

**GOOD NEWS WELFARE SOCIETY'S
ARTS AND COMMERCE FIRST GRADE COLLEGE KALGHATGI-581204**

From:
HOD Dept. of English,
GNWS Arts and Commerce First Grade College,
Kalaghatgi – 581 204

To.
The Principal,
GNWS Arts and Commerce First Grade College,
Kalaghatgi – 581 204

Sir,

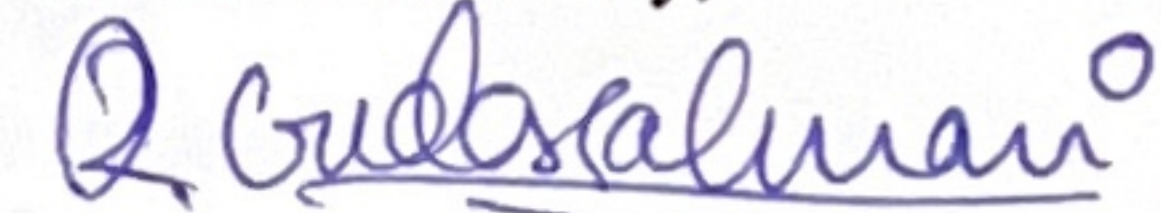
Sub: Permission to organize 15 days Special Course on Language and Communication Skills.

With reference to the above subject, I would like to organize **Special course on Language and communication skills** organised by the English Department, from 02-08-2018 to 23-08-2018. Therefore, please grant permission and oblige for the Academic assignment.

Thanking You.

Date:25-07-2018

Yours Faithfully,



(HOD English) **Head**
Department of English
GNWS First Grade College
Kalaghatgi-581204



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Good News Welfare Society's
Arts & Commerce First Grade College
Kalaghatgi-581204.

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ARTS AND COMMERCE FIRST GRADE COLLEGE KALGHATGI-581204

NOTICE

We hereby inform to you all that we are organizing a Special Course on **Language and Communication skills** organized by Department of English, on 02-08-2018 to 23-08-2018 in Seminar Hall No.2 from 9:00 am to 11:00 am. Therefore All interested B. A and B.Com students are requested to attend this program.

