

Annual Report of Certificate Course for A. Y. 2016-17

1. Communication Skills in English

INDRARAJ ARTS, COMMERCE AND SCIENCE COLLEGE SILLOD

**CERTIFICATE COURSE IN
COMMUNICATION SKILLS
IN ENGLISH**

The Principal

Indraraj Arts, Commerce and Science College
Sillod
2016-2017

Indraraj Arts, Commerce and Science College Sillod is one of the pioneer institutes imparting knowledge to the rural students in the locality. It is offering an excellent Certificate Course in Communication Skills in English to professionals, students, job seekers and for the house wives. The salient features of this course is our expert and dedicated facilitators, spacious classrooms with elegant ambience and infrastructure with Computer Assisted Language Laboratory. It also uses aids like video cameras and LCD projectors for imparting English language skills and knowledge to its participants. The course organizers' are learner-friendly and interactive atmosphere helps the participants achieve clear and confident skill in English Communication to develop a dynamic personality.

Significance of Certificate Course:

The Certificate Course in Communication Skills in English enables its stakeholders to develop deep knowledge about the various skills of English language such as: speaking effectively and phonetically correct, listening carefully or silently, reading intensively and comprehensively, writing technically and drafting officially. The course significantly develops the presentation and group discussion skills along with conversation and formal writing for government NGOs commerce industry and Corporate Sectors.

About the Course

Course Duration	<i>03Months [60 hours]</i>
Fees	<i>No Fees</i>
Timings	<i>(Monday & Tuesday) 3.45 pm to 5.45pm</i>
Eligibility	<i>Above 12th standard</i>
Documents Required	<i>12th marks memo Xerox & Adhaar Card</i>
Rules and Regulations	<i>75% of attendance is compulsory to receive the certificate</i>

Course Components

**Communication and Its Conversation and writing
Types, Listening and skills, Official and formal
Pronunciation Skills, writing, Telephonic**

Conversation, Presentation Skills, Technical Writing, Grammar and Syntax

Course Outcome

1. Communication skills by giving adequate exposure will improve the four basic skills of language such as Speaking, Reading, Listening and writing.
2. Recognize and operate in various styles and registers in English.
3. Get rid of his present flaws and mistakes in pronunciation and grammar.
4. Identify and repair the voids in his present vocabulary and pronunciation targeting those specific array of words which create a barrier in his thought process.
5. Impart better writing skills by sensitizing the learners to the dynamics of effective writing.
6. Build up the learner's confidence in oral and interpersonal communication by reinforcing the basics of pronunciation specially.

<i>Examination and Evaluation</i>	
Oral	<i>40 Marks</i>
Theory	<i>60 Marks</i>

The Candidate who will secure minimum 50% of marks in both exams will be provided with certificate of completion of the course

Contact:

Programme Coordinator

Head of Department

MR. AGARWAL D B

DR CHOUTHAIWALE S S

9890223654

9890525404

Website: www.indraraj.org

Venue:

Department of English

Indraraj Arts, Commerce and Science College Sillod

SYLLABUS

For

CERTIFICATE COURSE IN COMMUNICATION SKILLS IN ENGLISH

UNIT I

COMMUNICATION: ITS TYPES AND SIGNIFICANCE:

Basic Concepts of Communication; Process of Communication; Types of Formal communication; The Media of Communication; Channels of Communication; Barriers in Communication; How to Overcome Barriers to Communication.

UNIT II

1. GRAMMAR

Tenses, Synonyms; Antonyms; Words used as different parts of speech; spotting errors; Concord; Principle of proximity between subject and verb. Vocabulary Building: Usage and origin of words, antonyms, synonyms.

2. SYNTAX

Sentence Structure; Combination and Transformation of sentences; Verb Patterns in English.

UNIT III

READING SKILL

Purpose and Process of Reading; Reading Tactics; Reading Strategies; Reading Comprehension;

UNIT IV

LISTENING SKILL

Process of listening; Types of Listening; Listening-thinking process; Barriers to Listening;

1. Listening to Talks and Description.
2. Listening to Announcements.
3. Listening to News on the Radio and Televisions.
4. Listening to Casual Conversations.

UNIT V

SPEAKING SKILL

Skills of Effective Speaking; Component of an Effective Talk; Phonetics, Tone of Voice; Accent, Body Language; Timing and Duration of Speech; Audio-Visual Aids in Speech.

