

GOVERNMENT DEGREE COLLEGE

AVANIGADDA – 521121

ADD ON COURSE 2020-2021

FOR

II BCom (G) & II BCom (CS)



DEPARTMENT OF ENGLISH

COMMUNICATION SKILLS

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Introduction

Communication skills have been the key to success for securing placements. It has been observed that students have mastery in their specific domains, yet their communication skill in English is not satisfactory. This has led to a scenario where there is a supply-demand mismatch. While there are adequate employment opportunities, there are not enough eligible candidates to deliver on the job. Hence, there are a number of unemployable youth who have not been able to procure jobs in the organized sector for want of good communication skills. Good communication skills also play a pivotal role to scale heights in one's career. Hence, it was felt that there is a dire need to restructure the English language curriculum.

This Course has been designed with activities that have been arranged in a progressive manner so that the learning of the language is easy, linear and application oriented. The course is organized into 5 units. While the first three units focus on sensitizing the students to the aspects of the language through a series of activities to develop grammatical applications, vocabulary, listening, reading, writing and speaking skills, unit 4 and 5 deal with composition. The highlight of this course is that it does not make room for memorization or rote learning. Moreover, most of the activities have been developed with the core content from the textbooks.

This would mean that the English language learning is just scaffolding of the vocabulary internalized through the core subjects.

The objective is now, therefore, to enhance the communication skills in English by providing adequate opportunities to practice.

As there is ample scope for the students to practice using the language, internalization of the rules of English and using it in real life contexts shall be possible. Learner autonomy has been built into the activities which will provide hands on experience in using the language and thus "learning by doing".

English has emerged as an International language over the years. It is spoken and understood in almost all areas of the world. Even people from the remotest areas of the world have known the value of English. Thus, it is a global language in true sense and its importance has increased ten folds. Many students come from language backgrounds other than English and have considerable difficulties in speaking English.

Good Communication Skills are the key to success. Students learn English for many and extremely varied reasons. Talking these reasons, as well as the language acquisition needs of the under graduate students into

consideration. We planned this 30hours course for a group of students who opted to join this program. When students understand their reasons for learning English well, they can then plan their own learning strategy. But in this specially arranged course it is hoped, that the students will also come forward to help the teacher identify their needs and desires.

Overview of the course

The contexts where spoken discourse is used at colleges/universities can be categorized into three broad areas of formal, semi-formal and informal contexts.

The most common formal situations where spoken discourse are used is in formal /assessable seminar presentations, formal/ assessable interviews and role plays, oral exams, committees and lectures.

Tutorials and discussion groups are the most common contexts where semi formal spoken discourse is used. The students ability to trans code from the written to the spoken discourse is an important element needed here. Students need good oral negotiation skills, in particular at the time of enrolment, changing subjects making arrangements to change assignment deadlines or simply making appointments.

At the informal level, most situations of socializing is included.

Irrespective of its context (formal, semi – formal, informal one of the main features of spoken discourse is that it is interactive and this interaction is its integral dynamic. The interactive strategies used in spoken discourse are

- Initiating – involves starting the discourse, introducing a topic using verbal, vocal and verbal cues.
- Maintaining the discourse – responding, asking for clarification shifting the topic etc.
- Terminating – marking boundaries, substantiating etc.

In the context of lecture, students are not able to use most of the interactive strategies specific to spoken discourse such as asking for clarification, giving feedback etc. Hence the Department of English is trying to empower students to optimize their inherent talents to evolve potential professionals. The department has come forward with this course to sow and nurture the communication and soft skills, increasing the employability of the students

in the highly resilient market.

Objective of the course:

The course provides an opportunity for students to realize their potential and groom them from a level of speaking no English at all, to being to fulfill basic communication needs.

Methodology:

Learning will be practical, productive through a matured combination of modern interactive and conventional training styles.

The course is designed for the students who aspire to achieve perfection in reading, writing and speaking English. The course aspires to improve the communicative skills of the students, so that they can explain, describe and narrate more effectively, grammatically more sound and accurate so that the students do not fumble for words. The course gives each student an experience of real life situations so that he subjects his imbibed knowledge of the language to test continuously.

Duration and Class Schedule

- This course is offered for 30Hrs in an academic year.
- Duration: 15days. Each session of two hours from 3 pm - 5 pm
- The classes are conducted at _____
- Class Schedule: Classes shall be conducted on three week days from 3 pm - 5 pm (6 hours per week).
- Total number of hours is 30 hours.

Salient features:

- An integrated course with modules catering to both beginners as well as advanced learners.

