



S.K.E. SOCIETY'S
RANI PARVATI DEVI COLLEGE
OF ARTS AND COMMERCE, BELAGAVI

Department of English

ORGANIZES

A CERTIFICATE COURSE

ON

Communication skills in
English and soft skills

- Student intake Capacity: 45
- Date: 3rd January to 12th February (30 Hours)

Notice

2nd Jan 2017

Department of English

Communication skills in English

The Department of English is conducting a certificate course in "Communication skills in English and Soft skills" to help the students improve their written and oral skills. The interested students of Arts can give their names to Prof.Arpana Patil The classes will begin from 3rd Jan 2017 between 1pm to 2pm in room no GG 4.

Dr. Mrs.A.A.Desai
Head, Dept of English

Principal
RPD College of arts and Commerce

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R.P.D. College of Arts & Commerce
BELGAUM

ENGLISH DEPARTMENT

Certificate Course - Communication Skills in English and soft skills

R.P.D. COLLEGE OF ARTS & COMMERCE, BELAGAVI INTERNAL QUALITY ASSURANCE CELL (IQAC)

Name of the Department/Association: Department of English

Name of the activity: Communication Skills in English and soft skills

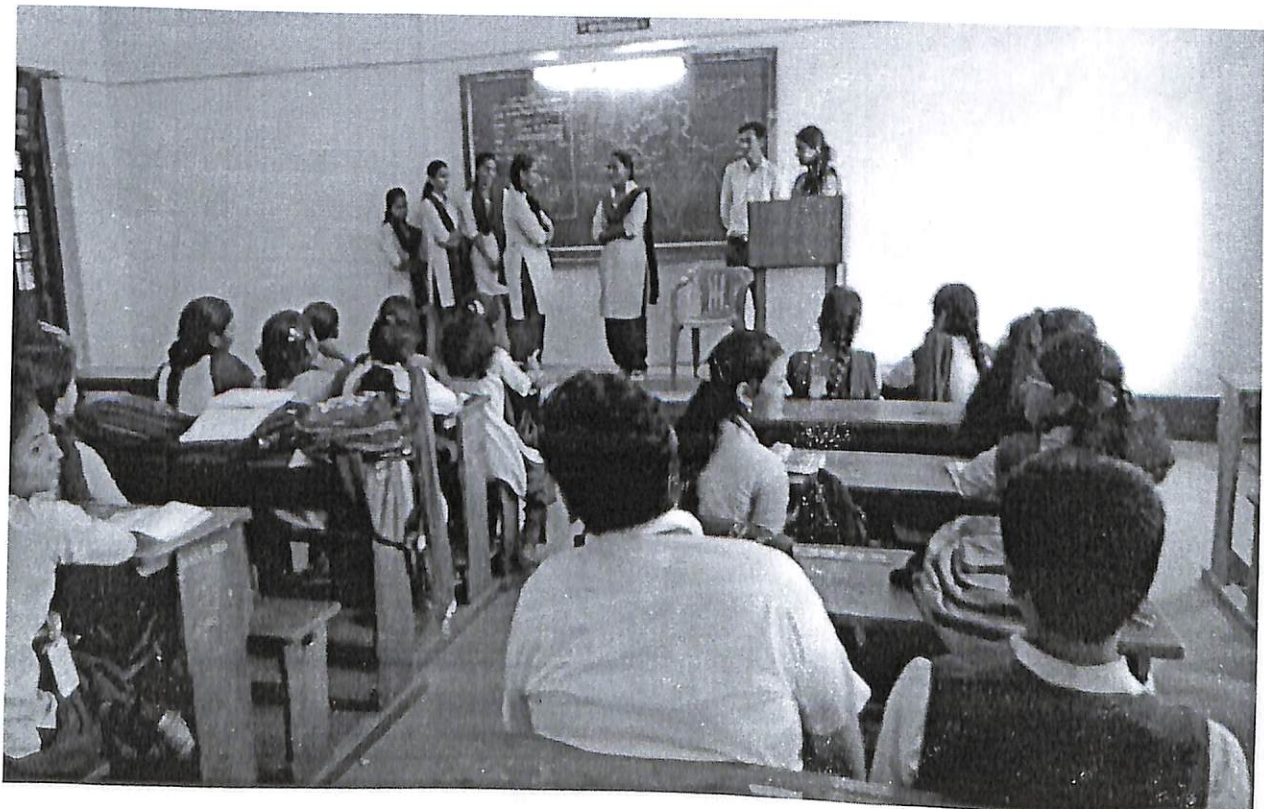
Date & Venue of the activity: 3rd Jan 2017

