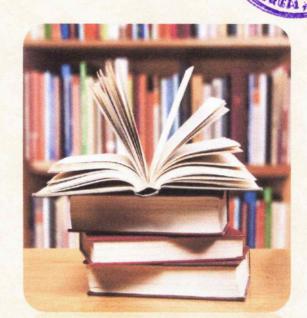


SRI JAGADGURU MURUGHARAJENDRA COLLEGE OF ARTS, SCIENCE & COMMERCE

CHANDRAVALLI, CHITRADURGA-577502

Affiliated to Davangere University, Davangere Accredited with 'A' Grade Third cycle





CERTIFICATE COURSE ON

Soft skills: Communicative Skills

From 02-11-2022 to 30-12-2022

2022-23

DEPARTMENT OF ENGLISH

In Association with IOAC

COURSE STRUCTURE AND DETAILED SYLLABUS OF

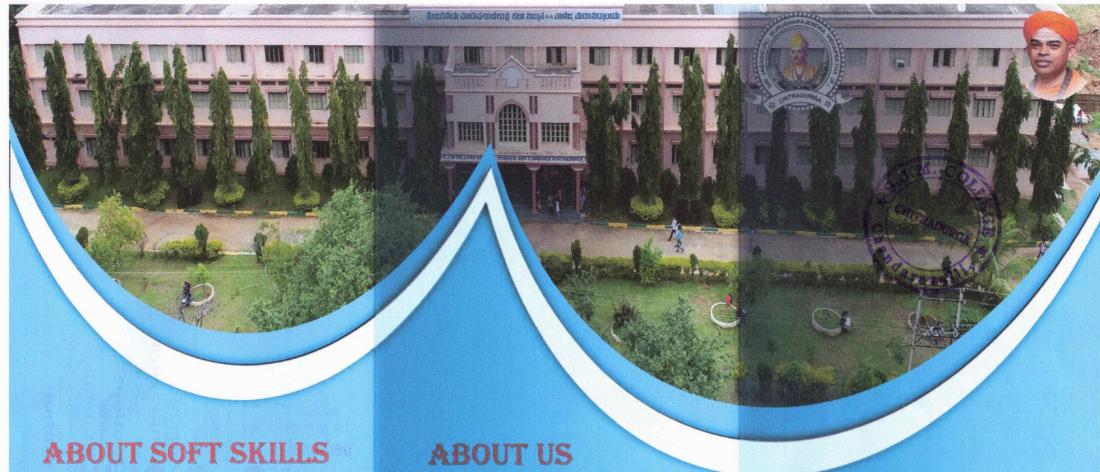


S J M VIDYAPEETHA *, Chitradurga S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

DEPARTMENT OF ENGLISH ORGANISED

CERTIFICATE COURSEON
SOFT SKILLS: COMMUNICATIVE SKILL
2022-23



Effectively communicate through verbal/oral communication. Actively participate in group discussion. Function effectively in multi-disciplinary.





simasecta@rediffmail.com



Chandravalli, Chitradurga





ABOUT THE COLLEGE

S.J.M College of Arts, Science and Commerce, Chandravalli, Chitradurga.

Sri Jagadguru Murugharajendra College of Arts Science & Commerce (SJMC), Chitradurga was popularlyknown as SJM College of Arts, Science & Commerce, Chitradurga was established on 1st June 1969 managed by S.J.M. Vidyapeetha (R.) which was established in 1966.

It is one of the premier colleges established to impart & provide in the field of higher education for the deserving candidates and prove to be a milestone in the part of progress.

The college is at present affiliated with Davangere University, Davangere. Formerly affiliated with Kuvempu University, Shivamogga and it is recognized by the University Grants Commission (UGC) under section 2(f) and 12(B) on 31st March 1971 under Act. 1956. It is re-accredited by National Assessment and Accreditation Council (NAAC) with "A" Grade (CGPA Score 3.05 on a 4 Point Scale in 3rd Cycle) on 28th, March, 2017.

Sri Jagadguru Murugharajendra College of Arts, Science, and Commerce (S.J.M) is one of the reputed institutions which is well administered and offered good infrastructure, facilities and excellent academic activities in Chitradurga which is in the state of Karnataka and this college excels not only in academic activities but also in Extra-curricular activities and in Sports too.

The college strives to produce intellectually competent, morally upright and strong, compassionately committed, spiritually inspired and nationally dedicated men and women.



