

Rayat Shikshan Sanstha's

Savitribai Phule Mahila Mahavidyalaya, Satara

Academic Year: 2021-22

Report on Short term Course

Name Of the course: English Communication Skills

A Brief Report

Name of the course coordinator: Dr.Mrs. Jayashri Ajay Aphale

Faculty: Ms. Pallavi Uday Pujari.

Department: English

Class : B. Com-I

Importance of the course:

Good Communication Skills for a Great Career

Succeeding in your career requires good communication skills. You need to know what you want and how you are going to attain it. Being an excellent communicator one can help propel your career.

Good communication skills can aid in helping you land an interview and pass the selection process. Being able to articulate well provides a significant advantage. To do your job effectively, you have to discuss problems, request information, interact with others, and have good human relations skills – these are all part of having good communication skills. They help in being understood well and in helping understand the needs of those around you.

Importance of Communication Skills for Students

What is Communication?

- Mutual interaction among two or more individuals is termed as '**Communication**'.
- Existence of life becomes impossible without **Communication & mutual understanding**.
- When it comes to making sure that things are getting in the right way & are successively moving forward, **good communication skills are a building block**.
- **So**, it is really necessary to improve our **communication skills**, whether verbal or written.
- Communication skills are **the abilities you use when giving and receiving different kinds of information**. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and empathising.

Statistical Report:

No. of Students	No. of students Appeared for the Exam	No. of students eligible for the certificate	Remark
116	79	79	Students have reduced their phobia for English language. They have developed positive approach. They have improved with their speech.

Conclusion:

Communication is the greatest importance. It is important to sharing out one's thoughts and feelings to live a fuller and happier life. The more we communicate the less we suffer and the better we feel about everything around. Communication may break down as a result of many communication barriers that may be attributed to the sender or receiver. Therefore, effective communication requires familiarity with the barriers. Choosing the right channel for communication is also important, because choosing the wrong medium undermines the message. When communication occurs in the cross-cultural context, extra caution is needed, given that different cultures have different norms regarding nonverbal communication, and different words will be interpreted differently across cultures. By being sensitive to the errors outlined and adopting active listening skills, you may increase your communication effectiveness. The response of the students were found satisfactory and attentive. This course has been successfully completed under the guidance of Prin.Dr. Shivling Menkudale and Short Term Course Committee.

Photos: Inauguration of the Short Term Course



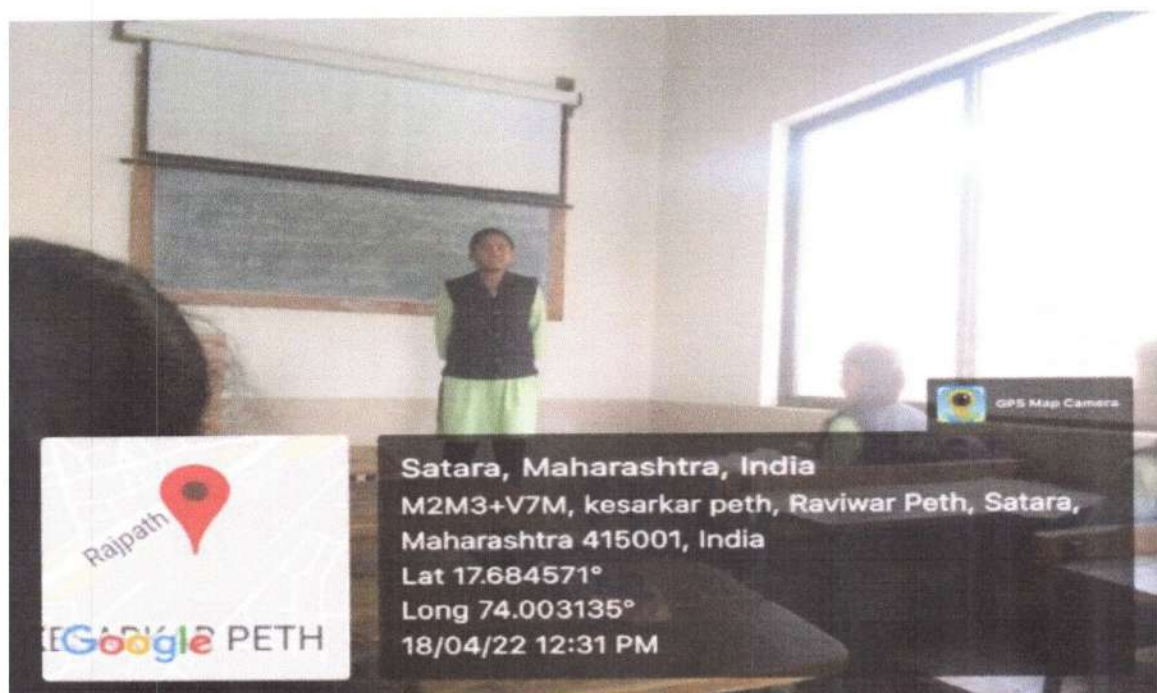
Karmaveer Samadhi Parisar, Raviwar Peth, Powai Naka, kesarkar peth,
Guruwar Peth, Satara, Maharashtra 415001, India