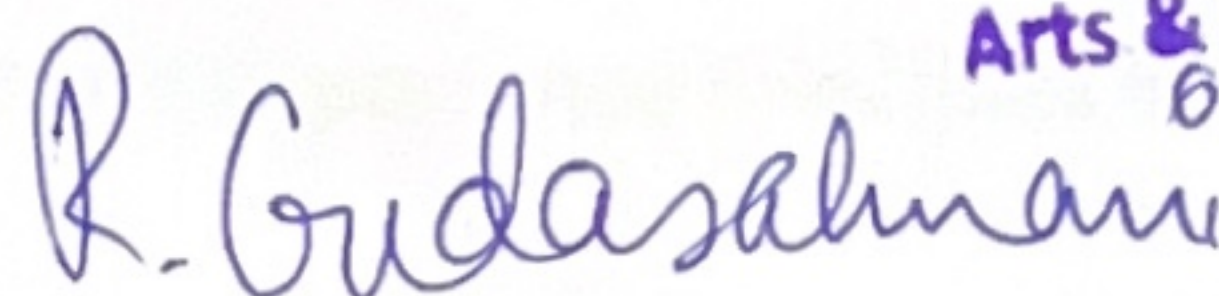
Date:25-07-2018

Place: Kalaghatgi

Principal

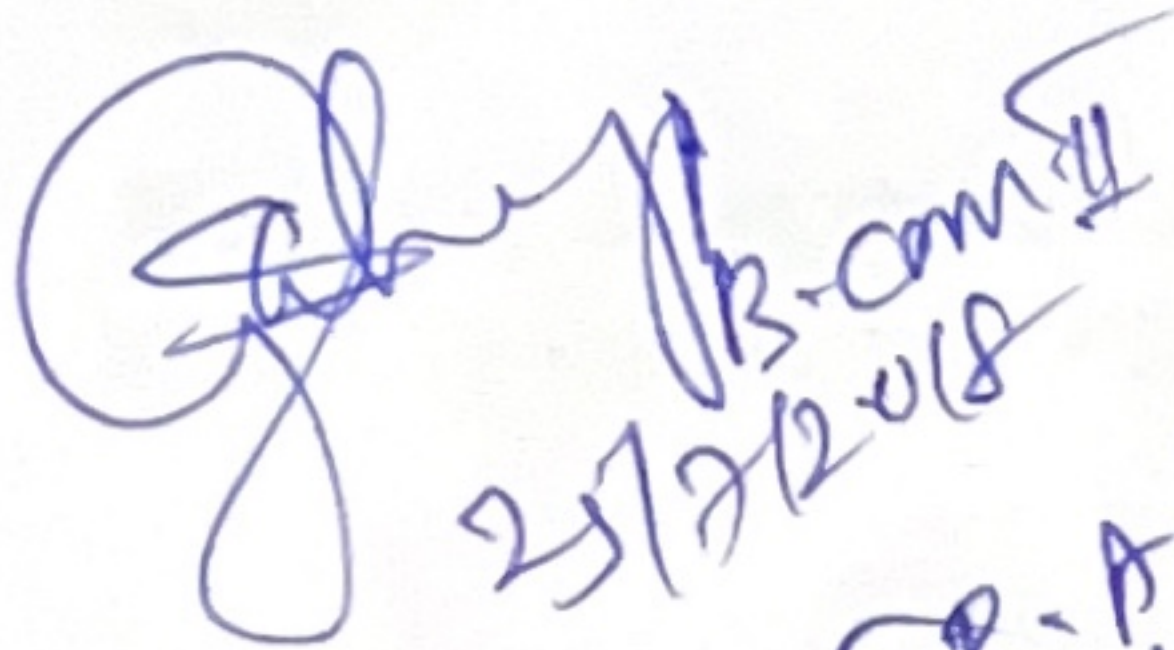

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