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BANGABASI MORNING COLLEGE

19, RAJKUMAR CHAKRABORTY SARANI
KOLKATA- 700 009

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website: <http://www.bangabasimorning.edu.in>, Email ID: bangabasimorning@gmail.com

Add On Programme / Certificate Course in COMMUNICATION SKILLS Conducted by Department of English

In order to provide more and more academic flexibility and career readiness in global perspective, Department of English introduced Add On Programme / Certificate Course in "Communication Skills" first of its kind in the even semester of 2021-2022. Developing competence in verbal, non-verbal and written communication as well as in presentation and interpersonal skills were the primary motto of the course. Keeping in mind the diversified demography of India's developing economy and cosmopolitan culture, enrichment of cross-cultural and digital communication was also put into the course. This 30 hour Course started on and from 15-March-2022 and ended on 13-May-2022. Total 45 candidates enrolled for the Course and finally 24 candidates completed the Course successfully.

SYLLABUS

Unit-1: Communication: An Introduction

Definition, Nature and Scope of Communication
Importance and Purpose of Communication
Process of Communication
Types of Communication

Unit-2: Non-Verbal Communication

Gestures
Postures
Facial Expression
Eye Contacts
Body Language (Kinesics)
Silence
Tips for Improving Non-Verbal Communication

Unit-3: Verbal Communication: Oral Aural-I (Listening Skills)

Purpose of Listening
Listening to Conversation (Formal and Informal)
Active Listening – an Effective Listening Skill
Benefits of Effective Listening
Barriers to Listening

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Principal





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Unit-4: Verbal Communication: Oral Aural-II

[Oral Communication Skills-I (Communication in Context-I)]

Asking for and giving information
Offering and responding to offers
Requesting and responding to requests
Congratulating people on their success
Expressing condolences
Asking questions and responding politely
Apologizing and forgiving

Unit-5: Verbal Communication: Oral Aural-III

[Oral Communication Skills-II (Communication in Context-II)]

Giving instructions
Seeking and giving permission
Expressing opinions (likes and dislikes)
Agreeing and disagreeing
Demanding explanations
Asking for and giving advice and suggestions
Expressing sympathy

Unit-6: Reading Skills

Purpose, Process, Methodologies
Skimming and Scanning
Levels of Reading
Reading Comprehension

Unit-7: Effective Writing Skills

Main Forms of Written Communication
Paragraph Writing (Linkage and Cohesion)
Letter Writing (Formal and Informal)
Essay writing
Notices

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Unit-8: Understanding and Applying Vocabulary

Words Often Confused – Pairs of words

One Word Substitutes

Synonyms and Antonyms

Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional).

Unit-9: Remedial English Grammar and Usage-I

Articles

Parts of Speech

Tenses

Modals

Unit-10: Remedial English Grammar and Usage-II

Prepositions and words followed by prepositions

Concord (Agreement of the Verb with the Subject)

Error Analysis (Correction of Errors in a given sentence – errors in the use of words - errors of Indianisms - use of slang - errors in punctuation)

Unit-11: Effective Communication

Essentials of Effective Communication

Communication Techniques

Barriers to Communication

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List of Students Enrolled for the Course

Bangabasi Morning College Department of English Certificate Course in Communication Skills

