



A.H.M.'s

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL - 581320**
(AFFILIATED TO KARNATAK UNIVERSITY, DHARWAD)

Office: 08385 226443, Principal: +91 91088 48610, Email: anjumancollegebkl@gmail.com, Website: anjumancollege.in

AHM's

Anjuman Arts, Science, and Commerce College, Bhatkal

NOTICE

Date: 20th Jan 2020

Attention Students!

We are excited to announce that the Department of English is offering a value added course on "Important Aspects of Communication" to help you boost your communication skills. This course is perfect for anyone looking to improve their speaking and writing abilities.

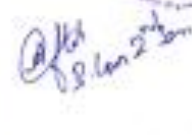
The course will start on 4th February 2020. Interested students should sign up by 25th January 2020.

To enroll or get more information, please visit the Department of English and speak with Prof. Azharuddin, the Course Coordinator.




Prof. Mushtaq K Shaikh

Principal
Anjuman Arts, Science & Commerce College,
& P.G. Centre
BHATKAL-581320

 B.Com II
 B.Sc. I Sem

 B.Sc. II Sem

 B.Com - III Sem

 B.Sc. - IV Sem

 B.A. II

 B.Sc. - V Sem

 B.Com - IV Sem

 B.A. - IV



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ANJUMAN HAMI-E-MUSLIMEEN'S

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL**

MANAGEMENT SPONSERED ONE WEEK COURSE

ON

**"IMPORTANT ASPECTS OF
COMMUNICATION"**

Date: 04-02-2020 to 11-02-2020



(FOR ALL STUDENTS)



VENUE: FUNCTION HALL

Organized by Department of English

Prof. S.A. Indikar

IQAC Co-ordinator

● Anjuman Arts, Science
Commerce College & P.G. Centre
Bhatkal



Prof. M.K. Shaikh

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Enrollment List

SL.No.	REG. No.	NAME OF THE STUDENTS	CLASS
1	19A28210	PRADEEP KANTAPPA NAIK	B.A-II SEM
2	19A28211	PRADEEP RAVI HARDAN	B.A-II SEM
3	19A28212	SHOUKAT ALI MIRZAN	B.A-II SEM
4	19A28213	SIREYAS	B.A-II SEM
5	19A28214	SUJITH L.NAIK	B.A-II SEM
6	19A28215	UZMA	B.A-II SEM
7	19A28216	VINAYAK NAIK	B.A-II SEM
8	19A28217	YASHODA V	B.A-II SEM
9	19S16729	SHAKEELA BALEENDRA GONDA	B.SC-II SEM
10	19S16730	SHARAT NAGAPPA DEVADIGA	B.SC-II SEM
11	19S16731	SHOBHA R MOGER	B.SC-II SEM
12	19S16732	SHWETA M NAIK	B.SC-II SEM
13	19S16733	SWATI S NAIK	B.SC-II SEM
14	19S16734	UMESH L NAIK	B.SC-II SEM
15	19S16735	VIGNESH S NAIK	B.SC-II SEM
16	19S16736	VINAYAK M GOND	B.SC-II SEM
17	19S16737	VINOD N HEBBAR	B.SC-II SEM
18	19S16738	YASHASWINI R NAIK	B.SC-II SEM
19	19K29456	MOHAMMED SHAMAZ L	B.COM-II SEM
20	19K29457	MOHAMMED SHARIQUE	B.COM-II SEM


PROGRAMME CO-ORDINATOR




PRINCIPAL
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BHATKAL-581320



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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of English

Value Added course on Important Aspects of Communication

Time Table for the academic year 2019-20

Days	Timings	Room No.
Saturday to Thursday	2:00 P.M. to 4:00 P.M. (2 hrs)	3


Course Coordinator


IQAC Coordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal


Principal
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Value Added Course Syllabus: Important Aspects of Communication

Course Duration: 7 Days

Daily Duration: 2 Hours

Total Hours: 15 Hours

Module 1: Introduction to Effective Communication

- Fundamentals of Communication
 - Overview of Communication Principles
 - Understanding Verbal and Non-Verbal Communication
 - Identifying Key Barriers to Effective Communication
- Enhancing Verbal Communication
 - Techniques for Clear and Concise Speaking
 - Developing Active Listening Skills
 - Strategies for Overcoming Communication Anxiety

Module 2: Business Communication Skills

- Professional Writing Skills
 - Crafting Effective Emails and Reports
 - Creating Professional Proposals and Memos
 - Proper Formatting and Structuring of Business Documents
- Presentation Skills
 - Designing and Delivering Impactful Presentations
 - Utilizing Visual Aids and Presentation Software
 - Techniques for Handling Questions and Feedback

Module 3: Interpersonal and Group Communication

- Interpersonal Communication
 - Building Rapport and Empathy
 - Negotiation and Conflict Resolution Techniques
 - Effective Feedback Methods
- Group Communication
 - Strategies for Effective Team Communication
 - Facilitating and Participating in Meetings
 - Tools and Techniques for Collaboration

Day 7: Review and Practical Applications

- Review of Key Concepts
 - Recap of Communication Skills Learned
 - Interactive Q&A Session
- Practical Application
 - Group Activities and Role Plays
 - Course Assessment and Feedback
 - Wrap-Up and Evaluation

Note: Each session will incorporate practical exercises and group discussions to enhance learning and engagement.