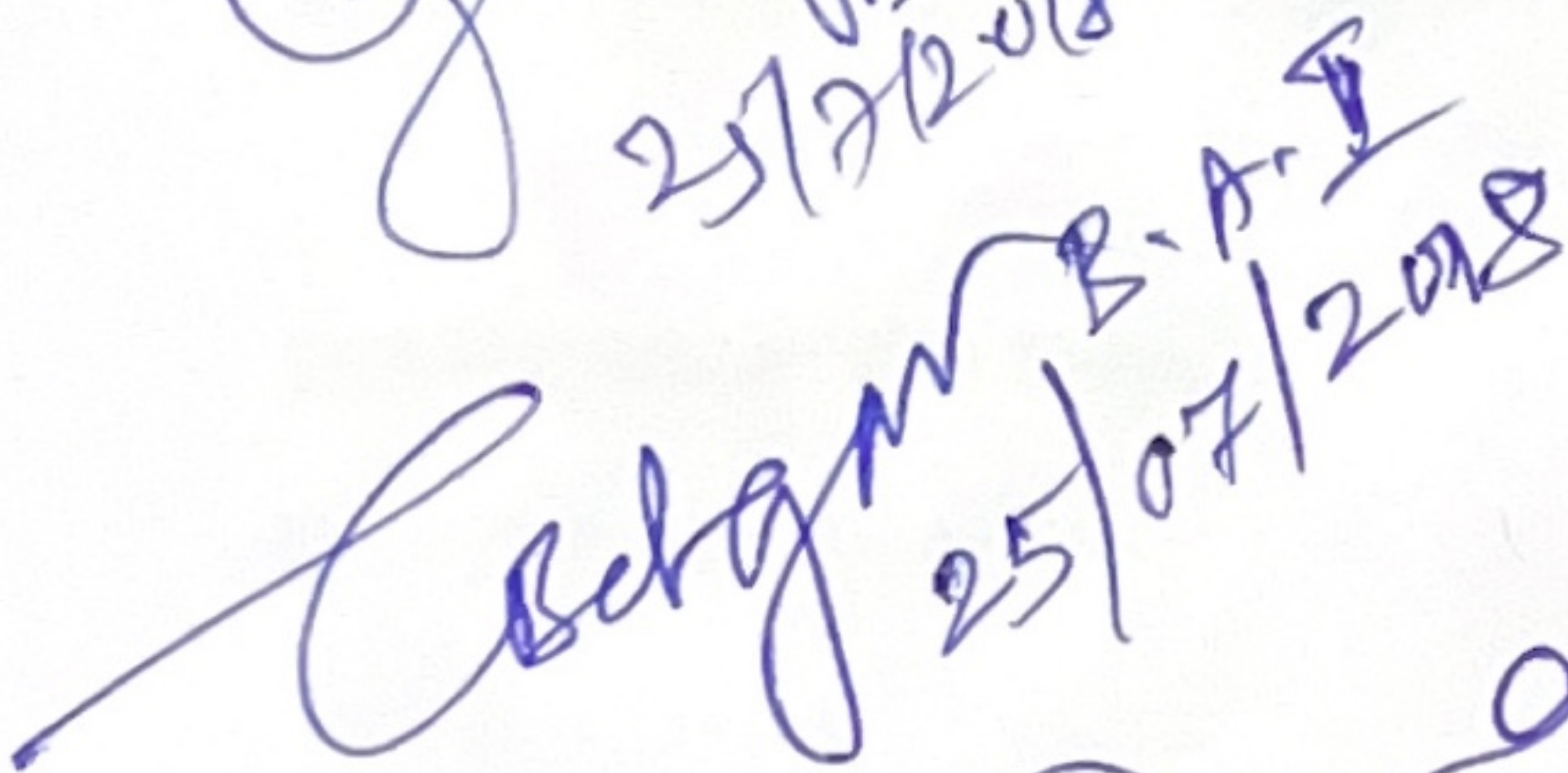
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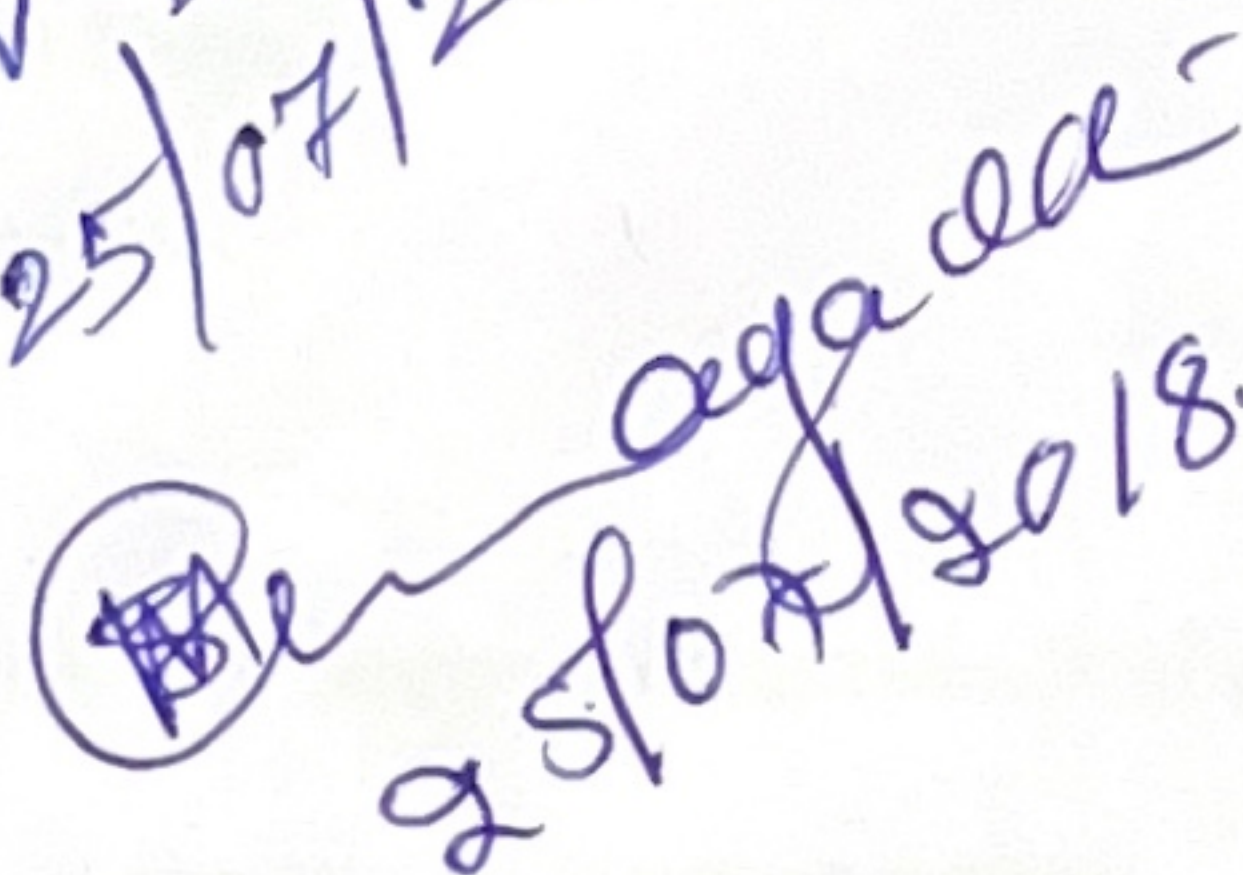