Latitude 17.685034° Longitude 74.003473°

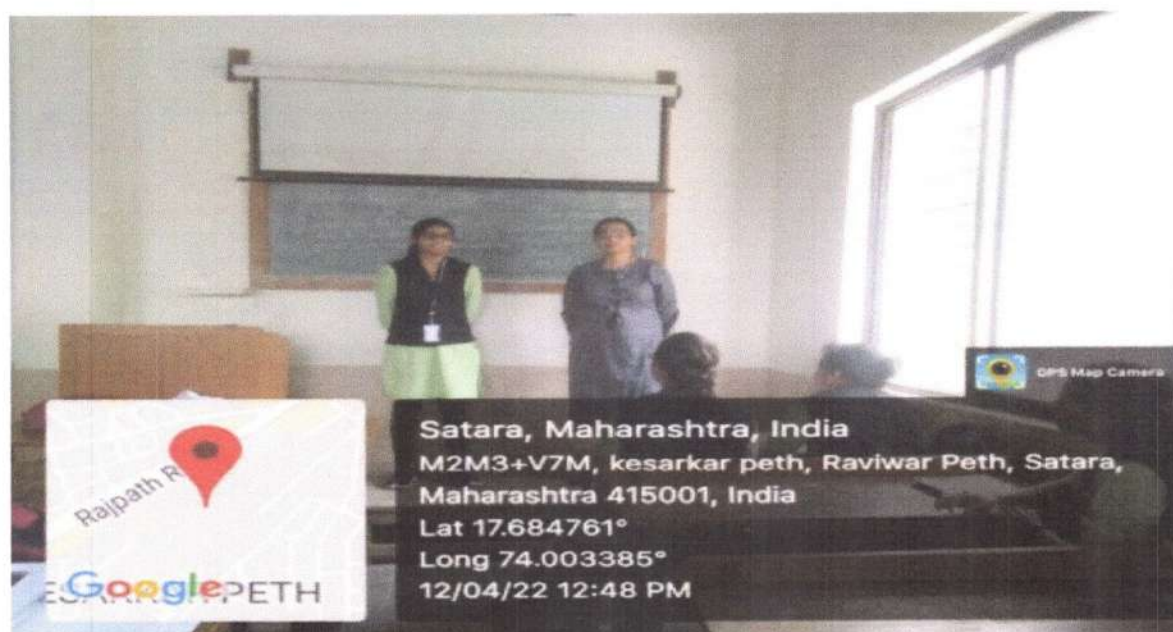
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Course Activities

EXTEMPORE SPEECH



Presentation by student



Conversation practice



Students at Theory Examination

Jyoti Aphale
 Coordinator
 Short Term Course
 (Dr. Mrs. J. A. Aphale)

[Signature]
 Chairman
 Short Term Course
 Committee

[Signature]
Principal
 Savitribai Phule Mahila Mahavidyalaya
 Satara

Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara
Academic Year: 2021-22
Department of English

A Report of
An Inaugural of a Short Term Course in Communication Studies
(09/12/2021)
and
English Literary Association

Name of Activity: Inauguration of a Short Term Course in **English Communication Skills and English Literary Association**

Date: 9th December 2021

English Literary Association

English Literary Association was established by department of English in the year 2005, to stimulate and motivate the young enterprising minds to perform challenging activities o improve and develop their skills and personality. It functions with the motive of sharpening the literary, esthetic and communicative skills of the students. Every year useful programs are conducted to enhance the language skills and creative talents as well as a short term course in **English Communication Skills** is run to improve English and communicative competence Students are provided with a platform to nurture and exhibit their innate potentials.

