

Notice

The P.G department of English is planning to conduct an Add on course **Basic skills in communication** from January 2020 onwards. Students who are interested please contact the course co-ordinators Dr. Chithra V.S and Jeeva Krishnan, Dept of English.



Dr. VIDYA RAJAGOPAL
Associate Professor and Head
P.G. Dept. of English
Mahatma Gandhi College
Research Guide, University of Kerala
Thiruvananthapuram

An illustration of four people in a meeting. A woman in a yellow shirt stands and points towards a glowing yellow lightbulb hanging above the table. Three other people (two men and one woman) are seated around the table, looking towards the lightbulb. The background is white with some faint blue decorative elements and checkmarks.

**MAHATMA GANDHI COLLEGE , TRIVANDRUM
DEPARTMENT OF ENGLISH**

ADD ON COURSE ON

BASIC SKILLS IN COMMUNICATION

**COURSE DURATION: 30 HOURS.
From January 2020 onwards**

Interested students please contact Department of English

Syllabus

Unit-1: Communication (5 hours)

Introduction • Definition, Nature and Scope of Communication • Importance and Purpose of Communication • Process of Communication • Types of Communication Unit-2: Non-Verbal Communication

Unit-2: Listening Skills. (5 hours)

Purpose of Listening • Listening to Conversation (Formal and Informal) • Active Listening- Effective Listening Skill • Benefits of Effective Listening • Barriers to Listening • Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.

Unit-3: Speaking Skills(5 hours)

Importance of Spoken English • Status of Spoken English in India • International Phonetic Alphabet(IPA) Symbols • Spelling and Pronunciation


Unit-4 Reading Skills (5 hours)

Purpose, Process, Methodologies • Skimming and Scanning • Levels of Reading • Reading Comprehension • Academic Reading Tips. Intensive and Extensive reading

Unit-5: Writing Skills (5 hours)

Elements of Effective Writing (What is Writing)The Sentence, Phrases and Clauses • Types of Sentences . Effective Writing Skills: Main Forms of Written Communication • Paragraph Writing • Letter Writing(formal and informal) • Essay writing • Notices

Practise session and test paper (5 hours)


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DEPARTMENT OF ENGLISH
MAHATMA GANDHI COLLEGE
THIRUVANANTHAPURAM
ADD ON COURSE ENROLMENT LIST (2019-20)

The following students enrolled for the add on course offered by the Department of English.

SL no	Candidate Code	Name of the student	SIGNATURE
1.	13018118001	AKASH G	
2.	13018118002	ARAVIND J NAIR	
3	13018118003	ASWIN S KUMAR	
4	13018118004	DEVIKA NAIR	
5	13018118005	GOPIKA I	
6	13018118006	LIMA SEN MATHEW	
7	13018118007	MEENAKSHI M.R	
8	13018118008	NANDITHA S PRAKASH	
9	13018118009	NEETHU S	
10	13018118010	NIMMI KRISHNA S	
11	13018118011	PARVATHY R	
12	13018118012	RAHUL KRISHNA G.B	
13	13018118013	RAHUL SS	
14	13018118014	SARIKA G.S	
15	13018118015	SHIPA KRISHNA S.R	
16	13018118016	SYAM BAJIO S	
17	13018118017	UNNI MAYA B.M	
18	13018118018	AARAJ A.S	
19	13018118019	ADARSA B.R	
20	13018118020	AISWARYA N.S	
21	13018118021	ANOOP S.G	
22	13018118022	ARUNTHATHI A	
23	13018118023	ARVIND K.P	
24	13018118024	DHANUSH BABU	
25	13018118025	FASEEN P.K	
26	13018118026	FAVAD K	
27	13018118027	GANGA NAIR L.R	
28	13018118028	GOPIKA S KUMAR	
29	13018118029	JYOTHIKA VIJAYAN	
30	13018118030	NAMITHA B.S	
31	13018118031	RONALDO J XAVIER	
32	13018118032	S.S NEERAJ ABE	
33	13018118033	SAIKRISHNA P.S	
34	13018118034	SHARON	
35	13018118035	SIVALAKSHMI B.S	