Head

Department of English
GNWS First Grade College
Kalaghatgi-581204


B.Com
25/7/2018


B.A
25/07/2018


25/07/2018



**GOOD NEWS WELFARE SOCIETY'S
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LANGUAGE AND COMMUNICATION SKILLS: [15 DAYS PROGRAM]

OBJECTIVES & CONTENTS: -

Course Objective:

- a) To improve participants' spoken and written communication skills.
- b) To enhance participants' understanding of effective verbal and non-verbal communication.
- c) To develop participants' presentation and public speaking skills
- d) To foster effective interpersonal communication and teamwork abilities

The course is intended to give a foundation of English Language. The literary texts are indented to help students to inculcate creative & aesthetic sensitivity and critical faculty through comprehension, appreciation and analysis of the prescribed literary texts. It will also help them to respond form different perspectives.

SYLABBUS

LANGUAGE

Module I: Vocabulary Use of Dictionary Use of Words: Diminutives, Homonyms & Homophones

Module II: Essentials of Grammar - I Articles Parts of Speech Tenses

Module III: Communication The process and importance Principles & benefits of Effective Communication

Module IV: Spoken English Communication Speech Drills Pronunciation and accent Stress and Intonation

Module V: Short Stories Of Studies, by Francis Bacon Dream Children, by Charles Lamb The Necklace, by Guy de Maupassant A Shadow, by R.K.Narayan Glory at Twilight, Bhabani Bhattacharya

COMMUNICATION SKILLS

Unit-1: Communication:

An Introduction

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

Unit-2:

Non-Verbal Communication

- Personal Appearance

☐ Gestures ☐ Postures ☐ Facial Expression ☐ Eye Contacts ☐ Body Language(Kinesics) ☐ Time language
☐ Silence ☐ Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- Essentials of Effective Communication
- Communication Techniques • Barriers to Communication

Unit-4: Communication Network in an Organization-I

- Personal Communication
- Internal Operational Communication
- External Operational Communication

Unit-4: Communication Network in an Organization-II

- Horizontal (Lateral) Communication
- Vertical (Downward) Communication
- Vertical (Upward) Communication 2