Date of Commencement: 15-March-2022

List of Candidates Selected for the Course

| Sl. No. | Name | C.U. Roll No. | C.U. Regn. No. |
|---------|----------------------|----------------|------------------|
| 1 | Hamzah Ahmed | 192144-21-0049 | 144-1115-0006-19 |
| 2 | Priya Ram | 192144-11-0081 | 144-1212-0093-19 |
| 3 | Taranum Warsi | 192144-11-0051 | 144-1211-0089-19 |
| 4 | Sohini Dasgupta | 192144-11-0063 | 144-1211-0192-19 |
| 5 | Anup Dutta | 192144-21-0028 | 144-1111-0120-19 |
| 6 | Arjun Das | 192144-21-0023 | 144-1111-0110-19 |
| 7 | Rini Pradhan | 192144-11-0060 | 144-1211-0155-19 |
| 8 | Ibrar Alam | 192144-21-0041 | 144-1111-0233-19 |
| 9 | Soumili Dey | 192144-11-0048 | 144-1211-0063-19 |
| 10 | Rijita Sen | 192144-11-0047 | 144-1211-0062-19 |
| 11 | Aditi Bhowmick | 192144-11-0180 | 144-1211-0072-19 |
| 12 | Isha Das | 192144-11-0059 | 144-1211-0151-19 |
| 13 | Sagar Munshi | 192144-21-0019 | 144-1111-0082-19 |
| 14 | Ritesh Prasad | 192144-21-0015 | 144-1111-0008-19 |
| 15 | Neha Parveen | 192144-11-0062 | 144-1211-0187-19 |
| 16 | Payel Nag | 192144-11-0043 | 144-1211-0014-19 |
| 17 | Dibya Saha | 192144-21-0114 | 144-1111-1690-19 |
| 18 | Md Usama Jamal | 182144-21-0023 | 144-1111-0376-18 |
| 19 | Tina Mondal | 192144-11-0046 | 144-1211-0058-19 |
| 20 | Mr Ajijur Rahaman | 192144-21-0030 | 144-1111-0154-19 |
| 21 | Sayani Bag | 192144-11-0052 | 144-1211-0090-19 |
| 22 | Shiv Sankar Karmakar | 192144-21-0115 | 144-1111-1691-19 |
| 23 | Sumana Hazra | 192144-11-0080 | 144-1212-0086-19 |
| 24 | Indrani Thakur | 192144-11-0044 | 144-1211-0015-19 |
| 25 | Arpita Chakraborty | 192144-11-0040 | 144-1211-0001-19 |
| 26 | Sumana Paul | 192144-11-0067 | 144-1211-0211-19 |
| 27 | Jahid Ali Ansari | 192144-21-0016 | 144-1111-0009-19 |
| 28 | Diya Sarkar | 192144-11-0049 | 144-1211-0084-19 |
| 29 | Diganta Dasgupta | 192144-21-0024 | 144-1111-0113-19 |
| 30 | Krishna Banerjee | 192144-11-0058 | 144-1211-0137-19 |
| 31 | Rimpa Dey | 192144-11-0050 | 144-1211-0085-19 |
| 32 | Sagar Naskar | 192144-21-0043 | 144-1111-0251-19 |
| 33 | Arpita Saha | 192144-11-0057 | 144-1211-0133-19 |

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| Sl. No. | Name | C.U. Roll No. | C.U. Regn. No. |
|---------|---------------------|----------------|------------------|
| 34 | Rajdeep Roy | 192144-22-0189 | 144-1112-1790-18 |
| 35 | Atiya Nayeem | 192144-12-0030 | 144-1211-1235-19 |
| 36 | Md Aftab Khan | 192144-22-0063 | 144-1111-1004-19 |
| 37 | Sumanta Sarkar | 192144-22-0007 | 144-1111-1088-19 |
| 38 | Rahul Saha | 192144-22-0002 | 144-1111-1010-19 |
| 39 | Pintu Sah | 192144-22-0090 | 144-1111-1149-19 |
| 40 | Dipannita Mukherjee | 192144-12-0022 | 144-1211-1027-19 |
| 41 | Samir Nath | 192144-21-0048 | — |
| 42 | Shriket Chowdhury | 192144-21-0027 | — |
| 43 | Brijita Kumar | 192144-11-0075 | 144-1211-0246-19 |
| 44 | Chinmoy Karmakar | 192144-21-0014 | — |
| 45 | Krishna Banerjee | 192144-11-0058 | 144-1211-0139-19 |

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DATE: 14.03.2022

NOTICE

A Certificate Course on **COMMUNICATION SKILLS** will be conducted by Department of English (Course Coordinator: Arup Debnath).

The Course will be inaugurated by the Principal and Coordinator, I.Q.A.C. on 15-March-2022 at 9:30 a.m. , Room No. 401.