- A comprehensive course that covers all the major aspects of soft skills training.
- Carefully designed sections on each soft skill that offer detailed information as well as practical exercises. Teaching methodology is learner-oriented, communicative and task-based.
- Aims at enriching the individual's personality and ensuring personal, social and professional productivity and satisfaction.
- The certificate is not only a valuable addition to the career profile but also qualifies one to impart vital soft skills training in different spheres.

Eligibility

- The Students pursuing Semester IV of any discipline are eligible for admission into the course.

Teaching Faculty

- Faculty of the Department of English will mentor the students during the course.

Teaching Procedure:

The sessions were conducted as per the Course calendar. Students attended the sessions in the College on designated days. In addition to the sessions, students were assigned activities. Faculty used the following methods for teaching.

- Classroom Presentations
- Games and activity based training

Evaluation Procedure

- The course shall have two components of evaluation:
 - a) Evaluation of 20 marks, comprising of activities/assignments, etc., covering all the modules;

b) Final Examination of 80 marks, comprising of – Written Examination (preferably MCQ – Multiple Choice questions from all the modules)

- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table.

S.No.	Grade	Grade Points	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very Good)	8	70 to 79
4	B+ (Good)	7	60 to 69
5	B (Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44

Communicative Skills topics/Syllabus

Unit	Title
1	Names and Actions
2	Descriptions and Connections
3	Resources and Environment
4	Composition - 1
5	Composition - 2
	Model Question Paper

Enrolled Students

35 Students from fourth semester of BCom (G) and BCom (CS) have enrolled in the course the following is the list of students enrolled.

Sl.No.	Register Number	Name of the Student	Class
1	Y192125001	A.Lavanya	II BCom(G)
2	Y192125002	A.Vamsi Krishna	II BCom(G)
3	Y192125003	A.Ravi Kiran	II BCom(G)
4	Y192125005	Ch.Lavanya	II BCom(G)
5	Y192125006	Ch.Suresh Babu	II BCom(G)
6	Y192125007	Ch.Adi	II BCom(G)
7	Y192125008	Ch.Gayatri	II BCom(G)
8	Y192125009	D.Veera Subrahmanyam	II BCom(G)
9	Y192125010	G.Madhu Meghana	II BCom(G)
10	Y192125011	K.Teja	II BCom(G)
11	Y192125012	K.Bhagya Lakshmi	II BCom(G)
12	Y192125013	K.Syam	II BCom(G)
13	Y192125014	K.Srinu	II BCom(G)
14	Y192125015	M.Siva Nagaraju	II BCom(G)
15	Y192125016	N.Naresh	II BCom(G)
16	Y192125017	N.Pavani	II BCom(G)
17	Y192125018	N.Rajyalakshmi	II BCom(G)
18	Y192125021	N.Nandini	II BCom(G)
19	Y192125022	P.Yashwanth	II BCom(G)

20	Y192125024	S.Bhairava Kumar	II BCom(G)
21	Y192125025	T.Divya	II BCom(G)
22	Y197125001	A.Bala Naga Sai Tej	II BCom(CS)
23	Y197125002	A.Arun Prasad	II BCom(CS)
24	Y197125004	B.Gopinadh	II BCom(CS)
25	Y197125005	B.Rambabu	II BCom(CS)
26	Y197125008	G.Bablu	II BCom(CS)
27	Y197125009	K.Vanaja	II BCom(CS)
28	Y197125010	K.Navya	II BCom(CS)
29	Y197125011	K.V.V.Naga Malleswar	II BCom(CS)
30	Y197125012	K.Venkateswara Rao	II BCom(CS)
31	Y197125013	K. Vijayakanth	II BCom(CS)
32	Y197125017	M.Naga Lavanya	II BCom(CS)
33	Y197125018	M.Sujith Kumar	II BCom(CS)
34	Y197125019	M.Ganesh	II BCom(CS)
35	Y197125021	M.Srinivasa Rao	II BCom(CS)

Add on Course plan

Content	Competencies	Transactional Strategies	Learning Outcomes	Contact Hrs.
Unit I Names & Actions	Grammar Nouns & Verbs	Through Activities Presentation: Practice: Use Presentation of Rules Adequate Contextual examples Practice	Identify nouns & Verbs Distinguish & use singular & plural nouns Differentiate tense (time) from verbs (actions) Learn tense using timelines	7
	Listening Plurals, past tense endings	Activities to sensitize Pronunciation of Plurals & Past tense verbs endings Activities: homophones	Distinguish the Pronunciation of Past tense & Plural endings Recognize words with similar pronunciation but different spelling & meanings	4
	Reading	Task based: Factual, Inferential Vocabulary & Experiential questions	Comprehend & respond to simple texts	4