Unit-6: Communication in English

- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India

VERBAL COMMUNICATION (ORAL-AURAL)

Unit-7: Listening Skills-I

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Barriers to Listening

- Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

Unit-8: Listening Skills-II

- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations
- Note Taking Tips

Unit-9: Oral Communication Skills (Speaking Skills)-I

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet(IPA) Symbols
- Spelling and Pronunciation

Unit-10: Oral Communication Skills-II(Communication in Context-I)

- Asking for and giving information • Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

R. Budasalmuni
Head

Department of English
GNWS First Grade College
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LANGUAGE AND COMMUNICATION SKILLS

Time table [2018-19] FROM :02/08/2018 TO 23/08/2018

Morning at 9.00am to 11.00am

Date	1st session	2nd session	3rd session	4th session	5th session	6th session
02/08/2018	Language introduction	Meaning & definition	Parts of speech	Parts of speech	Parts of speech	Parts of speech
03/08/2018	Spoken English	Spoken English	Spoken English	Spoken English	Spoken English	Spoken English
04/08/2018	Parts of speech	Parts of speech	Parts of speech	Parts of speech	Parts of speech	Parts of speech
06/08/2018	Speech drill pronunciation	Speech drill pronunciation	Speech drill pronunciation	Speech drill pronunciation	Speech drill pronunciation	Speech drill pronunciation
07/08/2018	Short stories of study	Short stories of study	Short stories of study	Communication meaning	Communication definition	Process of communication
08/08/2018	Process of communication	Process of communication	Types of Communication	Types of Communication	Types of Communication	Non-Verbal Communication
09/08/2018	Non-Verbal Communication	Non-Verbal Communication	Non-Verbal Communication	Non-Verbal Communication	Communication Techniques	Communication Techniques
10/08/2018	Communication Techniques	Communication Techniques	Communication Techniques	Personal Communication	Personal Communication	Horizontal(Lateral) Communication
11/08/2018	Horizontal(Lateral) Communication	Horizontal(Lateral) Communication	Vertical(Downward) Communication	Vertical(Downward) Communication	Vertical(Downward) Communication	Vertical(Downward) Communication

16/08/2018	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION
18/08/2018	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION	VERBAL COMMUNICATION
19/08/2018	Listening Skills-I	Listening Skills-I	Listening Skills-I	Listening Skills-I	Listening Skills-I	Listening Skills-I
20/08/2018	Body Language	Body Language	Tips for Improving Non-Verbal Communication	Tips for Improving Non-Verbal Communication	Tips for Improving Non-Verbal Communication	Tips for Improving Non-Verbal Communication
21/08/2018	Formal and Informal communication	Formal and Informal communication	Formal and Informal communication	Formal and Informal communication	Formal and Informal communication	Formal and Informal communication
23/08/2018	Test	Test	--	--	--	--

R. Gudasahmani
Head
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KALGHATGI-581204**

COURSE OUTCOME:

The Language and Communication Skills course was organized by **Department of English GNWS Arts and Commerce First Grade College** from August 2nd, 2018, to August 23rd, 2018. It was aimed to enhance the language and communication skills of the participants and equip them with the necessary tools to excel in their academic and professional endeavours.

Participants:

A total of 46 participants from various academic backgrounds and disciplines attended the Language and Communication Skills course. The diverse group consisted of students, from GNWS Arts and Commerce First Grade College.

Workshop Methodology:

The course incorporated a combination of interactive lectures, group discussions, role-plays, case studies, and practical exercises. The participants were encouraged to actively participate in activities to enhance their understanding and application of the concepts taught.

Evaluation and Feedback:

To assess the effectiveness of the course, regular evaluations were conducted at the end of each session. Participants were provided with feedback forms to share their opinions and suggestions for improvement. The feedback received was overwhelmingly positive, with participants expressing satisfaction with the workshop content, delivery, and organization.

