

Communication Skills and Soft Skills

BJR GOVERNMENT DEGREE COLLEGE, HYDERABAD

Department of English

Certificate Course on

COMMUNICATION SKILLS AND SOFT SKILLS

Objective: The course aims at the improvement of communication and soft skills of the students

Outcome: The course enables the students to have better employment opportunities

Duration: The course is scheduled from January 8th 2018 to January 27th 2018.

Registration: Register on or before 4th Jan 2018

Contact: Department of English



Soft and Communication Skills

Department Minutes

As per the IQAC minute it is decided to start a certificate course in English titled "Communication Skills and Soft Skills" by the department of English for final year students for the academic year 2017-18.

Resolutions:-

English department was taken resolutions in the meeting.

⇒ It was resolved to include the topics - Syllabus Communication Skills and soft skills.

⇒ Time table and Syllabus, Exam pattern were given.

About The Course

This program is designed to benefit the students in grooming their personality and improve communication in English. The duration of course is 30hrs and will run for 15 working days. The course offers an indept exposure to all the soft skills that is required for the students progress and also be job ready.

Objectives

- ⇒ To help students develop self esteem
It helps them to critically think and analysis a given problem.
- ⇒ Course helps to develop reading and ~~also~~ also helps in improving communication
- ⇒ It helps the students in discussion making and personal improvement.

Out Come

- ⇒ On the completion of the student will be able to improve his/her written and verbal communication
- ⇒ Become very self confident
- ⇒ prepare the student to face the world outside
- ⇒ It enhances the pupils personality, enables them to build their profile and gain a better chance in the job market.

Module

1) Module : Grammar

Tenses

Active voice and passive voice

Direct and indirect speech

spotting errors

Simple Compound and Complex Sentences

2) Module : Vocabulary

Antonyms and Synonyms
one-word substitutes.

Idioms and phrases

Homonyms and Homophones.

Analogy

3) Module : Soft Skill

Stress and time management

Non Verbal Communication or Body Language.

Leadership and Team work.

Inter personal skills

Etiquette and grooming.

To
The Principal
BJR GDC
Narayanaguda
Hyderabad.

15/12/2017

Madam,

Sub: Permission to start a certificate course in English. Regd.

As mentioned in the subject above, the Department of English proposes to start a Certificate Course for the final year students of B.A., B.Com., & B.Sc., titled "Communication Skills and Soft skills" in the month of January 2018. We request your permission for the same.

Thanking you

Yours Sincerely

In-charge
Department of English.

NOTICE

18/12/2017

All the B.A., B.Com., & B.Sc. final year students are informed that the Department of English is going to start a certificate course in English titled "Communication Skills and Soft skills".

The classes will start from January 8th 2018. Interested students may contact Smt. Khaderunnisa, Department of English.


Principal

List of Students

<u>SNO</u>	<u>Roll No</u>	<u>Name of the Student</u>
1.	107015156506	G. Nagesh
2.	518	K. Venkatesh
3.	129011	Mohammad Arif
4.	020	P. Srinivasulu
5.	401-009	Mohammad Najeebuddin
6.	021	Mohsin Anwar
7.	025	Wasim Akram
8.	107015402007	MK. Magsood Ali
9.	-018	Hussain Quadri
10.	032	Abdul Rahman Khan
11.	035	Mohammad Ahtesham Ali
12.	044	G. Hemalatha
13.	048	V. Kasinath
14.	052	Mohd. Ismael
15.	060	C. Madhu
16.	107015405008	Mohammad Abdul
17.	030-	Shaik Syed Ahmed
18.	040-	Ali Khan
19.	050	T. goswamy
20.	107015411011	V. Srinivas Unaidu
21.	-015	A. Anil
22.	107015445005	M. Shiva Kumar
23.	-009	V. Balakrishna chary
24.	-026	G. Yugandar
25.	-501	M. Shiva Kumar
26.	107015467004	A. Bharath Kumar.

The course gave us opportunity to develop our communication and soft skills. We stand a better chance of employment opportunity. Thank you

Nagesh.

Soft skills and communication skills are basic for employment and this course helped us a lot in enhancing these skills

Thank you

Hemanth

Our employment opportunities double with the enhancement in communication and soft skills

Thanks to the department of English for conducting this course. Thank you.

M. Shiva Kumar

This course held us helped us in improving our soft skills and communication skills. This gave us better employment opportunities

Shiva.

		8/1/18	9/1/18	10/1/18	12/1/18	12/1/18
1070-15-156-506	G. Nagesh	G. Nagesh	Nagesh	Nagesh	Nagesh	Nagesh
1070-15-156-518	K. Venkatesh	Venka	Venkatesh	Venkatesh	Venkatesh	Venkatesh
1070-15-124011	Mohammad Arif	Arif	Arif	Arif	Arif	Arif
1070-15-124020	P. Srinivasulu	P. Srinu	P. Srinu	P. Srinu	P. Srinu	P. Srinu
1070-15-401000	Mohammad Nazeeq	Nazeeq	Nazeeq	Nazeeq	Nazeeq	Nazeeq
1070-15-401021	Mansih Ahmad	Anwar	Anwar	Anwar	Anwar	Anwar
1070-15-401025	Wasim Akram	Akram	Akram	Akram	Akram	Akram
1070-15-408-007	MK Maqsood Ali	Maqsood	Maqsood	Maqsood	Maqsood	Maqsood
1070-15-408-018	Hussain Qadri	Hussain	Hussain	Hussain	Hussain	Hussain
1070-15-408-032	Abdul Rohman Khan	Abdul	Abdul	Abdul	Abdul	Abdul
1070-15-408-035	Mohammad Anthesah Ali	M.A.	M.A.	M.A.	M.A.	M.A.
1070-15-408-044	G. Hemantha	Hemant	Hemant	Hemant	Hemant	Hemant
1070-15-408-048	V. Kasinath	Kasinath	Kasinath	Kasinath	Kasinath	Kasinath
1070-15-408-052	Mohd Ismail	Ismail	Ismail	Ismail	Ismail	Ismail
1070-15-408-060	C. Madhu	Madhu	Madhu	Madhu	Madhu	Madhu
1070-15-465-008	Mohammad Abdul	Mohammad Abdul	Mohammad Abdul	Mohammad Abdul	Mohammad Abdul	Mohammad Abdul
1070-15-465-030	Shaik Syed Ahmed	S. Ahmed	S. Ahmed	S. Ahmed	S. Ahmed	S. Ahmed
1070-15-465-040	Ali Khan	Ali	Ali	Ali	Ali	Ali
1070-15-465-050	T. Goswamy	Goswamy	Goswamy	Goswamy	Goswamy	Goswamy
1070-15-441-011	V. Srinivas Naidu	Srinu	Srinu	Srinu	Srinu	Srinu
1070-15-441-015	A. Anil	Anil	Anil	Anil	Anil	Anil
1070-15-445-005	M. Shiva Kumar	M. Shivan	M. Shivan	M. Shivan	M. Shivan	M. Shivan
1070-15-445-009	V. Balu Krishna	Krishna	Krishna	Krishna	Krishna	Krishna
1070-15-445-006	G. Yugandhar	Yugandhar	Yugandhar	Yugandhar	Yugandhar	Yugandhar
1070-15-445-501	M. Shiva Kumar	Shiva	Shiva	Shiva	Shiva	Shiva
1070-15-467004	A. Bharath Kumar	Bharath	Bharath	Bharath	Bharath	Bharath