Course Coordinator

Prof: Mohammad Azharuddin



Principal

Prof: Mushtaque K Shaikh

Principal
Anjuman Arts, Science & Commerce College
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STUDENTS ATTENDANCE LIST

SL.No.	NAME OF THE STUDENTS	4/2/20	5/2/20	6/2/20	8/2/20	9/2/20	10/2/20	11/2/20
1	PRADEEP KANTAPPA NAIK							
2	PRADEEP RAVI HARIAN							
3	SHOUKAT ALI MIRZAN							
4	SHREYAS							
5	SUJITH L.NAIK							
6	UZMA							
7	VINAYAK NAIK							
8	YASHODA V.							
9	SHAKEELA BALEENDRA GONDA							
10	SHARAT NAGAPPA DEVADIGA							
11	SHOBHA R MOGER							
12	SHWETA M NAIK							
13	SWATI S NAIK							
14	UMESH L NAIK							
15	VIGNESH S NAIK							
16	VINAYAK M GOND							
17	VINOD N HEBBAR							
18	VASHASWINI R NAIK							
19	MOHAMMED SHAMAZ							
20	MOHAMMED SHARIQUE							

PROGRAMME CO-ORDINATOR



PRINCIPAL

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of English

Value Added course on Important Aspects of Communication

Exam Time Table for the academic year 2019-20

Days	Timings	Room No.
Wednesday (12th Feb 2020)	3:00 P.M. to 4:00 P.M. (1 hrs)	2

Course Coordinator

IQAC Coordinator

IQAC & NAAC CO-ORDINATOR

**Anjuman Arts, Science
& Commerce College, P.G. Centre,
Bhatkal**

Principal

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Anjuman Arts, Science, and Commerce College, Bhatkal

Value Added Course: Important Aspects of Communication

MCQ Question Paper
Marks per Question: 2

Total Questions: 15
Total Marks: 30

1. What is the primary purpose of effective communication?
a) To confuse the listener b) To convey messages clearly and accurately
c) To increase personal stress d) To avoid misunderstandings
2. Which of the following is a key barrier to effective communication?
a) Clear articulation b) Active listening
c) Distractions d) Empathy
3. What technique can help in overcoming communication anxiety?
a) Ignoring the audience b) Practicing regularly
c) Speaking faster d) Avoiding eye contact
4. Which of the following is essential for clear and concise speaking?
a) Using jargon b) Speaking loudly
c) Avoiding filler words d) Using complex sentences
5. What is a common feature of professional emails?
a) Casual language b) Detailed personal anecdotes
c) Clear subject line and structure d) Long paragraphs
6. What should a business report include?
a) Unrelated images b) Detailed personal opinions
c) Relevant data and analysis d) Excessive technical jargon
7. Which of the following is important in delivering an effective presentation?
a) Overloading slides with text b) Using engaging visual aids
c) Speaking without pauses d) Avoiding audience interaction
8. What is the purpose of using visual aids in presentations?
a) To distract the audience b) To illustrate and support key points
c) To fill up time d) To replace spoken content
9. What skill is crucial for effective interpersonal communication?
a) Avoiding eye contact b) Building rapport and empathy
c) Talking over others d) Ignoring feedback
10. Which technique is helpful in conflict resolution?
a) Ignoring the issue b) Using assertive communication
c) Avoiding discussion d) Criticizing personally





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11. What should you focus on during group meetings to ensure effective communication?
- a) Dominating the conversation b) Listening actively and participating
c) Checking your phone d) Avoiding contributions
12. What is an effective method for giving feedback?
- a) Being vague and general b) Providing specific and constructive comments
c) Criticizing without offering solutions d) Ignoring the receiver's feelings
13. Which of the following is a characteristic of good team communication?
- a) Misunderstandings and conflicts b) Clear and open exchanges of ideas
c) Limited sharing of information d) Avoiding team discussions
14. What is the main goal of using proper formatting in business documents?
- a) To make the document look colorful b) To enhance readability and professionalism
c) To include excessive information d) To reduce the importance of content
15. What is the primary benefit of practicing presentation skills?
- a) To become more anxious b) To improve confidence and delivery
c) To avoid engaging with the audience d) To ignore feedback

Instructions:

- Answer all questions.
- Each question carries 2 marks.
- Select the most appropriate answer for each question.