Amitava Dutta

Principal

Bangabasi Morning College

Principal

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Kolkata - 700 009

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BANGABASI MORNING COLLEGE

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN COMMUNICATION SKILLS



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15-Mar-2022 10:02:16 am
349° N
Baithakkhana
Kolkata
West Bengal
Altitude:-81.6m
Speed:6.6km/h
Index number: 119

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19-04-2024

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Principal





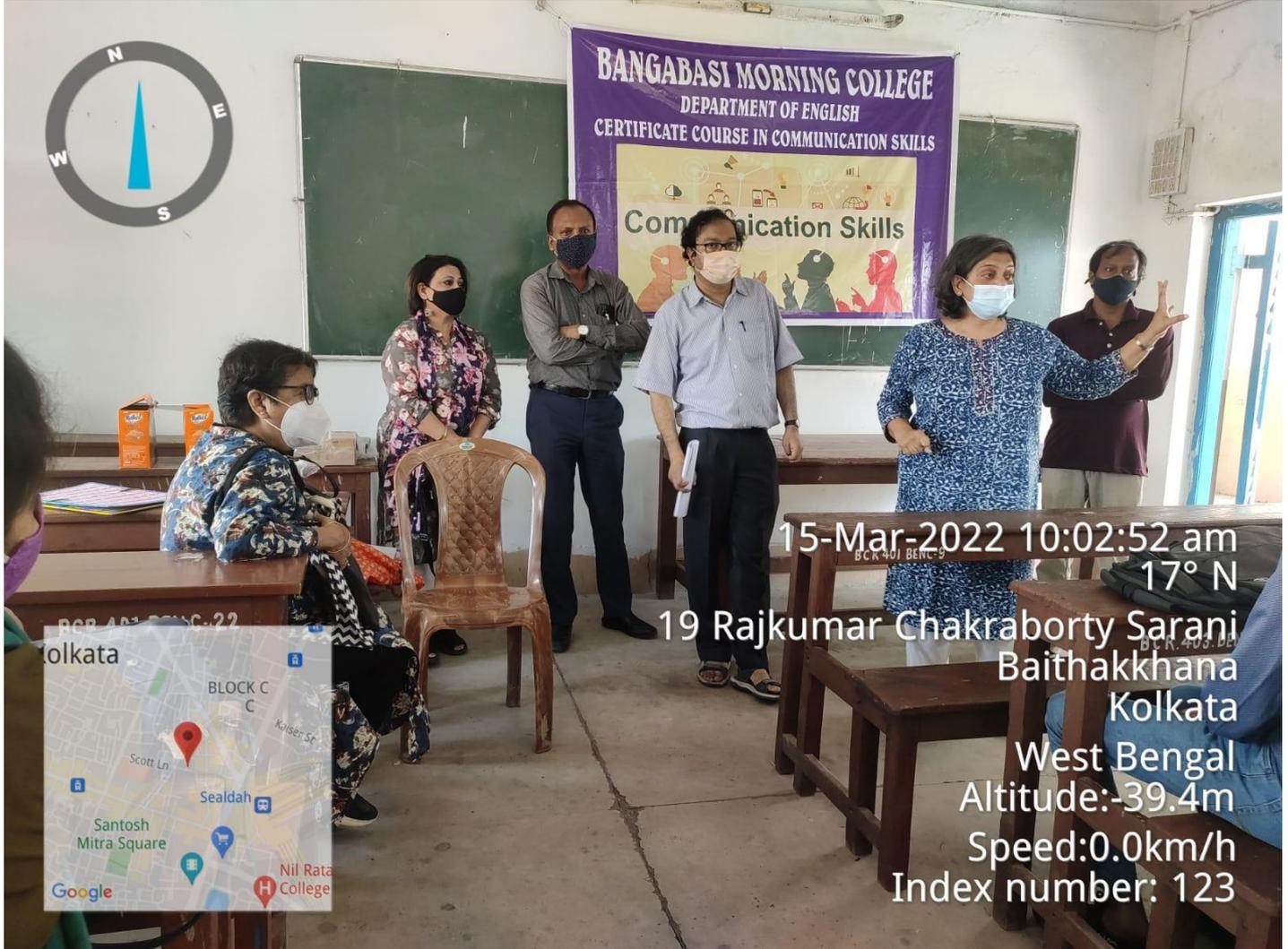
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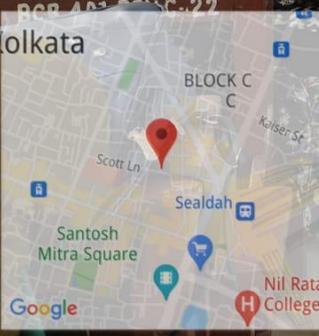
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15-Mar-2022 10:02:52 am
17° N

