



A.H.M.'s

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

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills

2. Language and communication skills

3. Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)

4. ICT Computing Skills

Year	Name of the capacity development and skills enhancement program	Period (from date - to date)	Number of students enrolled	Name of the agencies/experts involved with contact details (if any)
	Language and Communication Skills			
2019-20	Important Aspects of Communication	04-02-2020 to 11-02- 2020	20	Mr. Mohammed Azaruddin, Department of English
2018-19	Communication Skills	07-08-2018 to 14-08-2018	20	M.M.Jamadar, Head of the Departemnt, English

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

ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
BHATKAL
581320
(U.K.)

PRINCIPAL
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581 320



Principal's Message:

Our college offers a degree program in Arts, Science and Commerce stream. All these courses are taught by experienced and dedicated faculty. At our college, we try to turn our students into useful components of our society. Along the way, we have realized that to enhance our students' job readiness, each student should undertake at least one Capacity development and skills enhancement program per semester along with their regular degree program.

Our experienced teachers have designed these courses to be especially relevant to each subject. We wish them all the very best!

Web: anjumancollege.in

Email: anjumancollegebkl@gmail.com

Contact: 9886212692, 08385 226443

About the course:

The course "Important Aspects of Communication" typically covers various fundamental elements that are essential for effective communication in personal, professional, and social contexts. This course is often beneficial for anyone looking to improve their communication skills, whether in personal relationships, workplace environments, or public speaking engagements.

Here are some key components that might be included:

- | | |
|----------------------------|---------------------------|
| → Verbal Communication | → Nonverbal Communication |
| → Active Listening | → Interpersonal Skills |
| → Cultural Sensitivity | → Written Communication |
| → Persuasion and Influence | → Presentation Skills |

Learning Outcomes: By the end of the course, students should be able to:

- Communicate effectively in various contexts.
- Understand the importance of nonverbal cues and active listening.
- Apply strategies for resolving conflicts and engaging diverse audiences.
- Write clearly and persuasively in professional settings.

AHM'S ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE, ANJUMANABAD, BHATKAL-581320



Language and Communication Skills Program-2019-20 “Important Aspects of Communication”

Under
Department of English.

Course Co-ordinator:
Mr. Mohammed Azaruddin

Starts from: 04-02-2020 to 11-02-2020



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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. Mushtaque K Sheikh

Principal

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

Dr. B. Com II

Dr. B. Sc. I Sem

Dr. B. Sc. - 2 Sem

Dr. B. Com - III Sem

Dr. B. Sc. - IV Sem

Dr. B. A. II

Dr. B. Sc. - V Sem

Dr. B. A. - IV

Dr. B. Com - IV Sem



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ANJUMAN HAMI-E-MUSLIMEEN'S

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

MANAGEMENT SPONSORED ONE WEEK COURSE
ON

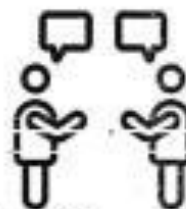
**"IMPORTANT ASPECTS OF
COMMUNICATION"**

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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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL - 581320
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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 HARJAN	B.A-II SEM
3	19A28212	SHOUKAT ALI MIRZAN	B.A-II SEM
4	19A28213	SHREYAS	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	B.COM-II SEM
20	19K29457	MOHAMMED SHARIQUE	B.COM-II SEM


 PROGRAMME CO-ORDINATOR




 PRINCIPAL
 Anjuman Arts, Science & Commerce College
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AHM's
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


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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. Mushfaq K. Shalikh
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 HARIJAN							
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



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AHM's

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
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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: Nishat Ali 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	SHEREYAS	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	VIGNESH 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+