Course Coordinator
Prof: Mohammad Azharuddin




Principal
Prof: Noshique H. Shaikh
Anjuman Arts, Science & Commerce College
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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
STATEMENT OF PERFORMANCE OF THE COURSE "IMPORTANT ASPECTS OF COMMUNICATION"

SL.No.	REG. No.	NAME OF THE STUDENTS	GRADE OBTAINED
1	19A28210	PRADEEP KANTAPPA NAIK	B+
2	19A28211	PRADEEP RAVI HARIJAN	A
3	19A28212	SHOUKAT ALI MIRZAN	A
4	19A28213	SUREYAS	B
5	19A28214	SUJITH L.NAIK	B+
6	19A28215	UZMA	A
7	19A28216	VINAYAK NAIK	B
8	19A28217	YASHODA V	B
9	19S16729	SHAKEELA BALEENDRA GONDA	B+
10	19S16730	SHARAT NAGAPPA DEVADIGA	B+
11	19S16731	SHOBHA R MOGER	A
12	19S16732	SHWETA M NAIK	A
13	19S16733	SWATI S NAIK	A
14	19S16734	UMESH L NAIK	B
15	19S16735	VIKNEESH S NAIK	B+
16	19S16736	VINAYAK M GOND	A
17	19S16737	VINOD N HEBBAR	A
18	19S16738	YASHASWINI R NAIK	B+
19	19K29456	MOHAMMED SHAMAZ	B
20	19K29457	MOHAMMED SHARIQUE	B+