19 Rajkumar Chakraborty Sarani
Baithakhana
Kolkata
West Bengal
Altitude:-39.4m
Speed:0.0km/h
Index number: 123



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List of Candidates Appearing in the Final Evaluation

Bangabasi Morning College Department of English Certificate Course in Communication Skills

Theoretical Evaluation on 13-May-2022

Attendance Sheet of the Candidates

| Sl. No. | Candidate's | | Signature of the Coordinator/Invigilator |
|---------|-------------------|-------------------|--|
| | Full Name | Full Signature | |
| 1 | Hamzah Ahmed | Hamzah Ahmed | Adh |
| 2 | Priya Ram | Priya Ram | Adh |
| 3 | Taranum Warsi | Taranum Warsi | Adh |
| 4 | Sohini Dasgupta | AB | Adh |
| 5 | Anup Dutta | Anup Dutta | Adh |
| 6 | Arjun Das | Arjun Das | Adh |
| 7 | Ibrar Alam | AB | Adh |
| 8 | Soumili Dey | Soumili Dey | Adh |
| 9 | Rijita Sen | Rijita Sen | Adh |
| 10 | Aditi Bhowmick | Aditi Bhowmick | Adh |
| 11 | Isha Das | Isha Das | Adh |
| 12 | Sagar Munshi | Sagar Munshi | Adh |
| 13 | Neha Parveen | Neha Parveen | Adh |
| 14 | Payel Nag | AB | Adh |
| 15 | Dibya Saha | Dibya Saha | Adh |
| 16 | Tina Mondal | Tina Mondal | Adh |
| 17 | Mir Ajjur Rahaman | Mir Ajjur Rahaman | Adh |
| 18 | Sayani Bag | Sayani Bag | Adh |

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Bangabasi Morning College Department of English Certificate Course in Communication Skills

Theoretical Evaluation on 13-May-2022

Attendance Sheet of the Candidates

| Sl. No. | Candidate's | | Signature of the Coordinator/Invigilator |
|---------|----------------------|--------------------------------------|--|
| | Full Name | Full Signature | |
| 19 | Shiv Sankar Karmakar | Shiv sankar karmakar | Adh |
| 20 | Sumana Hazra | Sumana Hazra | Adh |
| 21 | Indrani Thakur | INDRANI THAKUR Indrani Thakur | Adh |
| 22 | Jahid Ali Ansari | JAHID ALI ANSARI Jahid Ali Ansari | Adh |
| 23 | Diya Sarkar | Diya Sarkar | Adh |
| 24 | Diganta Dasgupta | Diganta Dasgupta | Adh |
| 25 | Sumanta Sarkar | Sumanta Sarkar | Adh |
| 26 | Dipannita Mukherjee | Dipannita Mukherjee | Adh |
| 27 | Samir Nath | Samir Nath | Adh |
| 28 | Aniket Chowdhury | AB | Adh |
| 29 | Srijita Kumar | AB | Adh |

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BANGABASI MORNING COLLEGE DEPARTMENT OF ENGLISH

This is to certify that Ms. / Mr. a student of Bangabasi Morning College has successfully completed the Certificate Course in 'Communication Skills' conducted by the Department of English on and from 15 March 2022 to 13 May 2022.

Principal
Bangabasi Morning College

Coordinator
Certificate Course
Department of English

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19-04-2024

Dr. Amitava Dutta
Principal

