



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University, Warangal)
gdcyellandu.jkc@gmail.com



**ONE DAY SOFT SKILLS PROGRAMME ON "HOW TO DEVELOP
EFFECTIVE VERBAL COMMUNICATION SKILLS"**

Name of the Department: English

Title of the programme: One day soft skills programme on "How to Develop Effective Verbal Communication Skills"

Duration of the programme: 1 day

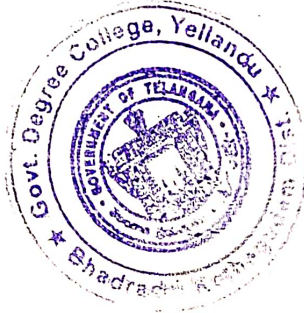
Commenced on: 08/11/2017

No. of Students participated: 38

Notice

Greetings from the Department of English, Government Degree College, Yellandu. All the students are here by informed that the department of English is going to organize One day soft skills programme on "How to Develop Effective Verbal Communication Skills" will be commenced on 08/11/2017 .Hence, all the students are instructed to attend the programme without fail.

Sign.of the lecturer



Sign.of the Principal
PRINCIPAL

**Govt Degree College
Yellandu**

Course Content

- Why is verbal communication important?
- Characteristics of an effective communicator
- The power of the mind
- Keep your audience in mind
- Actively listen
- Be empathetic
- Body language and posture
- Using the full range of your voice
- Watch videos from experts
- 5 ways to practice communication skills

Benefit of this programme

Verbal communication skills matter because they enable you to build rapport with other people, which creates more positive interactions and stronger work relationships. With these skills, you can convey a sense of confidence and ensure that your audience understands your message or expectations. The ability to communicate clearly helps you succeed in various work situations, including projects, negotiations and job interviews.

TO

Date:07-11-2017

The Principal

Govt. Degree College, Yellandu

Bhadradi Kothagudem (Dist).

Respect Madam,

Subject: Department of English is going to organize One day soft skills programme on "How to Develop Effective Verbal Communication **Skills**" on 08/11/2017 -Seeking permission -Req-Reg.

With reference to subject cited above, I would like to bring to your kind notice that the department of English is going to organize One day soft skills programme on "How to Develop Effective Verbal Communication **Skills**" for the academic year 2017-2018. Hence, I request you to grant me permission to organize one day programme "How to Develop Effective Verbal Communication **Skills**" which will be useful for the students to enhance the verbal communication skills in English language.



Yours faithfully

(A.Narasamma)

Asst. professor of English
Govt. Degree College, Yellandu