PROGRAMME CO-ORDINATOR



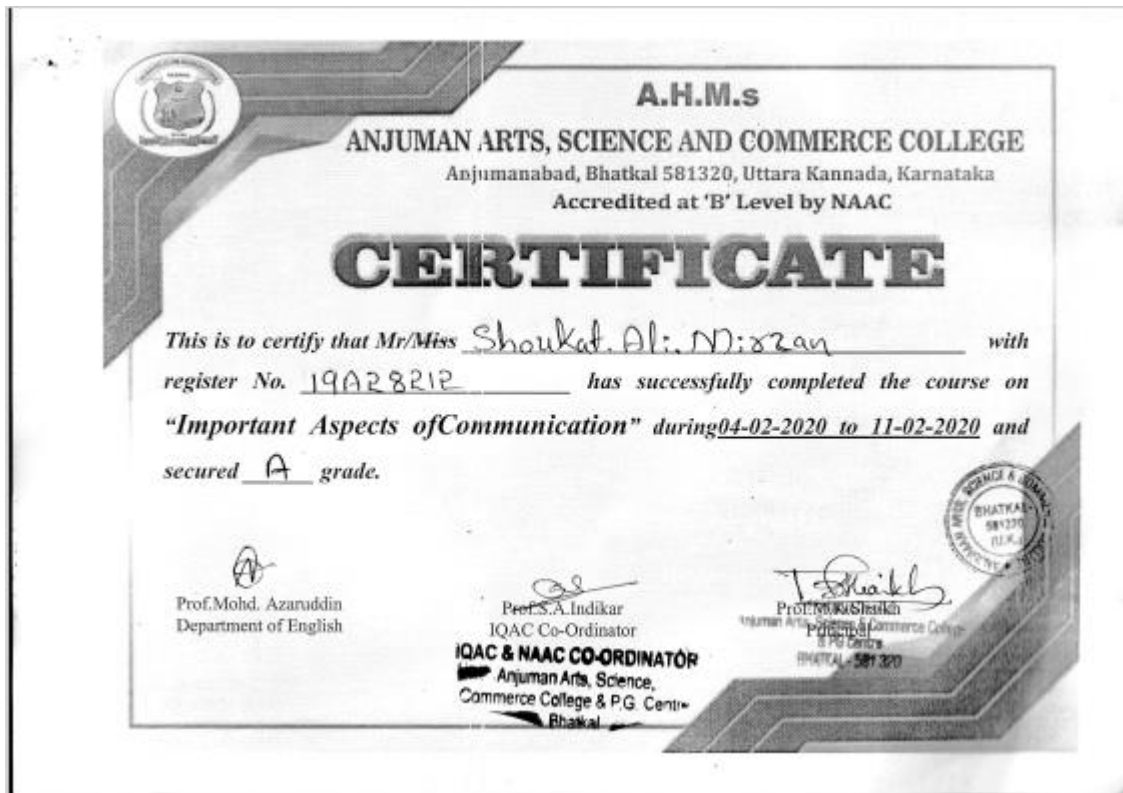
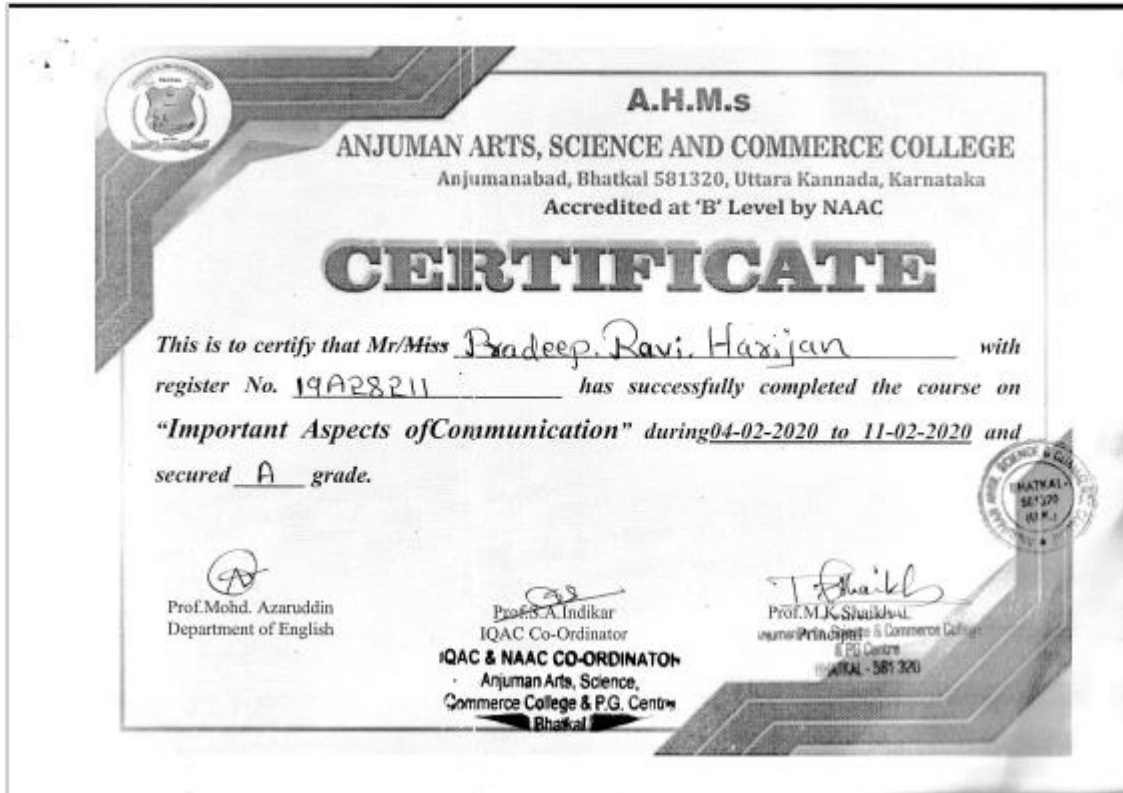
