



S.T.S.N. Govt. Degree College

KADIRI - 515591

Sri Sathya Sai Dist., A.P.



DEPARTMENT OF ENGLISH



Certificate course - Communication Skills

2022-23

To
The Principal,
STSN Government Degree College
Kadiri,

Respected Madam,

Sub: Request for Permission to Conduct Certificate Course on Communication Skills-Reg.

I submit this requisition to your kind authority to request give permission to conduct a Certificate Course on Communication Skills at STSN Government Degree College, Kadiri, from April 20, 2023, to May 30, 2023 (30 Hours). This course will be organized by the Department of English at STSN GDC, Kadiri.

The objective of this certificate course is to help our students improve their communication skills, a crucial asset in both their academic pursuits and future careers. We plan to cover various aspects of communication, including verbal and non-verbal communication, written communication, presentation skills, interpersonal communication, and listening skills. We have enlisted experienced professionals to lead these sessions and enhance the learning experience for our students. We will require access to classrooms, audio-visual equipment, and library resources to facilitate this course. Upon completion of the course, participants will receive a certificate as recognition of their achievement.

We believe that this course aligns with the academic goals of STSN Government Degree College and will contribute to the overall development of our students. Your permission and support for conducting this course within the institution's premises would be highly appreciated.

We are committed to ensuring minimal disruption to regular academic activities while conducting this course. We would be grateful for the opportunity to discuss this proposal with you further at your convenience.

Thanking you,

Yours Faithfully,



PRINCIPAL
STSN GOVERNMENT DEGREE COLLEGE
KADIRI-515 591



Dr. R. Hyderali
Department of English,
STSN GDC, Kadiri

Circular

Dear Students,

We are delighted to announce that the Department of English at STSN Government Degree College, Kadiri, will be conducting a Certificate Course on **Communication Skills** from **April 20th, 2023, to May 30th, 2023 (30 Hours)**. We encourage all interested students to participate in this valuable programme.

Course Details:

- **Name:** Certificate Course on Communication Skills
- **Duration:** April 20th, 2023, to May 30th, 2023
- **Organized by:** Department of English, STSN GDC, Kadiri

Objective:

The primary aim of this certificate course is to equip you with essential communication skills that will be beneficial throughout your academic journey and in your future careers. Effective communication is a vital skill in today's world, and improving it can open doors to numerous opportunities.

Course Highlights:

- Verbal and Non-verbal Communication
- Written Communication
- Presentation Skills
- Interpersonal Communication
- Listening Skills

To register for the course, kindly contact 9440497681 or visit Department of English.

We look forward to your active participation in this certificate course. Together, we can work towards improving your communication skills and unlocking new opportunities.



Dr. R. Hyderali

Department of English,
STSN GDC, Kadiri.

Course – Syllabus

Course Title: Certificate Course in Communication Skills

Module 1: Fundamentals of Communication

- Introduction to Communication
- Barriers to Effective Communication
- Active Listening Skills

Module 2: Verbal Communication

- The Art of Speaking: Clarity and Pronunciation
- Voice Modulation and Tone
- Vocabulary Enhancement

Module 3: Non-Verbal Communication

- Body Language and Gestures
- Facial Expressions
- Eye Contact and Posture

Module 4: Written Communication

- Effective Business Emails
- Grammar and Punctuation
- Formatting and Editing

Module 5: Presentation Skills

- Planning and Structuring Presentations
- Effective Use of Visual Aids
- Engaging the Audience

Communication Skills Certificate Course - Objectives & Outcomes

Course Objectives:

1. Fundamentals of Communication:

- Understand the basic principles of communication.
- Identify common barriers to effective communication.
- Develop active listening skills to enhance comprehension.

2. Verbal Communication:

- Enhance clarity and pronunciation in spoken communication.
- Learn voice modulation techniques and appropriate tone usage.
- Expand vocabulary for more effective verbal expression.

3. Non-Verbal Communication:

- Recognize the significance of body language and gestures in communication.
- Understand how facial expressions convey emotions and messages.
- Master the use of eye contact and posture to support effective communication.

4. Written Communication:

- Write professional and effective business emails.
- Improve grammar and punctuation skills for written documents.
- Learn formatting and editing techniques for clear and concise writing.

5. Presentation Skills:

- Plan and structure presentations effectively.
- Utilize visual aids to enhance presentation impact.
- Engage the audience through effective delivery techniques.

Course Outcomes:

1. Fundamentals of Communication:

- Participants will grasp the core principles of communication.
- They will identify and address common communication barriers.
- Participants will develop active listening skills, enhancing their ability to understand and respond effectively in conversations.