Objectives:

- To promote the latent histrionic talents
- To enhance communicative skills
- To impart team building
- To promote team building
- To provide a platform for creativity
- To develop student's intellectual, personal and professional abilities.
- To inculcate listening, reading, speaking and writing habits.
- To help students to acquire the linguistic competence nesses only required in various life sections.
- To develop the self expression skills among the students

Description of Activity:

“English Communication” is a compulsory course for B.A.I., B. Com. I, BCA.I and B.Voc. I Students. It is obligatory to all because today ‘communication’ becomes a key to success. If one wants to be global and technosavy, he must be perfect in communication skills and ‘e’ communication. To enrich this need this course runs in collaboration with **Elixir Spoken English Classes, Satara**. To create the awareness among the students about the objectives, trainer, syllabus, Exam Pattern etc. the inaugural programme was organized on 9/12/2021 in hall No.16.

As a chief guest, a senior corporate trainer Ms. Laxmi Bairagi from ‘English mate’, a renowned Academy, was invited to inaugurate the programme. In her inaugural address she explained the significance of speaking English, soft skills and ‘e’ communication she explained that as a global and computer language everyone must use ‘English’ for communication. “Practice makes man perfect” must be learned and sky is the limit for being knowledgeable must be the principle of learning was the message given by her to the students. In Presidential speech Prin. Dr. Sunita Gharge explained the significance of English and motivated students to use it in day today conversation which will help to face the challenges of present modern, contemporary scenario. She further explained that to walk with all corporate sectors as: academic, industrial, scientific, literary. Students must be communicative, techno-savy and perfect in English. She created awareness about sincerity, attendance and punctuality for the course among the students.

The programme’s object and chief guests were introduced by the course co-ordinator Dr.Mrs. Jayashri Aphale , Pallavi Pujari the expert faculty from Elixir, a private institute from Satara appointed as a trainer for the same course guided the students and explained the significance of English in career making and the vote of thanks were proposed by Ms.Srushti Ghadge ,faculty from B.Voc in Nursing,. The compeering was done by Ms.Sneha Dhanawade from BCA.

Output:

Students understood the significance and need of Communication for better career.

Photos:



Chief Guest Ms. Laxmi Bairagi
addressing the students

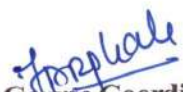


Dr. Ms. Jayashri Aphale introducing
the programme and guests



Ms. Pallavi Pujari addressing the students




Course Coordinator
(Dr. Mrs. Jayashri Aphale)




Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA.



Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara
Department of English
(Academic Year 2021-22)
Short Term Course: English Communication Skills
Class: B.A.I

Report

A short term course English Communication Skills was given to the students of B.A.I. It was conducted in second semester. The lectures were conducted from 11.30am to 1.30 pm three days a week after regular lectures. 110 students were enrolled for the course. 28 students appeared for the exam. 28 students passed the exam and successfully completed the course. They were given the certificate after the completion. The student also participated in the college Trade Fair Day and presented posters on English Communication Skills. Ms. Pallavi Pujari worked as an Expert Faculty for the course. Mrs. Patil L.S. co-ordinated the course.




Co-ordinator,

Short Term Course English Comm. Skill
(Mrs. Patil L.S.)