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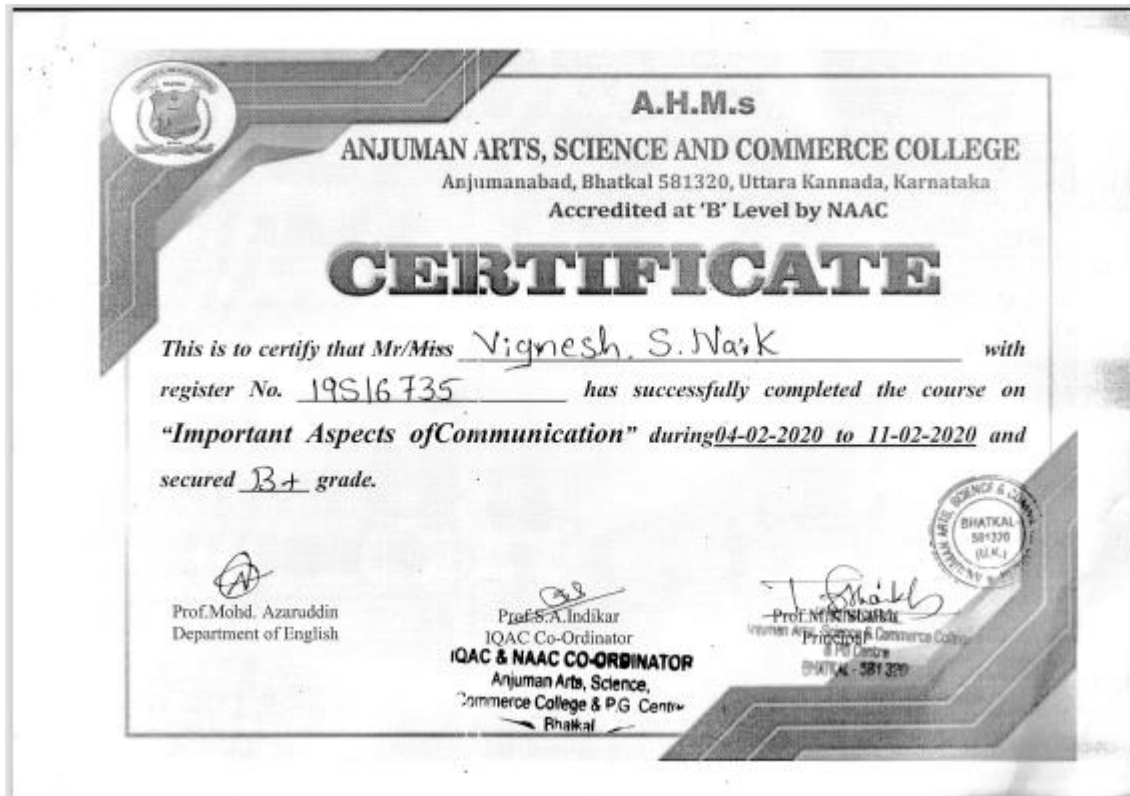
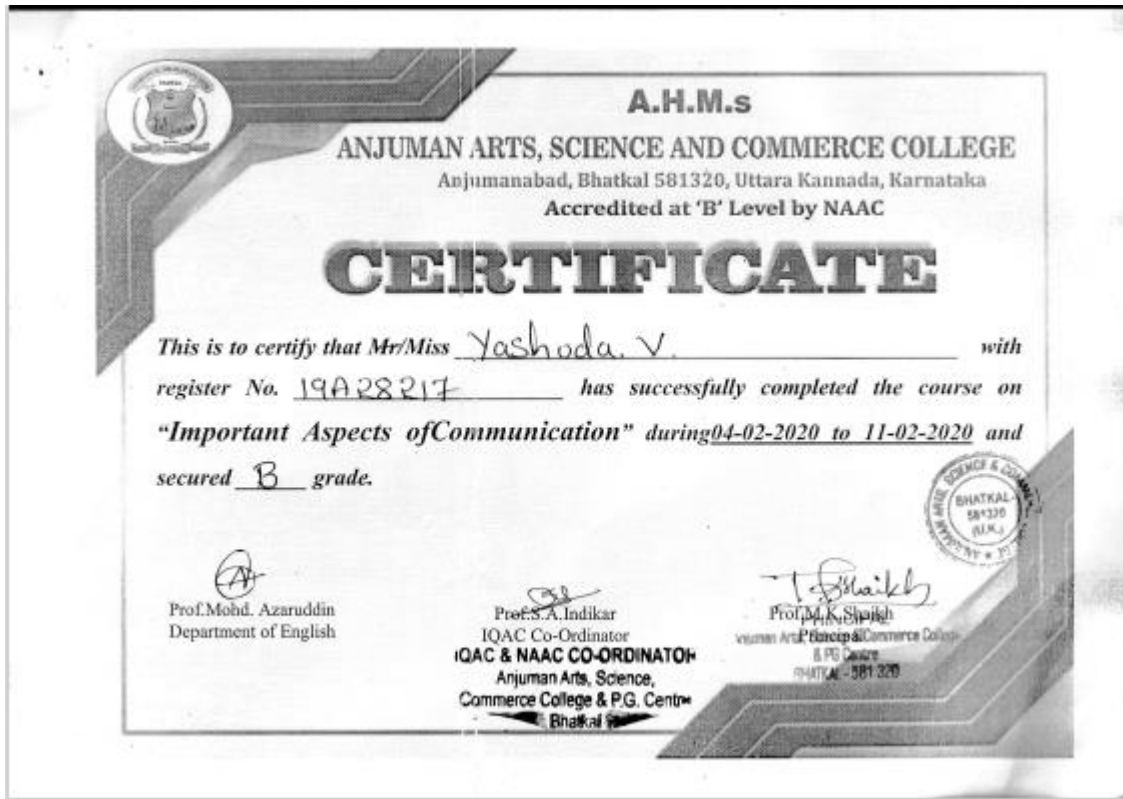




