



COMMUNICATION SKILL IN ENGLISH

A Certificate Course of West Bengal State Council of Technical & Vocational Education & Skill Development

Conducted by: **WE FOR ALL** (A Non-Government Non-Profit Organization)
in collaboration with

BIDHANNAGAR COLLEGE

COURSE CO-ORDINATOR



Dr. Srimanta Das, Department of English, Bidhannagar College
(Contact no: 9830540259 E-mail id - srimanta007@yahoo.com)

FACULTY MEMBERS

Chandana Chowdhury – M.A. (English)



Vast experience for over 40 years
IELTS teacher and examiner - British Council, Oman
Winner of An Inspiring Woman (2019)
Awarded best presenter at the International ELT Conference
at Sultan Qaboos University, Muscat

Gargi Ghosh (M.A, B.Ed., M.B.A, TEFL)



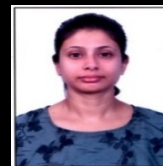
An Educator with a quest for knowledge
and passionate for various forms of arts
Top Educators of India (2020)
Top 100 Iconic Educators of India (2021)

Amit Das (B. Com.)



Corporate Trainer- Fidelity National
Personality Development Trainer - Frankfinn
Soft Skill Trainer - Vertex

Swarnapi Biswas Das (B.Ed., B. Com., TEFL)



Business English - Goenka College of Commerce
TEFL Advanced Diploma - ACT
Spoken English Instructor – Iris World School, Telangana



Sucheta Dhar (M.A. in Psychology)

Counsellor and co-ordinator
Former intern (Nil Ratan Sarkar Medical College)

BIDHANNAGAR COLLEGE, SALT LAKE, KOLKATA
DEPARTMENT OF ENGLISH

CERTIFICATE COURSE (2022-23)

In accordance with MoU between Bidhannagar College & WeForAll

Course Title: Communicative Skills in English

Course duration: 120 hrs

Course Co-ordinator: Dr Srimanta Das, Assistant Professor, Dept of English, Bidhannagar College

Course Design: In accordance with the guidelines of **West Bengal State Council of Technical & Vocational Education & Skill Development** in keeping with the Communicative Skills in English course offered by **British Council Library, Kolkata**

Course Outcome: This course is aimed at strengthening the students' skills pertaining to English vocabulary, fluency, comprehension and grasp over the English language at the academic, professional and social level. Although the primary focus is on LSRW aptitudes, it is also intended to enhance their soft skills and groom them in a manner befitting the contemporary requirements of the job industry. The course includes, within its capacity, internship opportunities and placement assistance as well. They will, also, be provided with certificates issued by WBSCTE on successful completion of the course after passing an examination, which shall be a valuable addition to their resumes.

Course Structure and Syllabus:

Hours per week: 02 (Lecture). Total contact hours/week: 02

Credits: 02

Course Objectives: Communication skills play an important role in career development. This course aims at introducing basic concepts of communication skills with an emphasis on developing the personality of the students. Thus the main objectives of this course are:

- To develop confidence in speaking English with correct pronunciation
- To develop communication skills of the students i.e. listening, speaking, reading and writing skills
- To introduce the need for personality development – The focus will be on developing certain qualities that will aid students in handling personal and career challenges, leadership skills, etc.

Course Content (Theory)

Unit – 1 Communication: Theory and Practice

- Basics of communication: Introduction, meaning and definition, process of communication etc.
- Types of communication: formal and informal, verbal, non-verbal and written. Barriers to effective communication

- 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
- Art of Effective communication,

Choosing words

1. Voice
2. Modulation
3. Clarity
4. Time
5. Simplification of words

- **Technical Communication**

Unit – 2 Soft Skills for Professional Excellence

- Introduction: Soft Skills and Hard Skills.
- Importance of Soft Skills
- Life skills: Self-awareness and Self-analysis, adaptability, social skills, emotional intelligence, Interpersonal relationships and empathy, etc.
- Applying soft skills across cultures – Corporate work culture, Work persona, Professionalism, Time Management
- CaseStudies

Unit – 3: Reading Comprehension

Note-taking, Comprehension, vocabulary enhancement, and grammar exercises based on reading of texts.

Unit – 4: Professional Writing

The art of writing Report and Memo CVs, Letters: Job Application and Business, Drafting e-mail, minutes of a meeting, etc

Unit – 5: Vocabulary and Grammar

Remedial Grammar and Exercises
Professional Workplace Communication
Parts of speech, active and passive voice, tenses etc.

Course outcomes :

At the end of this course, the participants will:

- Develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers and writers.
- Be informed of the latest trends in basic verbal activities such as presentations, facing interviews and other forms of oral communication
- Also develop skills of group presentation and communication in team.
- Develop non-verbal communication such as proper use of body language and gestures

Course Content: Communication Skills in English – Lab

Hours per week: 02 (Practical). Total contact hours/week: 02

Credits: 02

Course Objectives :

Communication skills play an important role in career development. This course aims at introducing basic concepts of communication skills with an emphasis on developing the personality of the students. Thus the main objectives of this course are:

1. To develop listening skills for enhancing communication.
2. To develop speaking skills with a focus on correct pronunciation and fluency
3. To introduce the need for Personality development – The focus will be on developing certain qualities that will aid students in handling personal and career challenges, leadership skills, etc for that purpose group discussion, extempore, and other activities should be conducted during lab classes.

