korawar
8	Chidambar B Nayak
9	DavalmalikWalikar
10	Kevin Benn
11	VaishaliGobbadavar
12	AdivemmaUpavasi
13	IrannaDevikoppa
14	M Shrinivas
15	Parvatagouda N K
16	Sunil.S
17	Raghuraj
18	Sherwin D Sarvade
19	Bandi Rohan
20	Kiran Bhajantri
21	Yamrathi Mona
22	Aishwarya N Ballari
23	OmkarNaik
24	Shivakumar
25	RoopalHalakatti
26	ShreepalGotagodi
27	Rajendar Kaur
28	Chaitra Hosamani
29	SatejaPande
30	SaifPathan


PRINCIPAL

S. S. N. C. Dr. B. R. Ambedkar Smaraka
A.K.K. Education Society's
Arts and Commerce College
Gangolhatnagar, HUBBALLI-23.



"ENGLISH COMMUNICATION SKILLS"
CERTIFICATE COURSE



2017 - 2018

CERTIFICATE COURSE BATCH

Students making a note of writing informal letters and formal letters. They were given an exercise to write letters to their friends (informal letter) and to the Principal (formal letter format).

SSNC Dr. B.R. Ambedkar Smarak A.K.K Education Society's

Arts and Commerce College, Gangadhar Nagar, Hubli-20

COURSE FEED BACK FORM

Name of the Student: Kiran Bhajantri

Program/Course: English communication skill

Put a tick mark on the answer of your preference

1. Were the objectives of the course clear and fulfilled according to you? YES/ NO
2. The course contents met with the expectations? YES/ NO
3. The contents were illustrated with suitable examples. YES/ NO
4. The level of the course was low/ High
5. Did the course introduce the new knowledge? YES/ NO
6. The lectures were clear and easy to understand Agree/ Disagree
7. The teaching aids were effectively used Agree/ Disagree
8. Was the course useful to you? YES/ NO

ANY OTHER SUGGESTIONS:

good course.

Date: 17/02/2018

Place: HUBLI

Kiran
Signature



Shri Sharana Nooliya Chandaya Dr. B. R. Ambedkar Smaraka
AKK Education Society's Arts & Commerce College,
Gangadharnagar, Hubli.

Certificate of Completion

This certifies that Vaishali. Gobhadav
of B.A II year _____ has successfully completed the

"English Communication Skills Certificate Course"
in the Year 2017 - 2018.




HOD, ENGLISH


IQAC CO-ORDINATOR


PRINCIPAL

Shri Sharana Nooliya Chandayya Dr.B.R.Ambedkar
Smaraka AKK Education Society's Arts & Commerce
College,Gangadhar Nagar.Hubli.Karnataka.India.

2017-2018

ENGLISH COMMUNICATION SKILLS

A CERTIFICATE COURSE OF 30 DAYS

REPORT

A certificate course for the students of the college was introduced by the department in the year 2017-2018. Before introducing the course, the department conducted a meeting with the principal and decided to have a Board of Studies for the certificate course. Accordingly the neighbouring institution was approached and with great pleasure, the department invited the staff of the English Department as the External members of the BOS. A circular was passed by the department inviting the BOS for a meeting in the college.

It was decided by the Principal, IQAC and the Department faculty to circulate the notice about running a certificate course in English Communication Skills in the month of January first week; much before and accordingly a notice was sent by the Department to the students on the 16th December 2017 that declared the beginning of the certificate course and the concerned details.

Dr.Shiddappa Chillur, Associate Professor & HOD,English also Dr.Disha Madan, Lecturer- Nehru Arts,Science and Commerce College, Hubli were the two eminent and experienced faculty included in the BOS.

In the presence of the Principal and the other BOS members a meeting was conducted on the 2nd of January 2018 at 3.30 pm. In this meeting a syllabus was framed for the certificate course to begin. Certain modules to be included in the syllabus was an additional note taken for consideration. The suggestions given by the members of the BOS were considered and the meeting decided to incorporate all the essential points put forward by the BOS. The certificate course would be of 30 days.

The Certificate Course began from 5th of January 2018 and followed for 30 days successfully as per the time-table. The students at first found it difficult to follow but as 3-4 days passed, they found it comfortable. The modules from the syllabus were getting fruitful with the students active participation in the discussions and the communication sessions.

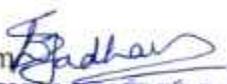
Students could pose questions, interact, learn to greet and respond to requests, use suitable phrases, words, frame sentences and they were getting closer to proper pronunciation of new words. The modules framed in the

syllabus helped the students get well versed in conversation skills at different situations/scenarios.

Overall the certificate course with the modules explained during the classes with Ppts and many other audio-visual aids was run successfully and at last an oral examination conducted in the last hour of the course days was found satisfactory. The department as decided before was now glad to issue certificates to the students of their course completion.

Feedback forms were distributed on the last day among the students to obtain their opinions. It was understood that such certificate courses can actually help students motivate to come forward and speak with free mind if they were confident and the language of communication though they find it difficult in the beginning can be made easy by such inclusions in their day-to-day life, specially in their learning syllabus..

From


Smt. SWAPNA JADHAV

Program Co-ordinator, M.A. M.Phil.,

H.O.D., English

S.S.N.C. Dr. B. R. Ambedkar Smaraka

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Dept of English



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