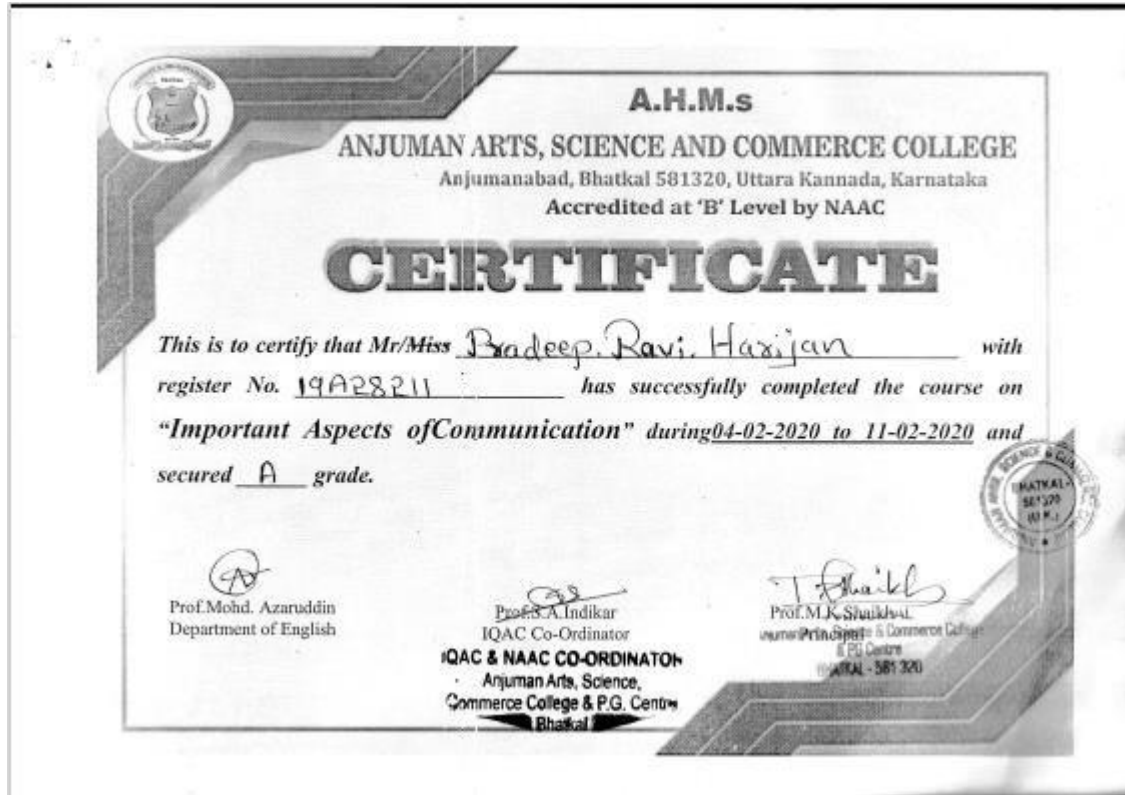

PROGRAMME CO-ORDINATOR




PRINCIPAL
Anjuman Arts, Science & Commerce College
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BHATKAL - 581320



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A.H.M.s
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE
Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka
Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss Yashoda. V. with
register No. 19A28217 has successfully completed the course on
"Important Aspects of Communication" during 04-02-2020 to 11-02-2020 and
secured B grade.

Prof. Mohd. Azaruddin
Department of English

Prof. S.A. Indikar
IQAC Co-Ordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal

Prof. M.K. Shaikh
Principal
Anjuman Arts, Science & Commerce College
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BHATKAL - 581320

A.H.M.s
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE
Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka
Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss Vignesh. S. Nark with
register No. 19S16735 has successfully completed the course on
"Important Aspects of Communication" during 04-02-2020 to 11-02-2020 and
secured B+ grade.

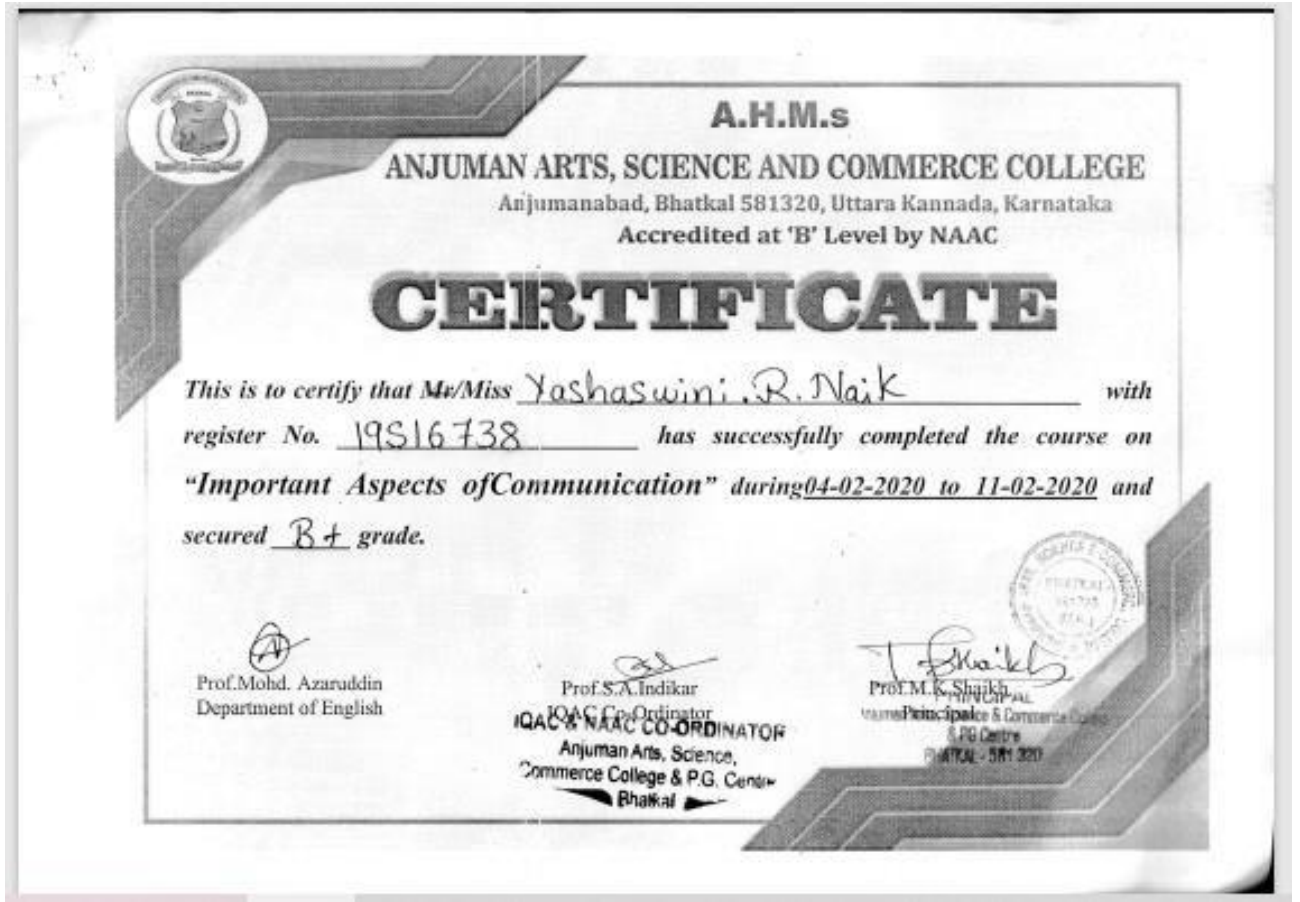
Prof. Mohd. Azaruddin
Department of English

