

SACRED HEART COLLEGE, CHALAKUDY

DEPARTMENT OF ENGLISH

Report 2016-2017

In the year 2016-17 The Department organised the Add on course on Communication Skills from the month of June to March. Communication Skills is the foundation of language learning from which effective speaking, writing and reading emerge and it is the bedrock of human language learning. One's ability to speak Good English is a proof of competence. No matter how capable an individual may be in his/her studies or profession, it is the use of good communication skills that highlights this strength.

23 students from different Departments enrolled the course but only 20 students completed the course. The objectives of the course were to enhance the communication skills of the students by learning Grammar, Vocabulary, Phonetics and by practicing Public Speaking , Group Discussion, Interviews, Report writing and so on.

Students were taught Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. the students were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

Classes on E mail writing, Report writing, Resume and Effective Profiling were provided and the students were given some useful information on Telephone Etiquettes. In addition to this, they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

The students were introduced to the tips and techniques on drafting formal and informal letters and they were asked to work in groups and write out formal letters making use of the tips and following the guide lines given. They were asked to read out the letter drafted by their group and provided suggestions as how the letters could have been made more appropriate and effective.

In general, the students could develop their communication skills to a certain extent by attending the Add on Course.

Regular evaluation and Tests were carried out for assessing the improvement of the students. Written Tests, Oral Tests, group Discussion, Debates were conducted to imbibe the various skill of communication.

ADD ON COURSE

ADENGO1 – COMMUNICATION SKILLS

YEAR I – SEMESTER I AND II

SEMESTER I

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

SEMESTER II

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

SEMESTER I

BASIC LANGUAGE SKILLS FOR PERSONAL EFFECTIVENESS

- Grammar- Tenses and Usages- Adjectives- Modal Auxiliary Verbs(Will, Shall, Should, Would, Can, Could, May, Might, Must)- Punctuation-Articles- Framing Questions- Verbs- Word formation-Propositions- Pronouns-Determiners- Conjunctions- Questions and question Tags, Tenses-Subject- Verb agreement- tenses in conditional sentences- determiners- clauses and connectors- construct grammatically correct sentences- use grammatical items in sentences- use grammatical items in paragraph writing
- Vocabulary building-idioms- using the words in sentences-use of jargons- substitutes for words and expressions- synonyms- homonyms- homophones- read/ write new words from various media-vocabulary enrichment through reading-
- 'Just a minute' sessions-situational dialogues-oral presentations-Prepared and Extempore

SEMESTER II

- Conversation practice- Starting Conversations- Introducing Oneself ad Others-greeting and taking leave- Wishing well-expressing thanks in various situations- talking about oneself- expressing likes and dislikes-expressing agreement and disagreement- spontaneous conversations- interactional and transactional talk- debates
- Describing objects-situations- people
- Telephonic conversation-Basics of Telephone Communication-How to handle calls-telephone manners-Leaving a message- Leaving requests-Greeting and leave taking over phone.
- Teleconference handling- Videoconferences
- Handling Tele interviews

- 1 Phonetics-Introduction to the sounds of English-vowels, diphthongs and consonants, phonetic sounds-Stress and intonation-Acoustics-Transcription to phonetic script
- Comprehension passages-precise writing-Essay writing-passages are to be taken from Literary, Scientific/Technical writing as well as the fields of Journalism/ Management/ Commerce.

YEAR II – SEMESTER III AND IV

SEMESTER III

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

SEMESTER IV

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

PROJECT HOUR : 20

SEMESTER III

- Principles of editing-punctuation, substitution of words, restructuring sentences, recognizing sentence sequence in a paragraph, use of link words and principles of coherence and cohesion
- Interpretation of technical data- marks, charts, paragraphs.
- Interpretation of short unseen poems
- Types of logical structures- Lectures based on Analysis, Argumentation, Classification, Comparison, contrast and Cause and effect relationship, statement elaboration, expanding points into paragraphs, chronological patterning
- Report writing- Committee reports, activity reports.

