

Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara.

Report on Short Term Course

Name of Short Term Course: **English Communication Skills**

A Brief Report

Academic Year -2017-18

Name of the Course Coordinator: Dr. Mrs. Jayashri Ajay Aphale

Department: English

Class: B.A.II

A. Preface & Importance of the Course :

Language is primarily a system used for communication. Communication is an important skill which is needed in almost every sphere of life. It is the most important link that connects all living organism. In fact, mankind has progressed because of effective communication. It has brought together people from different corners of the global through medium called language. Communication is a dynamic process. Communication is effective only when the ideas and messages are clear, brief and precise. Taking the need into consideration this course is conducted for B.A.II students. The most important purpose of this course is teaching English to use it as a link language to speak in your mother tongue or in another Indian language

This course mainly focuses on the needs of the career in various fields. It tries to make the students aware of the atmosphere in the academic, scientific, Government, co-operate sector etc. It also concentrates on imbibing the skills and abilities that are expected from the candidate. Hence the course- "English Communication Skills" will prove helpful and beneficial to the student.

B. The Statistical Report of the Course :

No. of students Enrolled	No. of students appeared for exam	No. of students eligible for certificate	No. of projects prepared by students	Remark (in reference to the certificate distribution & Feedback)
31	25	25	05 Group Projects	The certificates issued only to all eligible students. Students are very satisfied about the course.

C. A brief summary on projects prepared by students :

The students have prepared the projects on the topics covered in the syllabus by the Trainer /Faculty who was appointed for this course. These projects are prepared by them under the guidance of Subject teacher and trainer. Five groups were prepared for all 30 students, 5 students are in each group..The students have recalled the knowledge which was dealt with during the course. The topics on which the projects have been prepared are:

- 1) Use of Internet in Communication Skills
- 2) Communication Skills
- 3) Letters and Their Types
- 4) English as Global Language
- 5) Significance of Nouns

The topics which are selected for project are related to the day to day skills. The students have promptly and timely submitted the projects.

Photo (2 photos & state the relevant information)



Closure / Conclusion:

The students were actively participated in the course and related activities. The response of the students found satisfactory and attentive. The faculties which were appointed for the course were brilliant, skilled, well-trained and experienced. The course has been completed successfully and satisfactorily with the help and support of Smart Start Academy, Satara, under the guidance of Prin. Dr. Arun Andhale and Short Term Course Committee.


Coordinator

Short term Course
(Eng. Comm. Skills)


Chairman

Short Term Course


Principal

Savitribai Phule Mahila,
Mahavidyalaya, Satara.