PRINCIPAL
Savitribai Phule Mahila Mahavidyalaya
SATARA

Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara
Department of English
(Academic Year 2021-22)
Short Term Course: English Communication Skills
Class: B.A.I

List of the Students

Sr. No.	Name of the student
1	ADSULE NIKITA BHIMRAO
2	AGUNDE PRATIKSHA SAMBAHAJI
3	ANPAT MEGHA KISAN
4	AWAGHADE NEHA CHANGDEV
5	BABAR SNEHAL KAMALAKAR
6	BABAR YOGITA RAJU
7	BAGADE SHRADDHA NARESH
8	BAGWAN MAHEK ARIF
9	BAGWAN MANTASHA ARIF
10	BAMANE PRIYA NAVNATH
11	BHAGLE PALLAVI DAULAT
12	BHALERAO MADHURA RAHUL
13	BHANDALKAR RUPALI DATTATRAY
14	BHILARE SANIKA RAMCHANDRA
15	BHOSALE NITA RAMCHANDRA
16	BHOSALE PRANITA SURENDRA
17	BOBHATE ARCHANA DATTATRAY
18	CHAVAN KAJAL DASHARATH
19	CHAVAN POOJA SHAHAJI

20	DHANWADE AMRUTA NAMDEV
21	GAIKWAD DIKSHA DATTATRAY
22	GAVALI SHRUTIKA SANJAY
23	GHADAGE TRUPTI BAPURAO
24	GHORPADE SUJATA SUNIL
25	GHORPADE TEJAL ANIL
26	GHORPADE VAIBHAVI VIJAY
27	GODASE HEMLATA RAJENDRA
28	GOGI YASMIN CHANDSAHEB
29	GURAV PRATIKSHA NARAYAN
30	GURAV VAISHNAVI MOHAN
31	GURAV VIJAYA BHAGVAN
32	HILE MANISHA SAMPAT
33	INAMDAR AFROJ NAJIM
34	INGAVALE SHIVANI ASHOK
35	JADHAV LAXMI GANESH
36	JADHAV RUPALI NANDKUMAR
37	JADHAV SAKSHI HANMANT
38	JADHAV SHIVANI RAJENDRA
39	JADHAV SUPRIYA SANTAJI
40	JADHAV SWARANJALI DATTATRAY
41	JADHAV TANUJA RAJENDRA
42	JAGATAP SAKSHI NITIN
43	JAGTAP NANDINI SHAM

44	KADAM KOMAL BHARAT
45	KADAM SALONI BANDU
46	KALANGE PRACHI SAMBHAJI
47	KAMANE TRUPTI BAPU
48	KAMBALE AASAWARI MADAN
49	KANASE PRANALI SANJAY
50	KANASE SAKSHI DATTATRYA
51	KANASE UTKARSHA HANMANT
52	KARANDE PRIYANKA SANJAY
53	KATU SANIKA DIPAK
54	KIRDAT KAJAL AMOL
55	KIRDAT PRANALI KASHINATH
56	KUMBHAR POURNIMA DILIP
57	KUMBHAR SAYALI DATTATRAY
58	MANDAVE SANIKA SUNIL
59	MANDAVE SAYALI SHIVAJI
60	MANE RESHMA DADASO
61	MORE MEENA MADHUKAR
62	MUJAWAR MALIKA SHAHABUDDIN
63	NIKAM TANUJA SUNIL
64	NIKAM ANITA JAGANNATH
65	NIKAM HARSHADA SANJAY
66	NIKAM PRAMILA NETAJI
67	NIKAM VAISHNAVI MAHADEV

68	NILJE SHRIYA ARUN
69	PANDIT JYOTI HARERAM
70	PARTE SARIKA DATTU
71	PATIL ASHWINI MOHAN
72	PAWAR ANJALI CHANDRAKANT
73	PAWAR PRIYA ANIL
74	PAWAR SANGITA AVINASH
75	PAWAR SHIVANI PRAKASH
76	PAWAR SHRADDHA KALYAN
77	PAWAR SONAL VIJAY
78	PAWAR VANDANA VISHWANATH
79	PHALKE DHANASHRI BALASAHEB
80	PIMPLE BHAKTI NAVNATH
81	POL KRANTI SACHIN
82	POTDAR KIRAN SURESH
83	POTEKAR NIKITA VIJAY
84	RAJGURU SENHA GOUTAM
85	RAWOOL GAYATRI SANJAY
86	SABALE ADITI SUDHAN
87	SAKATE SURANJALI KUMAR
88	SAKPAL SUREKHA ASHOK
89	SALEKAR DIPALI SHANKAR
90	SALUNKHE PRANALI DHANAJI
91	SALUNKHE ROHINI SUDHIR