LISTENING SKILL

- Types of listening.
- Tips for effective listening
- Academic listening-(lecturing), listening to talks and presentations, listening to talks and announcements(railway, bus station, airport/ stadium announcements etc)
- Listening to radio and television

ENGLISH FOR EFFICACY IN COMMUNICATION

- Letters-formal letters- minutes-circulars- enquiries-complaints and replies- memorandums- explanations
- Letters of application, letters to the editor and social appraisals in the form letters/ pamphlets- standard Business letter, e- mail drafting and Etiquettes
- Making notes on business conversations- effectiveness of SMS
- Case writing and documentation
- Resume and effective profiling

○ **SEMESTER1V**

PRESENTATION SKILLS

- Public speaking-problem solving and conflict resolution skills,- summary and feed- back skills(summarizing and giving a feedback)
- Rhetoric-Public speech- speaking with confidence
- Negotiation skills- influencing and persuading
- Interview excellence-How to perform well in interview
- Group Discussion-Leadership, motivation, self introduction and evaluation
- Arranging Conventions-conferences- seminars- invitation(invitation letter)- compeering
- Use of multimedia-PowerPoint presentation-radio talk-documentary-news reading
- Exposure to real- life situations-visiting radio station-T.V. station-front office-housekeeping-marketing service- of five star hotels- airport- helpdesk- calls centres-info parks.
- Viewing and reviewing T.V programmes- book review

SACRED HEART COLLEGE, CHALAKUDY

DEPARTMENT OF ENGLISH

Meeting Minutes

June 06, 2016

The meeting convened on 06/06/2016 at 3.00 pm decided to begin the Add-on Course ADENG01 - Communication Skills in the month of June. The meeting decided that the participants can be selected from other departments and should be limited to fifty in number. The meeting also decided faculties in charge of the Add-on Course of the year 2016-17 will be Ms. Tresa Peter and Ms. Lekha Willy.

Members Present:

Ms. Bindu Jose

Dr. Sr. A Princy Anto

Ms. Darly Mathew

Ms. Noble A. Paliath

Ms. Lekha Willy

Ms. Tresa Peter

Third Semester

Register of Attendance and Fees for the Month of _____

commenced on 25/6/16

Standard

[illegible]

No. on roll at the beginning of the month	...	Average No. on roll during the month	...
No. admitted during the month	...	Average Attendance	...
No. left during the month	...	Total School Days	...
No. on roll at the end of the month	...		

Class Teacher

Inspecting Officer

No.	Date	Particulars	Amount	Percent	Total	Ticket Fee				Special Fee				Total	
						Fees		Fines		Fees		Fines			
						Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		
1	10/1/14														
2	10/1/14														
3	10/1/14														
4	10/1/14														
5	10/1/14														
6	10/1/14														
7	10/1/14														
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45	10/1/14														
46	10/1/14														
47	10/1/14														
48	10/1/14														
49	10/1/14														

Current fees collected	...	Balance of current fees due	...
Arrear fees collected	...	Balance of arrear fees due	...
Fine	...	Balance of fine due	...