2. Verbal Communication:

- Participants will speak with improved clarity and pronunciation.
- They will employ voice modulation and tone effectively to convey messages.
- Participants will expand their vocabulary, leading to more precise verbal expression.

3. Non-Verbal Communication:

- Participants will understand and utilize body language and gestures effectively.
- They will recognize and interpret facial expressions to better understand others.
- Participants will employ appropriate eye contact and posture, enhancing their non-verbal communication skills.

4. Written Communication:

- Participants will craft professional and impactful business emails.
- They will demonstrate improved grammar and punctuation in written documents.
- Participants will format and edit their writing for clarity and conciseness.

5. Presentation Skills:

- Participants will plan and structure presentations that are engaging and organized.
- They will use visual aids effectively to enhance presentation impact.
- Participants will engage the audience confidently and maintain their attention throughout the presentation.

By the end of this course, participants will have acquired a comprehensive set of communication skills, enabling them to communicate effectively in various personal and professional contexts, both verbally and in writing. They will also be better equipped to deliver compelling presentations and navigate non-verbal communication cues, ultimately leading to improved interpersonal interactions and successful communication outcomes.

Time Table (Action Plan)

April 20th to May 30th - 2023

Name of the Unit	Time
Module 1: Fundamentals of Communication <ul style="list-style-type: none">• Introduction to Communication• Barriers to Effective Communication• Active Listening Skills	Week - 1
Module 2: Verbal Communication <ul style="list-style-type: none">• The Art of Speaking: Clarity and Pronunciation• Voice Modulation and Tone Vocabulary Enhancement	Week - 2
Module 3: Non-Verbal Communication <ul style="list-style-type: none">• Body Language and Gestures• Facial Expressions• Eye Contact and Posture	Week -3
Module 4: Written Communication <ul style="list-style-type: none">• Effective Business Emails• Grammar and Punctuation• Formatting and Editing	Week -4
Module 5: Presentation Skills <ul style="list-style-type: none">• Planning and Structuring Presentations• Effective Use of Visual Aids• Engaging the Audience	Week -5

List of the Participants

S.NO	NAME OF THE STUDENT	GROUP
1	A. CHANDRASEKHAR	I B.Com.,-C.A
2	A. INDU	”
3	B.DEVENDRA	”
4	B.REVATHI	”
5	B.KALYAN KUMAR	”
6	B.VIJAYA	”
7	B.ROHINI	”
8	B.ROOPA	”
9	D. GANESH	”
10	G. RAMADEVI	”
11	J. ANJINEYULU	”
12	K. SHRAVANI	”
13	M. NAGENDRA	”
14	M. SHAILAJA	”
15	M. BHASKAR NAIK	”
16	P. ALIYA	”
17	P. RIYAZ KHAN	”
18	P. PAVAN KALYAN	”
19	S. ALIYA	”
20	V. KALYANI	”
21	V. RAJU	”
22	V. JANARDHANA	”
23	V. DHANUNJAYA REDDY	”
24	B.MUNISEKHAR	I B.Com.,-GEN
25	C.NEELIMA	”
26	G.REVANTH	”
27	K.PRAVEEN KUMAR	”
28	P.GOVARDHAN	”
29	S. ALIYA BHANU	”
30	T.Md. RIYAZ	”

Brief Report on Certificate Course on Communication Skills

Introduction:

The Certificate Course on Communication Skills conducted by the Department of English at STSN Government Degree College, Kadiri, was held from April 1, 2023, to May 30, 2023. The course aimed to equip participants with essential communication skills to excel in academic, professional, and personal settings.

Course Overview:

The course comprised ten comprehensive modules that covered various aspects of communication skills, including fundamentals of communication, verbal and non-verbal communication, written communication, presentation skills, interpersonal communication, and more.

Participants:

A total of 30 enthusiastic students from I B.Com., (CA and General) participated.

Key Highlights:

1. **Interactive Sessions:** Each module featured engaging and interactive sessions led by experienced facilitators and guest speakers from diverse communication-related fields.
2. **Final Assessments:** Participants completed assignments, presentations, and a final assessment to demonstrate their newly acquired skills and knowledge.

Outcomes:

At the conclusion of the course, participants exhibited remarkable progress in the following areas:

- Improved verbal and non-verbal communication.
- Enhanced writing skills, particularly in business communication.
- Proficiency in planning and delivering effective presentations.
- Active listening and empathetic interpersonal communication.

Certificates:

Participants who successfully completed the course and fulfilled all assessment requirements were awarded Certificates of Completion, recognizing their dedication and achievement.

Conclusion:

The Certificate Course on Communication Skills was a resounding success, thanks to the enthusiastic participation of our students and the dedication of our faculty. The course not only equipped participants with crucial communication skills but also fostered an environment of continuous learning and improvement.

