Rayat Shikshan Sanitha's

# Annasaheb Awate College, Manchar

## Department of English

## Short Term Course (2024-25)

## A Certificate Course in Communication Skills

## Report

The department of English conducted the short term course A Certificate Course in Communication Skills for F. Y. B. A. students during the months of December 2024- January 2025, some of the aims and objectives of the short term course are as follows:

1. To help learners acquire the basic skills of effective listening, speaking, reading and writing
2. To introduce students to Spoken English
3. To create awareness about using language according to the situation/context
4. To create an awareness among students about mispronunciation
5. To reinforce grammar studied up to std. XII
6. To enhance employability of the students by developing their linguistic competence and communicative skills

All the faculty of the department conducted the lectures and arranged theoretical as well as practical sessions to inculcate the skills among the students. In total, 36 students were enrolled for the course. Out of them, 30 students appeared for the evaluative examinations in oral and written formats. After successful completion of the course, students were benefited with the certificates.

Head
Department of English
Annasaheb Awate College
Manchar (Pune)

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## Department of English

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## A Certificate Course in Communication Skills

## List of Students Enrolled

| Sr. No | Name of the Student |
|---|---|
| 1 | ALI SUMAIYYA KHATOON RAMZAN |
| 2 | ASAWALE PUSHPA GOVIND |
| 3 | BANGAR AKSHAY KASHINATH |
| 4 | BENKE ANUSHKA DASHRATH |
| 5 | BHAGIT PAYAL SHANTARAM |
| 6 | BHANGE MANISHA BALU |
| 7 | BHOIR DIKSHA DATTATRAY |
| 8 | BORHADE NEHA RANGNATH |
| 9 | BORHADE PURVA BHIKU |
| 10 | BULE AARATI PUNAJI |
| 11 | CHAVAN VEDIKA DINKAR |
| 12 | CHIKHALE SARTHAK RAJKUMAR |
| 13 | DABHADE PRAMILA BABAN |
| 14 | DAMSE CHHAKULI PANDURANG |
| 15 | DAROGA UDAYLAL KISHAN |
| 16 | ERANDE ONKAR SHIVAJI |
| 17 | GAIKWAD SHREYASH MANESH |
| 18 | HEMADE ABHISHEK VIJAY |
| 19 | INAMDAR JOFISHA JAHIRAABBAAS |
| 20 | INDORE PRACHI SANJAY |
| 21 | JANGALE ASHWINI RAMDAS |
| 22 | JOSHI RASIKA SANDIP |
| 23 | KAMATHE VAISHNAVI MOHA |
| 24 | KAMATHE VAISHNAVI MOHA |
| 25 | KHILARI RUTURAJ VIJAY |
| 26 | LANGHI MAYA KISAN |
| 27 | LOKHANDE KAVERI SHIVHARI |

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|---|---|
| 28 | MALUNJE SHRUTIKA DIGAMBAR |
| 29 | MARADE KSHITIJA DILIP |
| 30 | MECHKAR PRIYANKA MARUTI |



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## Department of English

## Syllabus for

## Certificate Course in Communication Skills

## Academic Year 2024-25

| Sr. No | Module | No. of Lectures |
|---|---|---|
| 1 | Introduction to Communication:<br>Need for Effective Communication. | 02 |
| 2 | The Process of Communication: Levels of communication:<br>Significance of technical communication.<br>Barriers to Communication:<br><br>Flow of communication; Use of language in communication; | 02 |
| 3 | Barriers to Communication:<br><br>Types of barriers; Miscommunication; Noise; Overcoming;<br><br>measures. | 03 |
| 4 | Listening Skills: Listening as an active skill; Types of Listeners; Listening for general content; Listening to fill up information; Intensive Listening, Listening for specific information;<br>Developing effective listening skills; Barriers to effective listening skills. | 04 |
| 5 | Reading Skills Previewing techniques; Skimming; Scanning; Understanding the gist of an argument; identifying the topic sentence; Inferring lexical and contextual meaning, recognizing coherence and sequencing of sentences; Improving comprehension skills. | 03 |
| 6 | Writing Skills : Sentence formation; Use of appropriate diction; Paragraph and Essay Writing; Coherence and | 02 |