1. *Art of Small Talk.*
2. *Participating in Conversations.*
3. *Making a Short Formal Speech.*
4. *Describing People, Places, and Events & Things.*

Pronunciation/ Phonetics:

1. *Pronouncing words correctly – articulating words with accent on the right syllable.*
2. *Problems in pronunciation.*
3. *Word stress in words of many syllables, sentence stress, weak forms, contracted forms, unstressed pronouns, stress in compound words, and stress in words used as different parts of speech.*
4. *Intonation.*

Telephonic Conversation:

1. *Understanding Telephone Communication.*
2. *Handling Calls.*
3. *Leaving Message.*
4. *Making Requests.*
5. *Asking for and Giving Information.*
6. *Giving Instructions.*

Presentation Skills:

Types of presentation, preparing presentations, audience recognition,

Interview Skills:

Types of Interviews: Preparing for interviews, Mock interview drills, frequently asked questions, about the organization etc.

Group Discussion:

Developing group communication skills, Case studies and role-play

UNIT VI

TECHNICAL WRITING

Elements of Effective Writing; Job Application, Bio-data, Personal Resume and Curriculum Vitae; Preparing Agenda and Minutes of a Meeting; Back office job for organizing a conference/seminar; Writing Styles; Scientific and Technical Writing; Summary Writing; Writing paragraphs; Writing Essays, Letters & Resume Writing: Memos, Letter of Enquiry, Cover, Complaints. Main considerations in writing a good report; Types and Structure of Reports; Collecting Data; Technical Proposals; Visual Aids; General Tips for Writing Reports. Messages, E-writing


Dept. of English
Indraraj Arts, Comm. & Science College
Sillod, Dist. Aurangabad

Certificate Course in Communication Skill in English
Year Wise Students' Enrolled List
Academic Year: 2016-17

SR. NO	STUDENT'S NAME	CLASS
1.	ARKE AMAR SANJAY	B A F Y
2.	BADAK MANISHA DATTU	B A F Y
3.	BILWAL PRANITA NARAYAN	B A F Y
4.	CHAUDHARI DEVENDRA RAMESH	B A T Y
5.	CHAUTMAL RAHUL SHESHRAO	B A F Y
6.	DANDAGE SANTOSH SAKHARAM	B A F Y
7.	DAPKE JYOTI ANANDA	B A F Y
8.	DAUD SHAM RAMESH	BCS S Y
9.	DHORMARE SARALA GANPAT	B A F Y
10.	DIVATE BHAGINATH DAGADUBA	B Sc. F Y
11.	DIWATE MIRABAI SUKHADEV	B Sc. F Y
12.	DUROLE MANGESH SURESH	B Sc. F Y
13.	GAIKWAD YOGESH RAMDAS	B Sc. T Y
14.	GORE KAKASAHEB DADARAO	B Sc. F Y
15.	JAIWAL AMOL PRABHU	B Sc. T Y
16.	JANJAL DNYANESHWAR VISHVAS	B A T Y
17.	MALI CHETAN NIVRUTTI	B A T Y
18.	NAIK SONALI EKNATH	B A T Y
19.	OSTWAL ATUL MADANLAL	BCS F Y
20.	PAWAR GANESH SAHEBRAO	B Sc. F Y
21.	SHAIKH SHAHID ISMAIL	BCS F Y
22.	SHELK VIJAY DHANAJI	B A S Y
23.	SONAR AKASH SUNIL	BCS T Y
24.	SORMARE SUDAM LAXMAN	B A S Y
25.	TATHE GANESH BABURAO	BCS S Y
26.	TAYDE DEEPAK SANDU	B A S Y
27.	TELI POOJA RAJENDRA	BCS S Y
28.	VETAL KRUSHNA MACCHINDRRAO	B Sc. F Y
29.	WAGH SAGAR DIGAMBAR	BCS S Y
30.	ZINE POOJA RAJENDRA	B A S Y

D. D. D. D. D.

Programme Coordinator

K. K. K. K. K.
 Dept. of English
 Indraraj Arts, Comm. & Science College,
 Sikod, Dist. Aurangabad

***INDRARAJ ARTS, COMMERCE AND SCIENCE COLLEGE
SILLOD***

Certificate Course in Communication Skills in English

Academic Year: 2016-17

Time Table

DAY	TIME	NAME OF THE TEACHER
MONDAY	3.45 – 4.45	Mr. Agarwal D B
	4.50 – 5.50	Dr. Chouthaiwale S S
TUESDAY	3.45 – 4.45	Dr. Chouthaiwale S S
	4.50 – 5.50	Mr. Agarwal D B


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PRINCIPAL
Indraraj Art's, Comm.&Sci.College
Sillod Dist.Aurangabad.

MODEL QUESTION PAPER PATTERN FOR THEORY

Time: 2.00 hrs

Marks: 60

Q. No 1. Grammar and Error Correction 30 Marks

Q. No 2. Phonetics and English Language structure 30 Marks

MCQ's and Short Answer type Question will be asked

All questions will be compulsory.

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MODEL QUESTION PAPER PATTERN FOR PRACTICAL

Time: 1.00 hrs.