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Department of English**

**Report and Outcome Analysis: Value Added Course on Important Aspects of
Communication**

The Value added Course on Important Aspects of Communication, conducted by the Department of English, was held from 4th February 2020 to 11th February 2020. A total of 20 students enrolled in the course, and all participants attended consistently, reflecting a 100% attendance rate and demonstrating excellent engagement throughout the week.

The course aimed to enhance students' communication skills through interactive daily exercises and a final multiple-choice question paper. The assessment results showed an average score of 85%, with the highest score being 95% and the lowest score at 70%. These results indicate a strong understanding and effective application of the course material.

Feedback from participants was overwhelmingly positive, highlighting the practicality and applicability of the course content, as well as the engaging teaching methods. Many students reported increased confidence in their communication skills. However, suggestions for improvement included incorporating more real-world case studies and offering additional sessions on advanced topics.

From the instructor's perspective, students demonstrated enthusiasm and notable improvement in their communication skills. The interactive elements of the course were particularly effective in enhancing student engagement and learning.

Overall, the course successfully met its objectives, significantly benefiting students by improving their verbal and written communication skills, presentation abilities, and interpersonal interactions. To further enhance the course, it is recommended to include real-world case studies, offer advanced workshops, and provide continuous support through additional resources or follow-up sessions. The course was a valuable addition to the curriculum, and its positive impact on student development is evident.

Report Prepared By:


Prof. Mohammed Azharuddin
Department of English




Prof. Mushtaq K Shaikh
Principal
Anjuman Arts, Science & Commerce Colln
& P.G. Centre
BHATKAL-581 320



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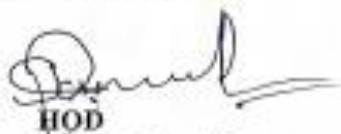
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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English**

NOTICE

Date: 26.07.2018

All the Teaching, Non-teaching staffs and students of BA, B.Sc, B.Com and P.G are hereby informed that, the Department of English starts a soft skill course on communication skills in English, a seven days program on communication will be organized from 07/08/2018 to 14/08/2018. Interested students are requested to enroll their names to Prof. M.M Jamadar on or before 01-08-2018 to the Department of English.


HOD

Department of English


Principal

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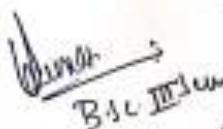


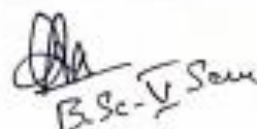

B.Com-I Sem


BA2


BA-III Sem


BA2TH


B.Sc III Sem


B.Sc-V Sem


B.Com-III Sem



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ANJUMANABAD, BHATKAL**

MANAGEMENT SPONSERED ONE WEEK COURSE
ON

"COMMUNICATION SKILLS"

Date: 07-08-2018 to 14-08-2018



(FOR ALL STUDENTS)



VENUE: FUNCTION HALL

Organized by Department of English


Prof. B.H. Nadaf
IQAC & NAAC CO-ORDINATOR
IQAC Co-ordinator
Commerce College & P.G. Centre
Bhatkal




Prof. M.K. Shaikh

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Department of English**

Syllabus of the course

Chapter 1	8 hours
Introduction and Basics of Communication	
Introduction to Communication	
- Definition and Importance	
- Elements of Communication	
Basic Communication Skills	
- Listening Skills	
- Speaking Skills	
- Writing Skills	
Effective Listening and Speaking	
Effective Listening Techniques	
- Active Listening	
Barriers to Listening and Overcoming Them	
Effective Speaking Techniques	
Clarity and Conciseness	
- Confidence In Speaking	
Chapter 2	7 hours
Written Communication	
1. Types of Writing	
- Formal and Informal Writing	
- Email Writing	
2. Principles of Effective Writing	
- Structure	
- Language and Style	
Non-Verbal Communication	
1. Non-Verbal Cues	
- Body Language	
- Facial Expressions	
- Eye Contact	
2. Importance of Non-Verbal Communication	
Presentation Skills	
Preparing a Presentation	
- Selecting Content	
- Creating Slides	


Course coordinator




Principal

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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
STUDENTS ENROLLMENT LIST FOR COMMUNICATION SKILLS**

SL.No.	REG. No.	NAME OF THE STUDENTS	CLASS
1	18A26316	N.J. LIKHITA	B.A-I SEM
2	17A25102	HAREESH M. GOND	B.A-III SEM
3	17A25104	MANJUNATH K	B.A-III SEM
4	17A25105	PRAHLAD N. ACHARY	B.A-III SEM
5	17A25106	VINAYAK M. GOUDA	B.A-III SEM
6	18S16514	JASWANT N.NAIK	B.SC-I SEM
7	18S16515	JYOTI C.HOSMANI	B.SC-I SEM
8	18S16516	MAHESH N. NAIK	B.SC-I SEM
9	18S16517	NAGARAJ D. NAIK	B.SC-I SEM
10	18S16501	ABDUL MATEEN	B.SC-III SEM
11	18S16502	AKASH TIMMANNA NAIK	B.SC-III SEM
12	18S16503	ANJALI	B.SC-III SEM
13	18S16504	ANUSHA MASTAPPA MOGER	B.SC-III SEM
14	18K29308	ABDUL RAZAK MANSOOR	B.COM-I SEM
15	18K29309	ABDUL SAMRAN KAMPA	B.COM-I SEM
16	18K29310	ABDUL TAWWAB	B.COM-I SEM
17	18K29311	ABDULLAH	B.COM-I SEM
18	18K29312	ABEER AHMED	B.COM-I SEM
19	18K29313	ABRAR AHMED MEERZAN	B.COM-I SEM
20	18K29314	ABDUL LAIS	B.COM-I SEM


PROGRAMME CO-ORDINATOR


PRINCIPAL



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Anjuman Arts, Science & Commerce College
B.P.G. Centre
Anjumanabad



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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
STUDENTS ATTENDANCE LIST FOR COMMUNICATION SKILLS**