Course Content:

Unit – 1:

Basic Common Communication Problems and their Solutions

Unit – 2:

Introduction to Phonetics

Sounds: consonant, vowel. Transcription of words (IPA), weak forms etc.

Unit – 3:

Speaking and Listening Skills

Standard and Formal Speech: Oral presentations, Group Discussions, Public Speaking, Business presentations etc. Conversation practice and role playing, Job interviews, Note taking etc.

Unit – 4:

Non-verbal Communication : Proxemics, Haptics and Kinesics

BIDHANNAGAR COLLEGE, KOLKATA**DEPARTMENT OF ENGLISH****CERTIFICATE COURSE ON COMMUNICATIVE SKILLS IN ENGLISH (2022-23)****LIST OF ENROLLED STUDENTS**

Sl No.	NAME	DEPARTMENT	REGISTRATION NUMBER	CONTACT NUMBER	EMAIL-ID
1	SHARONYA SARKAR	ENGLISH	1082221400030	6290595989	sharanyasarkar@gmail.com
2	ANANYA DEBNATH	ENGLISH	1082221400051	6295480232	ananyadebnath1954@gmail.com
3	SANAT BISWAS	ENGLISH	1082211100027	9163437231	sanatbiswas.me@gmail.com
4	SAYAN SHEKHAR MONDAL	ENGLISH	1082211100034	8345071916	mondalsayanshekh@gmail.com
5	DEBASMITA DAS	ENGLISH	1082121400281	8240952024	debasmitadasneha@gmail.com
6	SAHELI DAS	ENGLISH	1082221600059	8334811727	dsaheli662@gmail.com
7	NAZMA PARVEEN	ENGLISH	1082222500026	9875450927	pnazma603@gmail.com
8	DEBAYAN CHAKRABORTY	ENGLISH	1082211400032	8240107130	debayanchakraborty47@gmail.com
9	ARIKTA DAS	ENGLISH	1082221400061	8100147838	ariktadas2@gmail.com
10	SONIA PAL	ENGLISH	1082221600067	9832158952	soniapal112004@gmail.com
11	HRITHIK MONDAL	ENGLISH	1082211100058	7029323069	hrmondal02@gmail.com
12	MD. MOINUDDIN ANSARI	HISTORY	1082212500106	9831929640	mdmoinuddinansari2021@gmail.com
13	PRITHA SARKAR	ENGLISH	1082221400057	9832102097	prithasarkar004@gmail.com
14	DIGANTA PATHAK	ANTHROPOLOGY	1082211400174	9330440577	pathakdiganta09@gmail.com
15	RANJANA NASKAR	ENGLISH	1082221100060	8240519816	ranjananaskar258@gmail.com
16	EFFTASUN YASMIN	ENGLISH	1082222500042	7439586589	yasmineeftasun@gmail.com

Communication Skills & Soft Skills
Conducted by WFA (At Bidhannagar College)
Students' Attendance Sheet

Sl. No.	Name of Students	11-8-2023	29-9-2023	6-10-2023	24-11-2023	1-12-2023	#####	22/12/2023	16/2/0224	23-2-2024	3-1-2024	7-3-2024	13/3/2024	15/3/2024	20/3/24	27/3/24	29/3/24	Present	No of Classes	% Present	Remarks
	Class	1	1-AM	1-AK	1-AM	1-AM	1-AK														
	Class No	11	12	13	14	15	16	17	17	18	19	20	21	22	23	24	25				
1	Sharonya Sarkar	P	P	P	P	P	P	A	P	P	A	P	A	A	P	A		19	25	76	
2	Ananya Debnath	P	P	P	A	P	P	P	P	p	P	P	P	P	P	A		22	25	88	
3	Sanat Biswas	P	P	P	A	P	P	P	P	p	P	P	P	P	P	A		21	25	84	
4	Sayan Shekhar	A	A	A	A	P	A	A	A	A	A	A	A	A	A	A		7	25	28	
5	Debasmita Das	A	A	A	P	P	A	A	A	A	A	A	A	A	A	A		8	25	32	
6	Saheli Das	P	P	P	P	P	P	P	A	P	A	P	A	P	P	A		20	25	80	
7	Nazma Parveen	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A		20	25	80	
8	Debayan	P	P	P	P	P	P	P		P	A	P	A	P	P	A		19	25	76	
9	Arikta Das	P	P	P	P	P	P	P	A	A	A	P	A	P	P	A		20	25	80	
10	Moinuddin Ansari	P	P	P	P	A	A	P	P	P	P	P	A	P	A	A		14	25	56	E
11	Pritha Sarkar	A	P	P	A	P	P	A	A	A	A	P	A	A	A	A		13	25	52	
12	Diganta Pathak	A	P	A	A	A	P	P	A	A	A	P	A	P	P	A		13	25	52	