Prof. S.A. Indikar
IQAC Co-Ordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
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Bhatkal

Prof. M.K. Shaikh
Principal
Anjuman Arts, Science & Commerce College
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**AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
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 College
& P.G. Centre
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Our experienced teachers have designed these courses to be especially relevant to each subject. We wish them all the very best!

Web: anjumancollege.in

Email: anjumancollegebkl@gmail.com

Contact: 9886212692, 08385 226443

About the course:

A course in communication skills in English typically focuses on enhancing both verbal and non-verbal communication abilities. Here are some common components you might find in such a course:

Course Content

- 1.Verbal Communication:
- 2.Non-Verbal Communication:
- 3.Written Communication:
- 4.Interpersonal Skills:
- 5.Cross-Cultural Communication:
- 6.Feedback and Evaluation:

Learning Activities

- Group Discussions:** Engaging in dialogues to practice conversational skills.
- Role-Playing:** Simulating real-life scenarios to enhance problem-solving and interpersonal skills.
- Presentations:** Preparing and delivering speeches or presentations to build confidence.

Objectives

- Improve clarity and effectiveness in communication.
- Develop confidence in speaking and writing.
- Enhance listening skills for better understanding and engagement.
- Foster better relationships through effective communication strategies.

AHM'S ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE, ANJUMANABAD, BHATKAL-581320



Language and Communication Skills Program- 2018-19

“Communication Skills”

Under
Department of English.

Course Co-ordinator:
Mr. M.M.Jamadar

Starts from: 07-08-2018 to 14-08-2018



A.H.M.'s

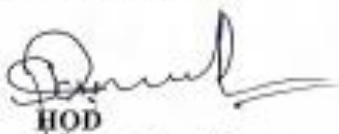
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**AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English**

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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Anjuman Arts, Science & Commerce College
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BHATKAL-581320

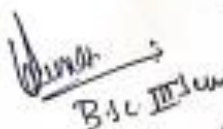


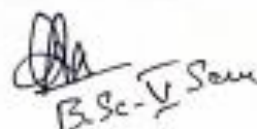

B.Com-I Sem


BAI


BA-III Sem


BAI


B.Sc III Sem


B.Sc-V Sem


B.Com-III Sem



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ANJUMAN HAMI-E-MUSLIMEEN'S
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
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


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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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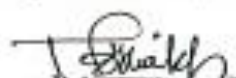
AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English

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
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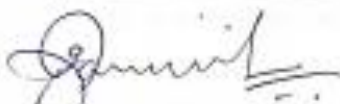
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AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of English

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


Course Coordinator


IQAC Coordinator


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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
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



T. Shikha
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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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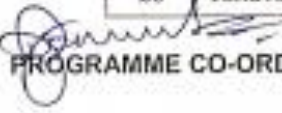


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ANJUMANABAD, BHATKAL - 581320**
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STUDENTS ENROLLMENT LIST FOR COMMUNICATION SKILLS 2018-19

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


PROGRAMME CO-ORDINATOR


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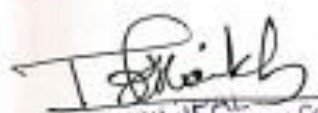
REPORT ON COMMUNICATION SKILLS IN ENGLISH

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.




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