| | | |
|---|---|---|
| | Cohesion | |
| 7 | Letter Writing: Formal, informal and business letters. | 03 |
| 8 | Job Application: Cover letter, Differences between bio-data, CV and Resume. | 04 |
| 9 | Report Writing: Basics of Report Writing; Structure of a report; Types of reports | 03 |
| 10 | Non-verbal Communication and Body Language: Norms of non-verbal communication; Interpreting body- language Cues; Kinesics; Proxemics; Chronemics; Effective use of body language | 04 |
| 11 | Interview Skills: Types of Interviews; Ensuring success Job interviews; Appropriate use of non-verbal communication. | 04 |
| 12 | Group Discussion Group discussion as a type of presentation, Ensuring success in group discussions. | 04 |
| 13 | Presentation Skills: Oral presentation and public speaking skills, business presentations | 03 |
| 14 | Technology-based Communication : Netiquettes: effective e-mail messages, power-point presentation; enhancing editing skills | 04 |
| | **Total Number of Lectures** | 45 |

**Evaluation Pattern:**

- Online MCQ Examination Through Google form: 50 marks
- Oral Examination through Google meet: 50 marks

**Total: 100 Marks**

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**Department of English**
**Short Term Course (2024-25)**
**A Certificate Course in Communication Skills**

**Syllabus and Topics Distribution**

| Name of the Teacher | Topics | |
|---|---|---|
| **Dr. Wagh G. C.** | 1)Introduction to Communication:<br>Need for Effective Communication.<br><br>2)The Process of Communication: Levels of communication:<br>Significance of technical communication.<br>Barriers to Communication:<br><br>3)Flow of communication; Use of language in communication;<br><br>4)Barriers to Communication:<br><br>5) Types of barriers; Miscommunication; Noise; Overcoming measures. | **11** |
| **Dr. More S.M** | 1) Letter Writing: Formal, informal and business letters.<br><br>2)Job Application: Cover letter, Differences between bio-data, | **12** |

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| | | |
|---|---|---|
| | CV and Resume.<br><br>3)Report Writing: Basics of Report Writing; Structure of a report; Types of reports<br><br>4) Interview Skills : Types of Interviews; Ensuring success<br>Job interviews; Appropriate use of non-verbal communication. | |
| **Dr. Dhone T.E.** | 1)Non-verbal Communication and Body Language: Norms of non-verbal communication; Interpreting body- language Cues; Kinesics; Proxemics; Chromatics; Effective use of body language<br><br>2) Group Discussion Group discussion as a type of presentation, Ensuring success in group discussions.<br><br>3) Presentation Skills: Oral presentation and public speaking skills, business presentations<br><br>4) Technology-based Communication : Netiquettes: effective e-mail messages, power-point presentation; enhancing editing skills | **11** |

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|---|---|---|
| Dr. Ransingh P.R | 1) Listening Skills: Listening as an active skill; Types of Listeners; Listening for general content; Listening to fill up<br><br>Information; Intensive Listening, Listening for specific information; Developing effective listening skills; Barriers to effective listening skills.<br><br>2) Reading Skills Previewing techniques; Skimming; Scanning; Understanding the gist of an argument; identifying the topic sentence; Inferring lexical and<br><br>Contextual meaning, recognizing coherence and sequencing of sentences; Improving comprehension skills.<br><br>3) Writing Skills : Sentence formation; Use of appropriate diction; Paragraph and Essay Writing; Coherence and<br><br>Cohesion | 11 |
| | Total Number of Lectures | 45 |

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# Annasaheb Awate College, Manchar

## Department of English

## Short Term Course (2024-25)

## A Certificate Course in Communication Skills

## Time-Table

| Time / Day | Monday | Tuesday | Wednesday | Thursday | Saturday |
|---|---|---|---|---|---|
| 12:30 To 01:30 | Dr. Wagh G. C. | Dr. Ranshing P. R. | Dr. Dhone T. E. | Dr. More S. M | Dr. Ranshing P. R. |