36	13018118036	ADRIJA G.S	
37	13018118037	AKHIL S	Akhil S.
38	13018118038	ANISHMA RANI S	
39	13018118039	GAYATHRI S	
40	13018118040	KAVSYA A.B	
41	13018118041	S.P LALKRISHNAN	
42	13018118042	MEGHNA NAIR P.S	
43	13018118043	RADHIKA R.G	
44	13019118001	ABHINAND G	
45	13019118002	AKASH MURALI	
46	13019118003	ARJUN S	
47	13019118004	ARUNIMA B	
48	13019118005	ATUL PRASAD	
49.	13019118006	GAYATHRI MOHAN.S	
50	13019118007	KRISHNA PRIYA A .B	
51	13019118008	NIKHIL JOSE	
52	13019118009	RAJALAKSHMI G.S	
53	13019118010	SNEHA S JAYAN	
54.	13019118011	SREEJESH S	
55	13019118012	AGRIMA S UNNITHAN	
56.	13019118013	ANANTHANARAYANAN V.A	
57.	13019118014	ANANYA A.H	
58	13019118015	ANJITHA A.S	
59	13019118016	ANJITHA KRISHNAN K.S	
60	13019118017	ARATHY B. P	
61	13019118018	AROMALS	
62	13019118019	ASTAMI SANKAR	
63	13019118020	BHARAT KRISHNA S	
64	13019118021	DEVUKRISHNA M	
65	13019118022	GEETHIKA GIREENDRAN	
66	13019118023	GOWRI M.S	
67	13019118024	HARISHMA SURESH	
68	13019118025	HASHIM SAYED B.N	
69	13019118026	J.V BLESSAN	
70	13019118027	JISHNU J.M	
71	13019118028	JYOTHIKA G NAIR	
72	13019118029	KALYANI M	
73	13019118030	KEERTHI S.R	
74	13019118031	KRISHNA PRIYA A.R	
75	13019118032	LEKSHMI B	

MAHATMA GANDHI COLLEGE, TRIVANDRUM
ADD ON COURSE: BASIC SKILLS IN COMMUNICATION.

Max marks: 25

Answer any 5 questions. Each one carries 5 marks

1. DEFINE COMMUNICATION
2. LSRW.
3. SEVEN C'S OF COMMUNICATION.
4. IMPORTANCE OF LISTENING SKILL.
5. EDITING AND PROOF READING.
6. MOTHER TONGUE INTERFERENCE.
7. VERBAL AND NON-VERBAL COMMUNICATION.
8. HOW CAN ONE DEVELOP THEIR SPEAKING SKILLS?

MAHATMA GANDHI COLLEGE
DEPARTMENT OF ENGLISH
ADD ON COURSE MARKLIST (2019-20)

SL no	Candidate Code	Name of the student	Mark list/25
1.	13018118001	AKASH G	22
2.	13018118002	ARAVIND J NAIR	23
3	13018118003	ASWIN S KUMAR	21
4	13018118004	DEVIKA NAIR	19
5	13018118005	GOPIKA I	19
6	13018118006	LIMA SEN MATHEW	17
7	13018118007	MEENAKSHI M.R	19
8	13018118008	NANDITHA S PRAKASH	22
9	13018118009	NEETHU S	19
10	13018118010	NIMMI KRISHNA S	18
11	13018118011	PARVATHY R	19
12	13018118012	RAHUL KRISHNA G.B	21
13	13018118013	RAHUL SS	22
14	13018118014	SARIKA G.S	20
15	13018118015	SHIPA KRISHNA S.R	20
16	13018118016	SYAM BAJIO S	19
17	13018118017	UNNI MAYA B.M	18
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50	13019118007	KRISHNA PRIYA A .B	22
51	13019118008	NIKHIL JOSE	22
52	13019118009	RAJALAKSHMI G.S	21
53	13019118010	SNEHA S JAYAN	20
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74	13019118031	KRISHNA PRIYA A.R	22
75	13019118032	LEKSHMI B	20



MAHATMA GANDHI COLLEGE, TRIVANDRUM
(Affiliated to the University of Kerala)

CERTIFICATE OF COMPLETION

This is to certify that _____ has participated and successfully completed the **Add on Course on *BASIC SKILLS IN COMMUNICATION*** organised by the Post Graduate Department of English, Mahatma Gandhi College, Trivandrum in January 2020.

