

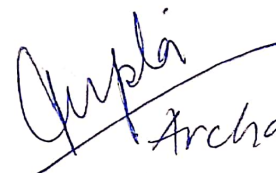
Department of English
CERTIFICATE COURSE IN CONVERSATIONAL SKILLS
A Report

Communicative Skills play a major role in promoting the individual, while applying for a job, qualifying for a specific course, or sending a meaningful message and receiving the same appropriately according to the context. Communicative Skills are very important for developing human relationships and managing human resources in today's world. Communicative skills are very important when one is interviewing for a job, the hiring personnel may ask about these skills. The ability to communicate effectively with superiors, colleagues, and employees is equally essential.

Therefore, keeping these purposes in consideration a **Certificate Course in Conversational Skills** was organized by the Department of English for the students of the college from **1st August to 30th August 2019** with an objective to acquaint the students with the necessary conversational skills. And an expected course outcome after the completion of the course was that the learners will find - Improvement in their conversational skills, boost in their confidence while conversing in English and improvement in their vocabulary and putting their thoughts appropriately and efficiently. The syllabus was customized according to the need of the students because the students had Marathi or Hindi as their medium of study and knowledge of English, especially grammar is inadequate. Therefore the course gave them insight into the fundamentals of the language and boosted their confidence. Along with grammar the course covered communication skills under which students were given opportunity to learn and practice the words and sentences used in day to day conversation by calling them forward and telling them to enact small situations. The students heartily participated in these small activities.

In all **50 students** of all Senior Classes registered for this course. Ms. Purvi Makhwana, Ms. Asifa Ebrahim both working with KDM Girls college, Nagpur as Assistant Professor were the resource persons for the course. At the end of the course an evaluation of the students was done and a Certificate was provided to the students who appeared and passed for the exam. The course was affiliated to the **Department of Life Long Learning and Extension** of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Dr. Archana Gupta was the Coordinator of the course.

The Inauguration of this course was place on Thursday, 1st of August 2019. Nahid Pathan, an assistant teacher in primary section of St. Francis High School and Junior College was the Inaugurator of the course. Also present in the event were the Principal, Dr. Lata Gajbhiye, Dr. Suchita Marathe, Head of the English Department and the Resource persons for the course Ms. Asifa Ebrahim and Ms. Purvi Makhwana, the staff and the students of the college.


Archana Gupta
Course Coordinator