Conclusion:

The Language and Communication Skills course organized by GNWS Arts and Commerce First Grade College proved to be a valuable learning experience for the participants. The course successfully enhanced their language and communication skills, equipping them with the necessary tools to excel in their academic and professional pursuits. The college's initiative to organize such courses highlights its commitment to providing holistic education and preparing students for future challenges in the globalized world.

Overall, the course received positive feedback, and participants expressed their gratitude for the opportunity to improve their language and communication abilities.

R. Gudazalman
**Head
Department of English
GNWS First Grade College
Kalaghatgi-581204**

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Kalaghatgi-581204.**

LANGUAGE AND COMMUNICATION SKILLS

[illegible]

[illegible]

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	Name																
37	BARAKER CHANABASAVVA RAMAPPA	C.P.B	C.P.B	C.P.B	C.P.B		C.P.B	C.P.B	C.P.B	C.P.B	C.P.B		C.P.B	C.P.B	C.P.B	C.P.B	C.P.B.
38	MOTENNAVAR KAVYA RAVI	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
39	LAMANI SHANTA LAXMAN																
40	UDOJI JYOTHI RAMESH																
41	MADLI VISHALA MANJUNATH																
42	BADIGER ANITA SATISH	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita
43	TADAS PREMA SOMAPPA	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema	Prema
44	MATH POOJA SHIVANAND	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
45	KONI RAVI KAREPPA																
46	TALIKOTI VIDYA BASAPPA	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya

R. Gudasalman

Head
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LANGUAGE AND COMMUNICATION SKILLS COURSE

Date: 23-08-2018

Title and location of training: 11:30 am GNWS, FGC.

Trainer: English HOD.

Instructions: Please indicate your level of agreement with the statements listed below in #1-11.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	☒	☐	☐	☐	☐
2. Participation and interaction were encouraged.	☒	☐	☐	☐	☐
3. The topics covered were relevant to me.	☒	☐	☐	☐	☐
4. The content was organized and easy to follow.	☒	☐	☐	☐	☐
5. The materials distributed were helpful.	☒	☐	☐	☐	☐
6. This training experience will be useful in my work.	☒	☐	☐	☐	☐
7. The trainer was knowledgeable about the training topics.	☒	☐	☐	☐	☐
8. The trainer was well prepared.	☒	☐	☐	☐	☐
9. The training objectives were met.	☒	☐	☐	☐	☐
10. The time allotted for the training was sufficient.	☒	☐	☐	☐	☐
11. The meeting room and facilities were adequate and comfortable.	☒	☐	☐	☐	☐

Comments:

The course was very helpful.

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LANGUAGE AND COMMUNICATION SKILLS COURSE

Date: 23/08/2018

Title and location of training: 11:30 am G.N.W.S

Trainer: English HOD

Instructions: Please indicate your level of agreement with the statements listed below in #1-11.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	☒	☐	☐	☐	☐
2. Participation and interaction were encouraged.	☒	☐	☐	☐	☐
3. The topics covered were relevant to me.	☒	☐	☐	☐	☐
4. The content was organized and easy to follow.	☒	☐	☐	☐	☐
5. The materials distributed were helpful.	☒	☐	☐	☐	☐
6. This training experience will be useful in my work.	☒	☐	☐	☐	☐
7. The trainer was knowledgeable about the training topics.	☒	☐	☐	☐	☐
8. The trainer was well prepared.	☒	☐	☐	☐	☐
9. The training objectives were met.	☒	☐	☐	☐	☐
10. The time allotted for the training was sufficient.	☐	☐	☐	☒	☐
11. The meeting room and facilities were adequate and comfortable.	☒	☐	☐	☐	☐

Comments:

It helped me learn English & Communication.

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SUMMARY REPORT:

"Title: Report on Language and Communication Skills course.

Duration: August 2nd, 2018 to August 23, 2018

Number of Participants: 46

Organized by: Department of English, GNWS Arts and Commerce First Grade College
Kalaghatgi.