SL.No.	NAME OF THE STUDENTS	7/8/18	8/8/18	9/8/18	11/8/18	12/8/18	13/8/18	14/8/18
1	N.J. LIKHITA	Present	Present	Present	Present	Present	Present	Present
2	HAREESH M. GOND	Present	Present	Present	Present	Present	Present	Present
3	MANJUNATH K	Present	Present	Present	Present	Present	Present	Present
4	PRAHLAD N. ACHARY	Present	Present	Present	Present	Present	Present	Present
5	VINAYAK M. GOUDA	Present	Present	Present	Present	Present	Present	Present
6	JASWANT N. NAIK	Present	Present	Present	Present	Present	Present	Present
7	JYOTI C. HOSMANI	Present	Present	Present	Present	Present	Present	Present
8	MAHESH N. NAIK	Present	Present	Present	Present	Present	Present	Present
9	NAGARAJ D. NAIK	Present	Present	Present	Present	Present	Present	Present
10	ABDUL MATEEN	Present	Present	Present	Present	Present	Present	Present
11	AKASH TIMMANNA NAIK	Present	Present	Present	Present	Present	Present	Present
12	ANJALI	Present	Present	Present	Present	Present	Present	Present
13	ANUSHA MASTAPPA MOGER	Present	Present	Present	Present	Present	Present	Present
14	ABDUL RAZAK MANSOOR	Present	Present	Present	Present	Present	Present	Present
15	ABDUL SAMRAN KAMPA	Present	Present	Present	Present	Present	Present	Present
16	ABDUL TAWWAB	Present	Present	Present	Present	Present	Present	Present
17	ABDULLAH	Present	Present	Present	Present	Present	Present	Present
18	ABEER AHMED	Present	Present	Present	Present	Present	Present	Present
19	ARRAR AHMED MERRZAN	Present	Present	Present	Present	Present	Present	Present
20	ABDUL LAIS	Present	Present	Present	Present	Present	Present	Present

PROGRAMME CO-ORDINATOR



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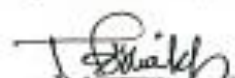
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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English

Soft Skills course on English Communication
Time Table for the academic year 2018-19

Days	Timings	Room No.
Saturday to Thursday	3:00 P.M. to 5:00 P.M. (2 hrs)	5


Course Coordinator


IQAC Coordinator


Principal

Principal's Office
Anjuman Arts, Science & Commerce College
A.P.D. Centre
BHATKAL-581320





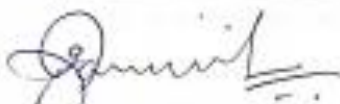
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Department of English

Soft Skills course on English Communication
Exam Time Table for the academic year 2018-19

Date	Timings	Room No.
20-08-2018	2:00 P.M. to 3:00 P.M. (1 hr)	5


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Department of English**

Test Questions

1. Which of the following is not an element of communication?
 - (a) Sender
 - (b) Message
 - (c) Receiver
 - (d) Grammar
2. What is the primary purpose of communication?
 - (a) To use complex words
 - (b) To convey a message clearly
 - (c) To speak loudly
 - (d) To confuse the listener
3. Which of the following is a key component of active listening?
 - (a) Interrupting frequently
 - (b) Making eye contact
 - (c) Talking more than listening
 - (d) Ignoring the speaker
4. Effective speaking requires which of the following?
 - (a) Speaking quickly
 - (b) Using technical jargon
 - (c) Clarity and conciseness
 - (d) Whispering
5. Formal writing typically includes which of the following?
 - (a) Slang
 - (b) Text message abbreviations
 - (c) Professional tone
 - (d) Emojis
6. Which is an example of informal writing?
 - (a) Business report
 - (b) Job application
 - (c) Email to a friend
 - (d) Research paper
7. Which of the following is a form of non-verbal communication?
 - (a) Written email
 - (b) Body language
 - (c) Telephone conversation
 - (d) Text messages
8. Non-verbal communication includes which of the following?
 - (a) Eye contact
 - (b) Speaking loudly
 - (c) Writing clearly
 - (d) Using complex vocabulary



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9. When preparing a presentation, what is most important?
- (a) Including as much information as possible
 - (b) Using fancy fonts
 - (c) Selecting clear and relevant content
 - (d) Speaking without any preparation
10. Which of the following should be avoided during a presentation?
- (a) Making eye contact
 - (b) Speaking clearly
 - (c) Talking too fast
 - (d) Engaging with the audience
11. Reviewing key concepts in communication involves which of the following?
- (a) Learning new topics
 - (b) Practicing old skills
 - (c) Ignoring feedback
 - (d) Focusing only on theory
12. Practical exercises in communication skills help in which of the following?
- (a) Memorizing definitions
 - (b) Applying skills in real situations
 - (c) Avoiding practice
 - (d) Relying solely on lectures
13. Effective feedback should be?
- (a) Negative
 - (b) Constructive
 - (c) Irrelevant
 - (d) Delayed
14. What is a good strategy for handling questions during a presentation?
- (a) Ignoring questions
 - (b) Answering confidently
 - (c) Rushing through answers
 - (d) Providing vague responses
15. Which of the following is not a key communication skill?
- (a) Listening
 - (b) Speaking
 - (c) Reading body language
 - (d) Ignoring the audience