Duration : 30hrs

Target group (students / staff): Basic & Optional students

Number of the students participated: 45

Name of the staff in-charge: Dr. Achala Desai; Prof. Arpana Patil



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Co-Principal
R.P.D. College of Arts & Commerce
Belagavi

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Communication skills in English

Syllabus

1. Writing skills

Report Writing

- Letter writing
- Application writing.

II. Group Activities

- Self Introduction
- Team building skill
- Group Discussions
- Role plays of role models
- Tongue twisters
- Pronunciation skills

III Listening skills

- Active listening
- Passive Listening

IV How to give speeches

- Select the topic
- Identify purpose of speech
- Organize the speech
- Build body of the speech
- Use simple speech
- Practice! Practice!! Practice!!!

A brief report

The Department of English conducted a certificate course in "Communication skills in English and Soft skills" to help the students improve their written and oral skills. Around thirty classes were engaged. More than fifty students attended the course and were benefitted. These classes helped the students to improve verbal and non-verbal communication, courage to speak in front of audience, no stage fear, presentation skills etc. The classes were conducted between 1 to 2 pm in room number GG4. These classes were especially meant for vernacular medium students.

Dr. Mrs. Achala Desai
IQAC, Co-ordinator

Dr. S. P. Surebankar
Principal

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Communication Skills in English and Soft Skills (03-01-2017 to 12-02-2017)[illegible]

Sr.No.	Student Name	03-Jan	04-Jan	05-Jan	06-Jan	07-Jan	08-Jan	09-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan
26	V. P. Vibhute	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib	V.P.vib
27	R. M. Bagarai	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag	R.M.Bag
28	A. Kamble	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam	A.Kam
29	A. Hebbalkar	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb	A.Hebb
30	S. Muchandikar	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much	S.Much
31	N. Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf	N.Saraf
32	H. Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani	H.Lamani
33	A. Sanglikar	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang	A.Sang
34	S. Kittur	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt	S.Kitt
35	P. Keasarbhavi	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas	P.Keas
36	K. Soudagar	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud	K.Soud
37	T. Kolaki	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol	T.Kol
38	P. P. Nayak	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay	P.P.Nay
39	L. Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni	L.Roni
40	S. Kallenavar	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall	S.Kall
41	P. Badiger	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad	P.Bad
42	V. Kaktikar	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt	V.Kakt
43	E. Mugalikar	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga	E.Muga
44	V. Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul	V.Bagul
45	K. Sattigeri	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt	K.Satt


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Communication Skills in English and Soft Skills (03-01-2017 to 12-02-2017)

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Communication Skills in English and Soft Skills (03-01-2017 to 12-02-2017)

[illegible]

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South Konkan Education Society's
R.P.D.COLLEGE OF ARTS & COMMERCE

BELAGAVI, KARNATAKA

NAAC III Cycle 'A' Grade (3.27 CGPA)

Certificate

Dept. of English

This is to certify that Mr./Ms.

has actively participated in Certificate Course on "Communication Skills in English and Soft Skill

Course held during the academic year 2016-17

Staff Incharge

IQAC, Co-ordinator
R.P.D. College of Arts & Commerce

Principal
R.P.D. College of Arts & Commerce

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