92	SALUNKHE SAPANA SHANKAR
93	SALUNKHE VARSHA KONDIBA
94	SAYYAD SANIYA SHAMSHUDDIN
95	SHAHANE DIVYA MADHAV
96	SHAIKH SADIYA SHAIKHNUR
97	SHAIKH YASMIN SALIM
98	SHELAR RUTUJA SANJAY
99	SHINDE ANKITA HANMANT
100	SHINDE MANSI SMBHAJI
101	SHINDE NEHA ARVIND
102	SHIPRI ANJU LAXMAN
103	SHIRTAWALE NIKITA ROHIDAS
104	SONKAMBLE PRIYANKA KRISHNA
105	UMBERKAR NAMRATA RAVINDRA
106	VADAR NEHA ANIL
107	WAGH SHIVANI CHANDRAKANT
108	WAGH VAISHNAVI TUKARAM
109	YADAV SAKSHI SANJAY
110	ZUNJAR ASHWINI SHIVAJI



Coordinator,

English Communication Skills

(Mrs. Patel h.s.)

RayatShikshanSanstha's
SavitribaiPhuleMahilaMahavidyalaya, Satara
Department of English
(Academic Year 2021-22)

Short Term Course: English Communication Skills

Class: B.A.I

Syllabus

Structure of the Syllabus:

The syllabus requires 90 hours. It consists of three Modules, each requiring 30 hours.

Sr. No.	Unit Name	Theory	Practical	Total
1	<u>Communication</u> A. <ul style="list-style-type: none"> What is communication? Types of communication. Language as a medium of communication. What is a written communication? B. <ul style="list-style-type: none"> Communication skills. <ul style="list-style-type: none"> Listening Reading Writing Speaking C. <ul style="list-style-type: none"> Purpose of communication <ul style="list-style-type: none"> Persuading Questioning Informing Providing aesthetic pleasure Providing knowledge 	03	05	08
2	<u>Spoken and Written communication</u> A. Expression (Oral and Written) <ul style="list-style-type: none"> Grammar 			

	<ul style="list-style-type: none"> • Usage • Word choice • Spelling • Pronunciation • Intonation <p>B. Comprehension</p> <ul style="list-style-type: none"> • Levels- literal, interpretive, physical application, evaluation, synthesis • Modes- efferent, aesthetic, critical <p>C. Types</p> <ul style="list-style-type: none"> • Narrative/ descriptive • Expository • Argumentative/ persuasive <p>D. Summary skills</p> <ul style="list-style-type: none"> • Note taking and note making • Distinguishing main and subsidiary ideas • Understanding logical linkages between ideas. • Sequencing • Writing outlines • Writing summaries • Editing drafts 	03	05	08
		03	05	08
		03	05	08
		04	05	09
3	<p><u>'e' communication</u></p> <ul style="list-style-type: none"> • Technology, culture and communication • Print and Electronic communication • Electronic Media (Email, Internet, Facebook, PPTs, You-Tube, Twitter, Global Networking tools, Satellite, radio, television, tele/video-conferencing, internet) • Use of media for enhancing and facilitating communication. • The effect of technology on language use • The use of ICT in learning process. 	08	10	18
4	<p><u>Project/ Field visit/ Industry Visit/ Institution Visit/ Study Tour and Oral/ Presentation in</u></p>			

	<u>Exhibition</u> Project should be divided in the following parts:			
	<ul style="list-style-type: none"> • Introductory Part: It covers title of the project, its objectives, its significance and methodology. • Body Part: it includes Data analysis and interpretations. • End Part: Conclusions/ Findings and suggestions • References and Appendices 	05	15	20
	<u>TOTAL</u>	35	55	90

Outline of Assessment

Sr. No.	Name of the Paper	Marks
1	Oral Communication	25
2	Written Communication	50
3	Practical Assignments/ Group Project	25
	Total	100