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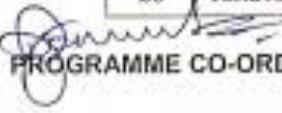


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STUDENTS ENROLLMENT LIST FOR COMMUNICATION SKILLS 2018-19

SL.No.	REG. No.	NAME OF THE STUDENTS	GRADE OBTAINED
1	18A26316	N.J. LIKHITA	A+
2	17A25102	HAREESH M. GOND	B
3	17A25104	MANJUNATH K	B
4	17A25105	PRAHLAD N. ACHARY	B+
5	17A25106	VINAYAK M. GOUDA	B+
6	18S16514	JASWANT N.NAIK	B+
7	18S16515	JYOTI C.HOSMANI	A+
8	18S16516	MAHESH N. NAIK	A
9	18S16517	NAGARAJ D. NAIK	B+
10	18S16501	ABDUL MATEEN	B
11	18S16502	AKASH TIMMANNA NAIK	B+
12	18S16503	ANJALI	A+
13	18S16504	ANUSHA MASTAPPA MOGER	A
14	18K29308	ABDUL RAZAK MANSOOR	B
15	18K29309	ABDUL SAMRAN KAMPA	B+
16	18K29310	ABDUL TAWWAB	B+
17	18K29311	ABDULLAH	B
18	18K29312	ABEER AHMED	B
19	18K29313	ABRAR AHMED MEERZAN	B+
20	18K29314	ABDUL LAIS	B


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Accredited at 'B' Level by NAAC

This is to certify that Mr/Miss N.J. Likkita with
register No. 18A26316 has successfully completed the course on "**Communication Skills in English**" during 07-08-2018 to 14-08-2018 and secured A+ grade.

Prof. M.M. Jamadar
Department of English

Prof. B.H. Nadaf
IQAC Co-Ordinator

Prof. M.K. Shaikh
Principal

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Accredited at 'B' Level by NAAC

This is to certify that Mr/Miss MAhesh N. Naulik with
register No. 18S16516 has successfully completed the course on "**Communication Skills in English**" during 07-08-2018 to 14-08-2018 and secured A grade.

Prof. M.M. Jamadar
Department of English

Prof. B.H. Nadaf
IQAC Co-Ordinator

Prof. M.K. Shaikh
Principal

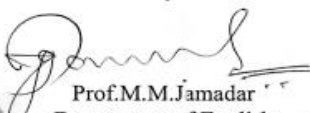


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This is to certify that Mr/Miss Jyoti C. Hosmani with
register No. 18S16515 has successfully completed the course on "**Communication
Skills in English**" during 07-08-2018 to 14-08-2018 and secured A+ grade.


Prof. M.M. Jamadar
Department of English

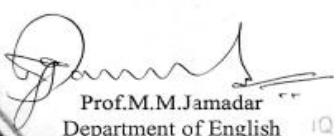

Prof. B.H. Nadaf
IQAC Co-Ordinator


Prof. M.K. Shaikh
Principal



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This is to certify that Mr/Miss Anjali with
register No. 18S16503 has successfully completed the course on "**Communication
Skills in English**" during 07-08-2018 to 14-08-2018 and secured A+ grade.


Prof. M.M. Jamadar
Department of English


Prof. B.H. Nadaf
IQAC Co-Ordinator


Prof. M.K. Shaikh
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**AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English**

REPORT ON COMMUNICATION SKILLS IN ENGLISH

A seven days workshop on "Communication Skills in English" was held in Anjuman Arts, Science and Commerce College & P.G Centre, Bhatkal under the supervision of HOD of English, Prof. M.M. Jamadar. The classes were scheduled for 20 hours duration from 7th August to 14th August 2018 (afternoon session 3.00 P. M to 5.00 P.M). Prof .M.M.Jamadar guided the students by using Communication skills in English.

Effective communication skills in English are crucial for personal and professional success. They enable individual to convey their ideas clearly and engage with diverse audiences. Active listening, which involves fully concentrating and understanding the speaker, is fundamental to effective communication. Clear and articulate speech helps in expressing thought and ideas effectively. This includes proper pronunciation, grammar, and tone.

The Valedictory session was organized in the department on 14th August 2018, The program was presided by Principal Prof. M. K. Shaikh and IQAC Co- ordinate Prof B.H. Nadaf. The certificates were issued to all Participants. Finally the program was concluded from a formal Vote of Thanks Prof. M.M Jamadar Lecture in English.



M. K. Shaikh
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