Marks: 40

1. Speech and Intonation 10 marks

2. Reading, pronunciation 10 marks

2. Make a short formal speech on any one of the following. 20 marks

(Welcome Address, A Farewell Speech, Propose a Vote of thanks at the close of a formal event.)

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Certificate Course in Communication Skills in English

Students Marks List 2016-17

ROLL NO	NAME OF THE CANDIDATE	THEORY EXAM	ORAL EXAM MARK(40)	MARKS OBTAINED (100)	GRADE	RESULT
1	ARKE AMAR SANJAY	42	25	67	B	PASS
2	BADAK MANISHA DATTU	55	26	81	A	PASS
3	BILWAL PRANITA NARAYAN	45	23	68	B	PASS
4	CHAUDHARI DEVENDRA RAMESH	48	24	72	B	PASS
5	CHAUTMAL RAHUL SHESHRAO	48	27	75	A	PASS
6	DANDAGE SANTOSH SAKHARAM	45	23	68	B	PASS
7	DAPKE JYOTI ANANDA	49	26	75	A	PASS
8	DAUD SHAM RAMESH	50	26	76	A	PASS
9	DHORMARE SARALA GANPAT	43	23	66	B	PASS
10	DIVATE BHAGINATH DAGADUBA	41	22	63	B	PASS
11	DIWATE MIRABAI SUKHADEV	20	12	32	-	FAIL
12	DUROLE MANGESH SURESH	45	23	68	B	PASS
13	GAIKWAD YOGESH RAMDAS	41	24	65	B	PASS
14	GORE KAKASAHEB DADARAO	47	22	69	B	PASS

15	JAIWAL AMOL PRABHU	45	24	69	B	PASS
16	JANJAL DNYANESHWAR VISHVAS	42	26	68	B	PASS
17	MALI CHETAN NIVRUTTI	44	26	70	B	PASS
18	NAIK SONALI EKNATH	47	23	70	B	PASS
19	OSTWAL ATUL MADANLAL	42	24	66	B	PASS
20	PAWAR GANESH SAHEBRAO	42	25	67	B	PASS
21	SHAIKH SHAHID ISMAIL	44	24	68	B	PASS
22	SHELK VIJAY DHANAJI	46	24	70	B	PASS
23	SONAR AKASH SUNIL	48	24	72	B	PASS
24	SORMARE SUDAM LAXMAN	47	28	75	A	PASS
25	TATHE GANESH BABURAO	50	28	78	A	PASS
26	TAYDE DEEPAK SANDU	48	28	76	A	PASS
27	TELI POOJA RAJENDRA	44	26	70	B	PASS
28	VETAL KRUSHNA MACCHINDRRAO	52	31	83	A	PASS
29	WAGH SAGAR DIGAMBAR	42	24	66	B	PASS
30	ZINE POOJA RAJENDRA	45	27	72	B	PASS

D. S. G. S. S.

Programme Coordinator

K. S. S. S.
 Dept. of English
 Indraraj Arts, Comm. & Science College,
 Sijod, Dist. Aurangabad

Ajantha Education and Military Preparatory Institutes,

**INDRARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
SILLOD, DIST. AURANGABAD**

CERTIFICATE

This is to certify that, Mr./Ms./Mrs.-----

----- Class:-----has

been successfully completed Certificate Course in **Communication
Skills In English** during the academic year **2016-17** from Dept. of **English**

He / She has been secured grade, '-----'

Hence certified.

Date: / / 20

Course Coordinator

Principal

Certificate Course in Communication Skills in English

Unit Test 1

Time 60 Min

Marks: 30

*All questions compulsory
All questions carry equal marks*

1. Do you work on Saturdays?

- A) Yes, I work
- B) Yes, I do
- C) Yes, I am

2. How old are you?

- A) No, I'm not
- B) I'm 35
- C) I'm a waiter

3. Do you have a brother?

- A) No, I not have
- B) No, they don't
- C) No, I don't

4. the summer, we go to the beach.

- A) In
- B) At
- C) On

5. We sometimes eat dinner seven o'clock.

- A) On
- B) at
- C) into

6. Colour for each Snow, Milk, and Paper:

- A) Red
- B) White

C) Green

Match the following:

- | | |
|------------------|--------------------|
| 7. Squire | a. follower |
| 8. Savage | b. dress |
| 9. Embarrassment | c. Cruel |
| 10. Garment | d. landlord |
| 11. Disciple | e. awkward feeling |

12. The Number of diphthongs in English Sound is _____

- A) 12
- B) 8
- C) 20

13. Which total number of sounds in English language is __

- A) 12
- B) 20
- C) 44

14. Which one of the following is not an organ of speech?

- A) Leg
- B) Tongue
- C) Lips

15. Total Number of consonant sound in English is _

- A) 8

- A) "why are you laughing Ram", he said
B) Why are you laughing Ram, He said?
C) "Why are you laughing, Ram?" He said.