

GOVERNMENT DEGREE COLLEGE

NARAYANKHED, SANGAREDDY, DIST.

TELANGANA, 502286



SKILL ENHANCEMENT PROGRAM

COMMUNICATION SKILLS AND SOFT SKILLS

ACADEMIC YEAR 2018-2019

Organized by

DEPARTMENT OF ENGLISH

GOVERNMENT DEGREE COLLEGE

NARAYANKHED, SANGAREDDY, DIST.

Skill Enhancement Program

Communication Skills and Soft Skills

Objectives of training

Course of soft skills are intended to improve the communication skills enrich personality development, computing skills, quantitative aptitude and knowing of students

These courses are intended to enhance the employability of the students the course will help to bridge the gap between the skill requirement of the employee or industry and the competency of the students.

The main objectives of the training was to train the participants/ learners to do their day-to-day work easily and do proper planning for livelihood activities of their centers.

Aim

1. The following were the subjects aimed to be trained during the training conducted on the communication skills.
2. Why to communicate: what is the need to communicate with others? Is communication very important in our day-to-day life?
3. Types of communication: verbal communication and Non verbal communication.
4. Non verbal communication. How to understand body language and how to show positive body language.

Duration of training

The training was conducted on **20-09-2018** for a 1 day

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IQAC - Coordinator
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R. H. Venkatesh
Principal
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Communication Skills

1. Self Introduction,
2. Parts of Speech (Noun, Pronoun, Adjective, Adverb, Prepositions, Conjunction, Interjection)
3. Tenses (Past, Present, Future)
4. Model verbs (can, Will, Shall May etc.)
5. Questions with be forms, Have forms, Do forms
6. Voice (Active Voice and Passive Voice)
7. Speech (Direct- Indirect Speech)
8. Degree of Comparison
9. One word Substitution,
10. Antonyms and Synonyms
11. (JAM, Group Discussions, Role Play Activities)

Soft Skills

Verbal and Non Verbal Communication Skills

1. Personality Development
2. Positive Thinking
3. Goal Setting
4. Team Work
5. Leadership Qualities
6. Multi Tasking
7. Inter Personal Skills
8. Time Management Skills
9. Group Discussion
10. Role Play / JAM
11. CV Preparation Skills

Mr. R. K. ...
IQAC - Coordinator
Govt. Degree College
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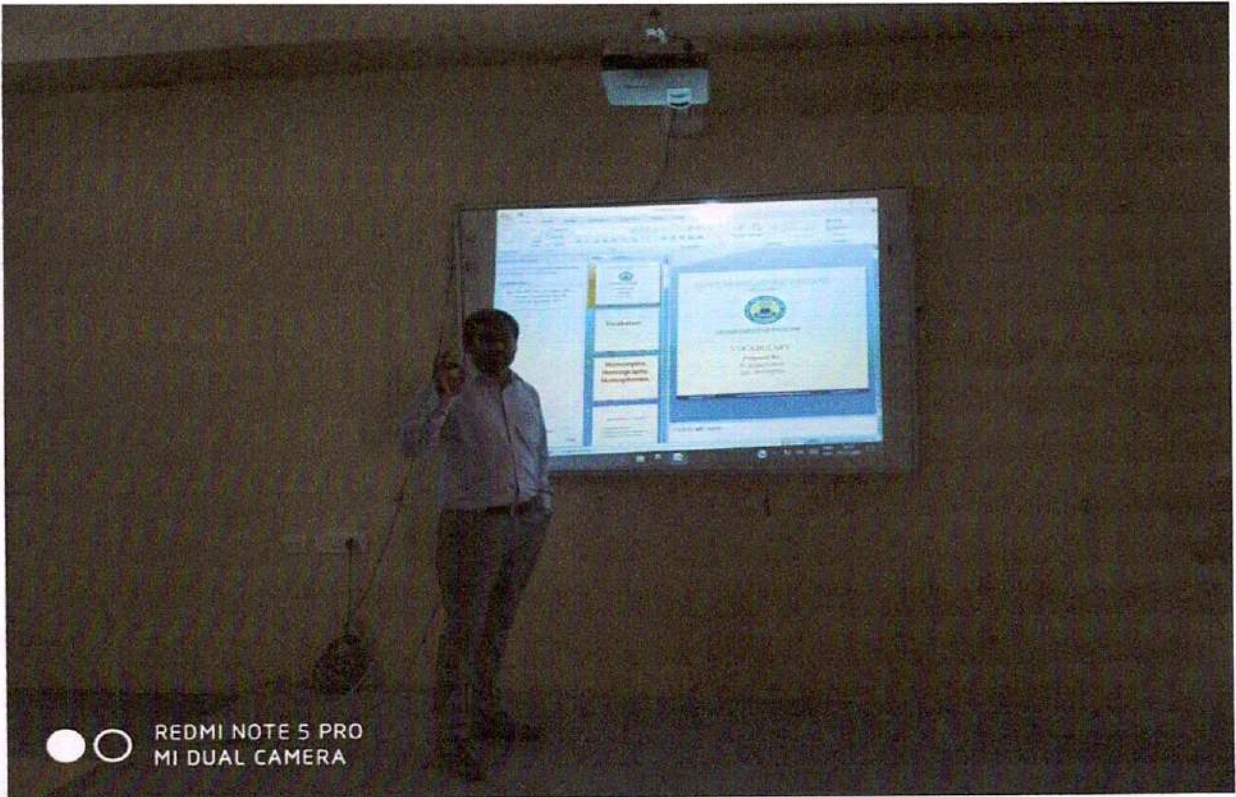
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Curriculum:

S,No	Topic
1	1. Self Introduction, 2. Parts of Speech (Noun, Pronoun, Adjective, Adverb, Prepositions, Conjunction, Interjection)
2	1. Tenses (Past, Present, Future) 2. Model verbs (can, Will, Shall May etc.)
3	1. Questions with Be forms, Have forms, Do forms 2. Voice (Active Voice and Passive Voice)-
4	1. Speech (Direct- Indirect Speech)- 2. Degree of Comparison
5	1. One word Substitution, Antonyms and Synonyms
6	1. Personality Development 2. Positive Thinking
7	1. Goal Setting 2. Team Work
8	1. Leadership Qualities 2. Multi Tasking
9	1. Inter Personal Skills 2. Time Management Skills
10	1. CV Preparation Skills
11	1. Group Discussion 2. Role Play / JAM

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Out comes: -

1. On completion of the course, student will be able to- Effectively communicate through verbal/oral communication and improve the listening
2. Skills Write precise briefs or reports and technical documents.
3. Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
4. Become more effective individual through goal/target setting, self motivation and practicing creative thinking.
5. Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

Mr. Raj
In Charge
Coordinator
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R. W. Kumar
Principal
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GOVERNMENT DEGREE COLLEGE, NARAYANKHED DIST: SANGAREDDY.
STUDENT LIST FOR COMMUNICATION SKILLS 2018-19.

S.NO	NAME	GROUP
1	A.CHIRANJEEVI	B.A
2	A.LAXMAN	B.A
3	A.GUNDAPPA	B.A
4	B.RAVI	B.A
5	B.BEERAPPA	B.A
6	CH.GANESH	B.A
7	B.SHIVA KUMAR	B.COM
8	B.VINOD KUMAR	B.COM
9	CH.NARESH	B.COM
10	G.NAVEEN	B.COM
11	M.RADHA	B.COM
12	M.ANAND	B.COM
13	IRFAN	B.COM
14	CHIPPA KALPANA	M.P.C
15	DADE NAVEEN KUMAR	M.P.C
16	KAMBAPURAM RAMESH	M.P.C
17	KAMMARIKATHA MALLESHAMU	M.P.C
18	MACHKURI SANDHYARANI	M.P.C
19	MALIPATIL VANDANA	M.P.C
20	MOHAMMED RIYANA	M.P.C
21	MUNNURU LAXMI	M.P.C
22	POTHULA SUJATHA	M.P.C
23	RATHOD KRISHNAKUMAR	M.P.C
24	SAINI JYOTHSNA	M.P.C
25	SANTTELLI REKHA	M.P.C
26	S SHILPARANI	M.P.C
27	ARE DASHARATH	B.Z.C
28	AULAPURAM SUMALATHA	B.Z.C
29	BAKKA PRAVEEN	B.Z.C
30	BANOTH LATHA	B.Z.C
31	BANOTH VINOD KUMAR	B.Z.C
32	BEGARI SWAPNA	B.Z.C
33	BOINI BHASKER	B.Z.C

M.K.P.
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Attached
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