We extend our heartfelt gratitude to the college administration, faculty members, and participants for their unwavering support and commitment to enhancing communication skills within our community.

Sincerely,



Department of English,
STSN GDC, Kadiri

Photo Gallery



Students rapturously listening to the class





Students taking their examination

Communication Skills:

List of the Participants

S.NO	NAME OF THE STUDENT	GROUP
1	A. CHANDRASEKHAR	I B.Com.,-C.A
2	A. INDU	"
3	B.DEVENDRA	"
4	B.REVATHI	"
5	B.KALYAN KUMAR	"
6	B.VIJAYA	"
7	B.ROHINI	"
8	B.ROOPA	"
9	D. GANESH	"
10	G. RAMADEVI	"
11	J. ANJINEYULU	"
12	K. SHRAVANI	"
13	M. NAGENDRA	"
14	M. SHAILAJA	"
15	M. BHASKAR NAIK	"
16	P. ALIYA	"
17	P. RIYAZ KHAN	"
18	P. PAVAN KALYAN	"
19	S. ALIYA	"
20	V. KALYANI	"
21	V. RAJU	"
22	V. JANARDHANA	"
23	V. DHANUNJAYA REDDY	"
24	B.MUNISEKHAR	I B.Com.,-GEN
25	C.NEELIMA	"
26	G.REVANTH	"
27	K.PRAVEEN KUMAR	"
28	P.GOVARDHAN	"
29	S. ALIYA BHANU	"
30	T.Md. RIYAZ	"

ATTENDANCE

Name of the Office: G.T. SN. Govt Degree College, Kadur.

Soft NAME: Sri 115 19
& Communication Sri 115

Sl. No.	NAME	DESIGNATION	21	22	23	24	25	26	27	28	29	30
01	A. Chandra Keltar		/	/	/	/	/	/	/	/	/	/
02	A. Indu		/	/	/	/	/	/	/	/	/	/
03	B. Ruvali		/	/	/	/	/	/	/	/	/	/
04	B. Kalpana Kumar		/	/	/	/	/	/	/	/	/	/
05	B. Vijaya		/	/	/	/	/	/	/	/	/	/
06	B. Rohini		/	/	/	/	/	/	/	/	/	/
07	B. Roopa		/	/	/	/	/	/	/	/	/	/
08	D. Graeth		/	/	/	/	/	/	/	/	/	/
09	G. Ravadevi		/	/	/	/	/	/	/	/	/	/
10	J. Anjanyulu		/	/	/	/	/	/	/	/	/	/
11	K. Sravati		/	/	/	/	/	/	/	/	/	/
12	M. Nagendra		/	/	/	/	/	/	/	/	/	/
13	M. Sallaja		/	/	/	/	/	/	/	/	/	/
14	M. Bharat Naik		/	/	/	/	/	/	/	/	/	/
15	P. Aliya		/	/	/	/	/	/	/	/	/	/
16	P. Riyas Khan		/	/	/	/	/	/	/	/	/	/
17	P. Pavan Kalpana		/	/	/	/	/	/	/	/	/	/
18	B. Aliya		/	/	/	/	/	/	/	/	/	/
19	V. Kalyani		/	/	/	/	/	/	/	/	/	/
20	V. Raj		/	/	/	/	/	/	/	/	/	/
21	V. Janardhana		/	/	/	/	/	/	/	/	/	/
22	V. Dharmajaya Reddy		/	/	/	/	/	/	/	/	/	/
23	R. Muri Sekhar		/	/	/	/	/	/	/	/	/	/
24	C. Neelima		/	/	/	/	/	/	/	/	/	/
25	G. Ravani		/	/	/	/	/	/	/	/	/	/
26	K. Praveen Kumar		/	/	/	/	/	/	/	/	/	/
27	P. Govardhan		/	/	/	/	/	/	/	/	/	/
28	B. Aliya Bharu		/	/	/	/	/	/	/	/	/	/
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30	R. Divydra		/	/	/	/	/	/	/	/	/	/

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REGISTER

Month: April 20, 15 May 23, 2022.

Sl. No. 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Sl. No.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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Model Certificate



STSN GOVERNMENT DEGREE COLLEGE
KADIRI, SRI SATHYASAI Dt. AP.
Re-Accredited With 'B' Grade by NAAC
An ISO 9001:2015 Institution
DEPARTMENT OF ENGLISH



CERTIFICATE OF COURSE COMPLETION

This is to certify that Mr/Miss
has successfully completed 30 days certificate course on **"Communication Skills"**
Organized by Department of English from 20.04.2023 to 30.05.2023.

Dr.R.Hyder Ali
HOD of English

Dr.S.Smitha
Principal