



OFFICE, PRINCIPAL GOVERNMENT TULSI COLLEGE, ANUPPUR

Affiliated to Awadhesh Pratap Singh University Rewa (MP)

Registered Under Section 2 (F) & 12 (B) of UGC Act

E-mail: hegtdcano@mp.gov.in

9893076404

Certificate Course on Communication Skills

Government Tulsi College Anuppur

**CERTIFICATE COURSE ON
COMMUNICATION SKILLS**

Conducted from 01/06/23 till 19/06/23

Convener
Dr. Bhawana Singh

Principal
Dr. J.K. Sant


PRINCIPAL
Govt. Tulsi College Anuppur
Distt. Anuppur (M.P.)



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Certificate Course Communication Skills In English

To

The Principal
Govt. Tulsi College
Anuppur (M.P.)

Subject- Permission letter to conduct certificate course

Respected Sir,

With due respect, I am writing this letter to you to request permission for a certificate course on Communication Skills of 32 hours. This course is for U.G. students. The course will begin from 01/06/23 till 19/06/23. The Scheduled syllabus and Time table is attached with this application.

I am hoping for a favourable response from you.

Thank you

Sincerely

Dr. Bhawana Singh
Govt. Tulsi College
Anuppur (M.P.)
Date- 26/05/23

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Govt. Tulsi College, Anuppur (M.P.)

Notice

Date- 29/05/23

Certificate Course on Communication Skills

This is to inform all U.G. Students of Govt. Tulsi College, Anuppur (M.P.) That a Certificate Course on Communication Skills of 32 hours has been planned and it will be conducted from 01/06/23 till 19/06/23. So interested students Should get the registration form before 01/06/23

Principal

**Govt. Tulsi College
Anuppur (M.P.)**

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Certificate Course On Communication Skills

32: Hours

Time- Table

S.N.	DATE	TOPIC	NAME OF Faculty	HOURS	SIGN
1	01/06/23	Introduction Functional Grammar Concepts	Dr.Bhawna Singh (Asst. Professor-English)	2	
2	02/06/23	Revision of Grammar Concepts	Dr. Rama Naidu (Asst. Professor-English)	2	
3	03/06/23	Parts of Speech, Sentence Structure	Dr.Rama Naidu (Asst. Professor-English)	2	
4	05/06/23	Article, Gender, Singular,Plural	Dr.Rama Naidu (Asst. Professor-English)	2	
5	06/06/23	Reading Skills, Punctuation	Dr.Bhawana Singh (Asst. Professor-English)	2	
6	07/06/23	Usage of voice (Active and Passive) And Tense	Dr.Bhawana Singh (Asst. Professor-English)	2	
7	08/06/23	Usage of voice (Active and Passive) And Tense	Dr.Bhawana Singh (Asst. Professor-English)	2	
8	09/06/23	Comprehension Activities	Dr. Bhawana Singh (Asst. Professor-English)	2	
9	10/06/23	Introduction of Communication And meaning	Dr. Durgesh Dwivedi (Asst. Professor- Chemistry)	2	
10	12/06/23	Theory And Process Of Communication	Dr.Durgesh Dwivedi (Asst. Professor- Chemistry)	2	
11	13/06/23	Barriers to communication	Miss Pragya Tiwari (Asst. Professor- Botany)	2	
12	14/06/23	Listening Skills	Miss Pragya Tiwari (Asst. Professor- Botany)	2	
13	15/06/23	Non – Verbal communication, Body Language Tips	Miss Pragya Tiwari (Asst. Professor- Botany)	2	
14	16/06/23	Art Of Professional Skills	Dr. Bhawana Singh (Asst. Professor- English)	2	
15	17/06/23	Writing Skills – Emails, Report, Precise	Dr. Sanjeev Dwivedi(Asst. Professor- Botany)	2	
16	19/06/23	Writing Skills- Resume,Quatation, Planning Drafting	Dr. Sanjeev Dwivedi(Asst. Professor- Botany)	2	
		Total Hours		32	

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Certificate Course On Communication Skills

32: Hours

Course Objectives

The Objectives of communication skills course is:-

- .Build better communication skills: oral and written expressions and body language
- . improve critical thinking and listening skills

Course Outcomes

After completion of this course, the students shall be able to;

- . Improve their English speaking ability
- .Improve writing, reading skills.

Course Content

Module 1: Grammar Introduction

Speech, article, tense, voice, synonym, antonym, punctuation, Homophones

Module 2: Communication

Meaning, process, importance and barriers

Module 3: Non-Verbal Communication

Introduction-listening, cross culture, visual communication, active listening

Module:4 Writing Skills

Introduction and importance-Report, precise, E-mail, drafting;

Module:5 English reading skills

Techniques for smart reading


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Govt. Tulsi College Anuppur (M.P.)

Report on Certificate course in English Communication Skills

2022-2023

Certificate course on communication skills in English commenced from 01 June 2023 to 19 June 2023 in Govt. Tulsi College Anuppur. Classes were conducted by various Astd. Professors of the college. The college offers certificate course to the U.G. Students. This course helps to develop latent talents of the students and facilitate better communication skills. The students learn to communicate with ease and fluency in English. At the beginning sessions students were taught, grammar, vocabulary enhancement practice, techniques to develop critical thinking skills next sessions on communication in daily life.

In the English communication skills course, students were taught basic day to day relevant conversations, detailed grammar usage, pronunciations and sentence formation techniques. Students were given different activities. The Function was concluded by giving away certificates to the students participated in the course.


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