Head Of the Department

Principal

No. of School Days

Total No. of School Days

Main attendance table with columns for Admission No., Name, Days (1-31), and various fee and attendance metrics.

Summary table with 'INCREASE' and 'DECREASE' sections listing various categories and their counts.

Summary table with 'No. at the end of the month' and 'Attendance Total' sections, including sub-totals for different student groups.


Summary table with 'Checked' and 'Percentage of Attendance' sections, providing final totals and percentages.

STANDARD REGISTER OF ATTENDANCE OF

No. of School Days

Total No. of School Days

Admission No.	No. in Standard	NAME	Days	DATE																			No. of days present in the month	Total attendance	Fees		Fees		Date of Payment	Class Teacher's Initials	Remarks							
				Eng. Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			19	20	21	22				23	24	25	26	27	28	29
11		Sreejith S		✓	✓			✓	✓	✓			✓			a	a	a			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		
12		Aparna S. Unnikrishnan		✓	✓			a	a	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	a	a	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		
13		Apambhanarayana V.A						✓	✓	✓	✓	✓			a	a	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
14		Ananya A.H		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
15		Anilal A.S		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
16		Anjali Krishna K.S		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
17		Arghy B. P		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
18		Akondal S		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
19		Akshani Sankar		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
20		Bharat Kaishna S		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
21		Duryogishna H		✓	✓			a	a	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
22		Geethika Girishendran		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
23		Gowai H.S		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
24		Maishma Swesh		✓	✓			a	a	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
25		Mashim Sayed B. N		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
26		J. W. Blessing		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
27		Jeshna J. H		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
28		Jyothiika G. Nair		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
29		Kalyani H		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
30		Kesavi S. R		✓	✓			a	a	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
31		Krishna Pragna A. R		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
32		Lekshmi B		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	


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INCREASE

- On Register at the beginning
- Promotions
- Transfers
- New Admission
- Re-admission
- Total Admission

DECREASE

- Promotions
- Transfers
- Non-Payment
- Temporary
- Permanent
- Total Removal

No. at the end of the month

- No. of Schedule caste, Hill Tribes & Other Backward Commu.
- No. other full fee concession holders
- No. half fee concession holders
- Average Daily Strength
- Do Do Attendance
- Percentage of Attendance

Attendance Total

- Average ages
- No. of Hindus
- No. of Christians
- No. of Mohammedans
- No. of Jews

Checked by


ADD ON COURSE: REPORT ON SESSIONS HELD (2019-20)

Date: JANUARY 2020 ONWARDS

Effective communication is a fundamental skill that plays a pivotal role in the academic, professional, and personal success of individuals. To equip undergraduate students with the necessary basic skills in communication, many universities offer specific courses or modules designed to enhance their written and verbal communication abilities. This report aims to provide an overview of classes on basic communication skills conducted at the undergraduate level, highlighting their importance, content, and impact on students' development.

With the aim of developing the basic skills in communication, the Department of English, Mahatma Gandhi college, Trivandrum offered a 30-hour duration course titled Basic skills in communication. The classes were handled by the teachers of the Department of English during the zero hours. The undergraduate students of the department were the beneficiaries of the course. A test was conducted for 25 marks at the end of the course and certificates were issued. The department expect these impacts on Students:

- **Improved Academic Performance:** Students who undergo these courses often perform better in written assignments, exams, and presentations.
- **Boost Confidence:** Developing strong communication skills increased students' self-confidence, making them more capable of expressing themselves and participating in academic and professional discussions.
- **Enhance Employability:** These courses prepare students for the job market, giving them an edge in job interviews and daily interactions in the workplace.
- **Foster Lifelong Learning:** Communication skills are a foundational aspect of education, equipping students with the ability to learn, adapt, and excel in a variety of fields.


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