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**Rayat Shikshan Sanstha's,**
**Annasaheb Awate College Manchar**
**Department of English**
**Short term Course**
**Certificate Course in Communication Skills**
**Academic Year 2024-25**

## RESULT

| Sr.no | Name of The Students | Class | Oral Examination (Out of 50) | Written Examination (Out of 50) | Total Marks (100) | Grade |
|---|---|---|---|---|---|---|
| 1 | ALI SUMAIYYA KHATOON RAMZAN | F.Y.B.A. | 32 | 25 | 57 | B+ |
| 2 | ASAWALE PUSHPA GOVIND | F.Y.B.A. | 36 | 28 | 64 | A |
| 3 | BANGAR AKSHAY KASHINATH | F.Y.B.A. | 31 | 30 | 61 | A |
| 4 | BENKE ANUSHKA DASHRATH | F.Y.B.A. | 38 | 30 | 68 | A |
| 5 | BHAGIT PAYAL SHANTARAM | F.Y.B.A. | 33 | 29 | 62 | A |
| 6 | BHANGE MANISHA BALU | F.Y.B.A. | 41 | 35 | 76 | A+ |
| 7 | BHOIR DIKSHA DATTATRAY | F.Y.B.A. | 36 | 29 | 65 | A |
| 8 | BORHADE NEHA RANGNATH | F.Y.B.A. | 28 | 29 | 57 | B+ |
| 9 | BORHADE PURVA BHIKU | F.Y.B.A. | 26 | 31 | 57 | B+ |
| 10 | BULE AARATI PUNAJI | F.Y.B.A. | 32 | 38 | 70 | A+ |
| 11 | CHAVAN VEDIKA DINKAR | F.Y.B.A. | 37 | 30 | 67 | A |
| 12 | CHIKHALE SARTHAK RAJKUMAR | F.Y.B.A. | 37 | 33 | 70 | A+ |
| 13 | DABHADE PRAMILA BABAN | F.Y.B.A. | 26 | 24 | 50 | B |
| 14 | DAMSE CHHAKULI PANDURANG | F.Y.B.A. | 27 | 25 | 52 | B |
| 15 | DAROGA UDAYLAL KISHAN | F.Y.B.A. | 30 | 29 | 59 | B+ |

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|---|---|---|---|---|---|---|
| 16 | ERANDE ONKAR SHIVAJI | F.Y.B.A. | 33 | 24 | 57 | B+ |
| 17 | GAIKWAD SHREYASH MANESH | F.Y.B.A. | 24 | 26 | 50 | B |
| 18 | HEMADE ABHISHEK VIJAY | F.Y.B.A. | 30 | 25 | 55 | B+ |
| 19 | INAMDAR JOFISHA JAHIRAABBAAS | F.Y.B.A. | 27 | 26 | 53 | B |
| 20 | INDORE PRACHI SANJAY | F.Y.B.A. | 36 | 33 | 69 | A |
| 21 | JANGALE ASHWINI RAMDAS | F.Y.B.A. | 24 | 26 | 50 | B |
| 22 | JOSHI RASIKA SANDIP | F.Y.B.A. | 27 | 27 | 54 | B |
| 23 | KAMATHE VAISHNAVI MOHAN | F.Y.B.A. | 28 | 29 | 57 | B+ |
| 24 | KHAMKAR VARSHA DNYANESHWAR | F.Y.B.A. | 38 | 32 | 70 | A+ |
| 25 | KHILARI RUTURAJ VIJAY | F.Y.B.A. | 35 | 33 | 68 | A |
| 26 | LANGHI MAYA KISAN | F.Y.B.A. | 26 | 24 | 50 | B |
| 27 | LOKHANDE KAVERI SHIVHARI | F.Y.B.A. | AB | AB | AB | AB |
| 28 | MALUNJE SHRUTIKA DIGAMBAR | F.Y.B.A. | AB | AB | AB | AB |
| 29 | MARADE KSHITIJA DILIP | F.Y.B.A. | 30 | 32 | 62 | A |
| 30 | MECHKAR PRIYANKA MARUTI | F.Y.B.A. | 27 | 27 | 54 | B |

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(GROUP DISCUSSION BY STUDENTS)