Total

Total

Head Master

Register of Attendance and Fees for the Month of

Admission No	NAME	DATE	17/10/10	18/10/10	19/10/10	20/10/10	21/10/10	22/10/10	23/10/10	24/10/10	25/10/10	26/10/10	27/10/10	28/10/10	29/10/10	30/10/10	31/10/10
1	Tanya Varghese		X	X	X	X			X	X				X	X	X	X
2	Amal George		X	X	X	X			X	X				X	X	X	X
3	Rehana Khan		X	X	X	X			X	X				X	X	X	X
4	Haris Jeyarajan		X	X	X	X			X	X				X	X	X	X
5	Abhin Jose		X	X	X	X			X	X				X	X	X	X
6	John John		X	X	X	X			X	X				X	X	X	X
7	Alina M S		X	X	X	X			X	X				X	X	X	X
8	Geetha K G		X	X	X	X			X	X				X	X	X	X
9	Leel John		X	X	X	X			X	X				X	X	X	X
10	Dina Daria		X	X	X	X			X	X				X	X	X	X
11	Ivan Paul		X	X	X	X			X	X				X	X	X	X
12	Alana N John		X	X	X	X			X	X				X	X	X	X
13	Shelley May		X	X	X	X			X	X				X	X	X	X
14	Belal Jay		X	X	X	X			X	X				X	X	X	X
15	Yana Jay		X	X	X	X			X	X				X	X	X	X
16	Arjuna Babu		X	X	X	X			X	X				X	X	X	X
17	Abhin Abraham		X	X	X	X			X	X				X	X	X	X
18	Arjuna Babu		X	X	X	X			X	X				X	X	X	X
19	Abhin Jayachandran		X	X	X	X			X	X				X	X	X	X
20	Arjuna Babu		X	X	X	X			X	X				X	X	X	X
21	Nikhil S		X	X	X	X			X	X				X	X	X	X
22	Arjuna Babu		X	X	X	X			X	X				X	X	X	X
23	Arjuna Babu Sebastian		X	X	X	X			X	X				X	X	X	X

No. on roll at the beginning of the month
 No. admitted during the month
 No. left during the month
 No. on roll at the end of the month

Average No. on roll during the month
 Average Attendance
 Total School Days

Class Teacher

Inspecting Officer

Admission No.	NAME	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Tanya Varghese	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	Amal George	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	Rehana Khan	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	Haris Jeyarajan	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	Abhin Jose	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	John John	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	Alina M S	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	Geetha K G	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	Leel John	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	Dina Daria	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Ivan Paul	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	Alana N John	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	Shelley May	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	Belal Jay	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	Yana Jay	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	Arjuna Babu	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	Abhin Abraham	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	Arjuna Babu	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	Abhin Jayachandran	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	Arjuna Babu	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	Nikhil S	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	Arjuna Babu	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	Arjuna Babu	17/10/10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Current fees collected
 Arrear fees collected
 Total




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Certificate of Completion

This is to certify that... Anjana Babu

.....has successfully completed the Add - On Course
titled "**Communication Skills**" organised by the Department of English, during the
academic year 20..16 - 20..17


Dr Sr A. Princy Anto
Course Coordinator


Ms. Bindu Jose
Head, Department of English


Dr. Sr. Irene
Principal




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This is to certify that.... Anurose J. Panakkal.....

.....has successfully completed the Add - On Course
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
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.....has successfully completed the Add - On Course
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
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This is to certify that....Athira Aravindakshan.....

.....has successfully completed the Add - On Course
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
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This is to certify that.....Anjitha P.A.....

.....has successfully completed the Add - On Course
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
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This is to certify that...Asha Johnson.....

.....has successfully completed the Add - On Course
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
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This is to certify that...Athira Shaji.....

.....has successfully completed the Add - On Course
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
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This is to certify that... Ayana N. Johny

.....has successfully completed the Add - On Course
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
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Certificate of Completion

This is to certify that.....Belby Joy.....

.....has successfully completed the Add - On Course
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Course Coordinator


Ms. Bindu Jose
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
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Certificate of Completion

This is to certify that....Benitta Benny.....

.....has successfully completed the Add - On Course
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Course Coordinator


Ms. Bindu Jose
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
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Certificate of Completion

This is to certify that.....Giya Joy.....

.....has successfully completed the Add - On Course
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Course Coordinator


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
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Certificate of Completion

This is to certify that.....Gopika K.J.....

.....has successfully completed the Add - On Course
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Dr Sr A. Princy Anto
Course Coordinator


Ms. Bindu Jose
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Dr. Sr. Irene
Principal




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
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
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
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
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
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
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
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