Introduction: The Good News Welfare Society's, Arts and Commerce First Grade College in Kalaghatgi, conducted a comprehensive 15-day Language and Communication Skill Course. The program aimed to enhance participants' language proficiency and communication abilities. The course was designed to cover essential language skills and then focus on effective communication techniques to develop well-rounded communicators.

Course Outline: The course was divided into two main segments: language skills and communication skills. The first four days were dedicated to language skills, covering essential aspects of vocabulary, grammar, and spoken English. The subsequent eleven days focused on communication skills, emphasizing the process, principles, and benefits of effective communication.

Language Skills (Days 1-4):

Module I: Vocabulary

Participants were introduced to various strategies for improving vocabulary, such as using a dictionary effectively.

Specific attention was given to the proper use of diminutives, homonyms, and homophones in written and spoken communication.

Module II: Essentials of Grammar - I

The concept of articles and their appropriate usage in sentences were explained.

An in-depth understanding of parts of speech and their roles in forming sentences was provided.

Participants learned about various tenses and how they affect the meaning and context of sentences.

Module III: Communication

The communication process was explained in detail, emphasizing the role of effective communication in personal and professional settings.

Principles of effective communication, including clarity, conciseness, and audience adaptation, were discussed.

Participants explored the benefits of improved communication skills in building relationships and achieving success in various aspects of life.

Module IV: Spoken English Communication

Speech drills were conducted to enhance participants' spoken English skills.

Emphasis was given to improving pronunciation, accent, stress, and intonation to sound more fluent and natural in English communication.

Module V: Short Stories

In this module, participants engaged with classic short stories to improve their reading and comprehension skills.

Stories like "Of Studies" by Francis Bacon, "Dream Children" by Charles Lamb, "The Necklace" by Guy de Maupassant, "A Shadow" by R.K. Narayan, and "Glory at Twilight" by Bhabani Bhattacharya were analyzed and discussed.

Communication Skills (Days 5-15):

The next eleven days were dedicated to honing communication skills to make participants effective and confident communicators in diverse situations.

Module VI: Effective Speaking and Listening

Techniques for effective speaking, including organizing thoughts, using appropriate language, and maintaining eye contact, were taught.

Active listening skills, such as paraphrasing and empathetic listening, were emphasized to encourage better understanding during conversations.

Module VII: Non-Verbal Communication

Participants were introduced to the importance of body language, gestures, and facial expressions in conveying messages.

Non-verbal cues were discussed to help participants interpret and respond appropriately to non-verbal signals from others.

Module VIII: Interpersonal Communication

Participants learned strategies for building and maintaining effective interpersonal relationships through communication.

Conflict resolution techniques were covered to promote healthier communication in personal and professional settings.

Module IX: Group Communication

The dynamics of group communication, including leadership, participation, and consensus-building, were explored.

Participants practiced communication skills in group scenarios, such as debates and group discussions.

Module X: Public Speaking

The art of public speaking was addressed, focusing on managing stage fright and delivering impactful speeches.

Participants were encouraged to deliver short speeches on various topics to gain confidence in public speaking.

Conclusion: The 15-day Language and Communication Skill Course conducted by the English Department of the Good News Welfare Society at Arts and Commerce First Grade College, Kalaghatgi, proved to be highly beneficial in equipping participants with essential language and communication skills. The course provided a comprehensive understanding of vocabulary, grammar, and spoken English, followed by in-depth communication training. Participants left the course with improved language proficiency and the ability to communicate effectively in various personal and professional situations. The knowledge gained from this course is expected to have a lasting positive impact on their academic and professional endeavors.


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Head
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KALAGHATGI

CERTIFICATE
of Participation

In the Language and Communication Skills Course
held by English Dept.
is proudly presented to,

WILSON JOSEPH DHUPAD

For his/her participation in the 15-days Language and
Communication skill Course from August 2 to 23, 2018

R. Sudabalan

Department of English
GNWS First Grade College
HOD English Dept.

R. S.

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Kalaghatgi 2018.