Unit 2 Description & Connections	Grammar	Through activities	Recognize adjectives Transform adjectival forms (Word level) Compare prepositions & use them in context	6
	Adjectives & Prepositions	Presentation: Practice: use Presentation of rules Adequate contextual examples Practice	Use adjectives & prepositions productively in speech and writing	
	Listening	Activities Rhyming sounds Homophones	Identify and use appropriate pronunciation	
	Speaking & Writing	Activities: Pair work, individual Work	Introduce themselves & describe friends using adjectives	
	Reading	Task based Factual, Inferential Vocabulary & Experiential questions	Comprehend, interpret & analyze simple reading passages	3

Government Degree College, Avanigadda

Department of English

Add on Course on Soft Skills

8th Feb 2021 to 25th Feb 2021

ATTENDANCE

Sl. No	Name of the Student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
1	A.Lavanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	A.Vamsi Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	A.Ravi Kiran	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
4	Ch.Lavanya	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
5	Ch.Suresh Babu	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P
6	Ch.Adi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Ch.Gayatri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	D.Veera Subrahmanyam	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P
9	G.Madhu Meghana	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P
10	K.Teja	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
11	K.Bhagya Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	K.Syam	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
13	K.Srinu	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P
14	M.Siva Nagaraju	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
15	N.Naresh	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P

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8th Feb 2021 to 25th Feb 2021

Performance Assessment

Sl.No.	Register Number	Name of the Student	Marks Obtained	Grade
1	Y192125001	A.Lavanya	77	A
2	Y192125002	A.Vamsi Krishna	62	B+
3	Y192125003	A.Ravi Kiran	71	A
4	Y192125005	Ch.Lavanya	70	A
5	Y192125006	Ch.Suresh Babu	55	B
6	Y192125007	Ch.Adi	65	B+
7	Y192125008	Ch.Gayatri	70	A
8	Y192125009	D.Veera Subrahmanyam	71	A
9	Y192125010	G.Madhu Meghana	74	A
10	Y192125011	K.Teja	61	B+
11	Y192125012	K.Bhagya Lakshmi	65	B+
12	Y192125013	K.Syam	72	A
13	Y192125014	K.Srinu	63	B
14	Y192125015	M.Siva Nagaraju	52	B
15	Y192125016	N.Naresh	60	B+
16	Y192125017	N.Pavani	77	A
17	Y192125018	N.Rajyalakshmi	65	B+

18	Y192125021	N.Nandini	66	B+
19	Y192125022	P.Yashwanth	74	A
20	Y192125024	S.Bhairava Kumar	76	A
21	Y192125025	T.Divya	63	B+
22	Y197125001	A.Bala Naga Sai Tej	47	C
23	Y197125002	A.Arun Prasad	66	B+
24	Y197125004	B.Gopinadh	59	B
25	Y197125005	B.Rambabu	80	A+
26	Y197125008	G.Bablu	75	A
27	Y197125009	K.Vanaja	81	A+
28	Y197125010	K.Navya	73	A
29	Y197125011	K.V.V.Naga Malleswar	73	A
30	Y197125012	K.Venkateswara Rao	81	A+
31	Y197125013	K. Vijayakanth	75	A
32	Y197125017	M.Naga Lavanya	80	A+
33	Y197125018	M.Sujith Kumar	75	A
34	Y197125019	M.Ganesh	73	A
35	Y197125021	M.Srinivasa Rao	81	A+

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Students' Feedback

At the end of the program, students were requested to provide their feedback about the Training Program. The form has 4 main sections: usefulness of the topics, top-3 achievements of the student, top-3 suggestions from the student, feedback about the trainers.

Most Liked Topics:

Descriptions and Actions, Identifying homophones

Students' Achievement:

Descriptions , Actions, comprehension

Students' Suggestions:

Attendance Compulsion, Add more games, English Speaking, Maximize Activities.

Feedback about the Trainers:

Knowledge: Very Good

Presentation Skills: Excellent

Speed: Good

Certificate:

All the students who completed the Soft Skills Training Program successfully were awarded with a certificate. Overall 28 students completed the program. The College arranged a separate Certification Program with the Consultants, Principal, Coordinator & staff members of the College. All the students from the class, and students from First Year & Second Year attended the program.

Following is the design of the certificate.

COURSE COMPLETION CERTIFICATE	
	
<i>This is to certify that _____</i> <i>studying _____ has completed Add on Course on</i> <i>Communication Skills from 8th February 2021 to 25th February 2021</i> <i>organized by the Department of English.</i>	
Course Coordinator	Signature of the Principal

Conclusion

The Communication Skills Course was completed by the Department of English as per the expectations of the College. At the end of the Course students have informed that they have achieved their top expectations from the program – “Confidence and English communication”. Hence it can be concluded that the Course was successful in delivering the desired results.

A handwritten signature in green ink, appearing to read "D. M. L.", with a stylized flourish at the end.

Principal