References

- Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
- Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
- Carnegie, Dale. The Quick and Easy Way to Effective Speaking. New York: Pocket Books, 1977.
- Monippally, Matthukutty, M. Business Communication Strategies. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
- Prasad, H. M. How to Prepare for Group Discussion and Interview. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2001.
- <http://networketiquette.net/>
- <https://public.wsu.edu/~Brains/errors/>
- <http://www.albion.com/netiquette/corerules.html>

- <http://www.dailywritingtips.com/>
- <http://www.englishdaily626.com/c-errors.php>

Job Opportunities

- **Competitive Examinations (MPSC, UPSC, BANKING, STAFF SELECTION)**
- **Multinational Companies/ Corporate sectors**
- **Creative Writer.**
- **Law**
- **BPO'S/ Call Centre.**
- **Educational Field.**
- **Media Instructor**
- **Journalist.**

Board of Studies:

Sr. No.	Name of faculty	Designation	Email/ Mob
1	Prin.Dr.ShivlingMenkundale	Chairman	dr.arunandhale@gmail.com 9881235224
2	Mrs.MandakiniVarnekar	Coordinator, Short Term Courses Committee	varnekarmanda@gmail.com 940368066
3	Mrs. PatilLatikaSubhash	Co-ordinator	latikapatil35@gmail.com 8698608862
4	Mrs. PallaviPujari	Professional Expert	pallavipujari11@gmail.com 9657999937



Coordinator,

English Communication Skills

(Patil L.S.)

RAYAT SHIKSHAN SANSTHA'S
SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA
DEPARTMENT OF ENGLISH

English Communication Skills Training Course (2021-22)

Notice

4/1/2022

All the students of B.A. I and BCAI are hereby informed that the lectures of the short term course English Communication Skills Training Course will be started from Thursday, 6/1/2022 at 11.30 am in the Hall No. 16. The lectures are scheduled on every Wednesday, Thursday, Friday at 11.30 am. All the students should be present for the lectures as per the time-table given to you.


Coordinator,

English Communication Skills Training Course

(Mrs. Patil L.S.)

Rayat Shikshan Sanstha's
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Department of English
(Academic Year 2021-22)
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Result

Sr. No.	Name of the student	Marks Theory (out of 50)	Marks Oral (out of 50)	Total Marks	Remark
1	AWAGHADE NEHA CHANGDEV	27	30	57	Pass
2	BABAR YOGITA RAJU	28	33	61	Pass
3	GAIKWAD DIKSHA DATTATRAY	27	34	61	Pass
4	GAVALI SHRUTIKA SANJAY	28	36	64	Pass
5	GURAV VIJAYA BHAGVAN	10	33	41	Pass
6	JADHAV SAKSHI HANMANT	27	30	57	Pass
7	JADHAV TANUJA RAJENDRA	28	20	48	Pass
8	JAGATAP SAKSHI NITIN	27	22	49	Pass
9	JAGTAP NANDINI SHAM	31	27	58	Pass
10	KAMANE TRUPTI BAPU	28	35	63	Pass
11	KATU SANIKA DIPAK	30	35	65	Pass
12	KUMBHAR SAYALI DATTATRAY	27	28	55	Pass
13	MANE RESHMA DADASO	10	30	40	Pass
14	NIKAM VAISHNAVI MAHADEV	27	25	52	Pass

15	PANDIT JYOTI HARERAM	26	29	55	Pass
16	PAWAR ANJALI CHANDRAKANT	30	27	57	Pass
17	PAWAR SONAL VIJAY	26	27	53	Pass
18	PIMPLE BHAKTI NAVNATH	27	26	53	Pass
19	POTDAR KIRAN SURESH	29	30	59	Pass
20	RAJGURU SENHA GOUTAM	26	31	57	Pass
21	SAKATE SURANJALI KUMAR	29	34	63	Pass
22	SALUNKHE ROHINI SUDHIR	27	36	63	Pass
23	SHAHANE DIVYA MADHAV	31	37	68	Pass
24	SHAIKH YASMIN SALIM	30	27	57	Pass
25	SONKAMBLE PRIYANKA KRISHNA	24	34	58	Pass
26	VADAR NEHA ANIL	29	34	63	Pass
27	YADAV SAKSHI SANJAY	27	29	56	Pass
28	Jawale ASHWINI Lala	27	21	48	Pass


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