ABOUT THE DEPARTMENT

The department of English was established in the year 1969. The major objective of the department is to impact high-quality education and to encourage the students in persuing research. Our department has good infrastructure and fecilities to being practical knowledge with global competation environment.





S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com

NOTICE

It is hereby informed to all the BA/BSC/BCOM students that, the College starts the offline Certificate course on "Soft Skills: Communicative Skill" from this academic year 2022-23.

The Course starts from 02-11-2022 BA/BSC/BCOM students can join these course. Those who are interested to join this Certificate course can contact to the course co-ordinate Mr. Harish H. M. Lecturer, SJM College of Arts, Science & Commerce.

(Dr. K.C. Ramesh)
PRINCIPAL

egadguru Murugharajendra College

of Arts, Science & Commerce
CHITRADURGA





S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli,CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@redifficil.



OFFICE ORDER

Mr. Mallikarjuna V. Lecturer, Department of English has been appointed as **Co-ordinator** for the Certificate courses for the academic year 2022-23.

PRINCIPAL.
Sri Jagadguru Murugharajendra College/
of Arts, Science & Commerce
CHITRADURGA



S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@redifficial.

Date :

To, Prof. Madakari Nayaka H.R Assistant Professor, Dept. Of English Studies, Davangere University, Davanagere

Respected Sir,

Sub: Regarding providing service as a Chairman for BOE for Certificate Course on Soft Skills: Communicative Skill.

Department of English has planned to conduct a Certificate Course on "Soft Skills: Communicative Skill" for the academic year 2022-23.

Hence, I am requesting you to provide your honorable Service as a Chairman of BOE for this Certificate Course.

Thanking you,

(Dr. K.C. Ramesh)

PRINCIPAL
Sri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

COMMETICE natakro cta@ediffmail.com

Date:

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnatak NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@cediffnail.com

To,
Mr. Mallikarjuna V.
Lecturer,
Dept. of English,
SJM College of Arts, Science & Commerce,
Chandravalli, Chitradurga

Respected Sir,

Sub: Regarding providing service as a Member for Certificate Course on Soft Skills:Communicative Skill.

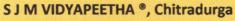
Department of Library has planned to conduct a Certificate Course on "Soft Skills: Communicative Skill" for the Academic Year 2022-23 to BA/BSC/BCOM students.

Hence, I am requesting you to provide honorable Service as a Member of BOE for this Certificate Course.

Thanking you,

(Dr. K.C. Ramesh)
PRINCIPAL

ri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA





S.J.M. COLLEGE OF ARTS, SCIENCE AND CO

Chandravalli,CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com

Date:

To
Mr. Harish K.M
Lecturer
Dept. of English
S J M College of Arts, Science & Commerce,
Chandravalli, Chitradurag.

Respected Sir,,

Sub: Regarding to provide the service as a member of the BOE.

In our College the Department of English has planned to conduct a Certificate course on "Communicative Skills" in this academic year 2022-23 for BA/B.Sc./B.Com Students.

Hence, I am requesting you to provide your honorable service as a **Member of BOE** for this Certificate Course.

Thanking Sir,

PRINCIPAL
Sri Jagadguru Mrugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S.J.M. COLLEGE OF ARTS, SCIENCE AND C



Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnatala, NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com

Date:

To,
Miss. Madhuri H. M
Lecturer,
Dept. of English,
SJM College of Arts, Science & Commerce,
Chandravalli, Chitradurga

Respected Sir,

Sub:

Regarding providing service as a Member for BOE for Certificate Course on Soft Skills:

Communicative Skill.

Department of Library has planned to conduct a Certificate Course on "Soft Skills: Communicative Skill" for the academic year 2022-23 for BA/BSC/BCOM students.

Hence, I hereby requesting you to provide honorable service as a Member of BOE for this Certificate Course

Thanking you sir,

(Dr. K.C. Ramesh)

PRINCIPAL.

Sri Jagadguru Murugharajandra College of Arts, Science & Commerce CHITRADURGA



S.J.M. COLLEGE OF ARTS, SCIENCE AND COMME

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com

Date:

BOE Meeting Proceedings of Certificate course on Soft Skills: Communicative Skill

The BOE meeting of Certificate course on "Soft Skills: Communicative Skill" was held under the chairmanship of the BOE. After a thorough discussion the following resolutions have been passed regarding conducting the Certificate course.

Sl no	Proposal	Resolution
01	To form rules and regulations to conduct this course	It has been decided to entrust the responsibility of framing rules and regulations for this course to Principal and Director and coordinator of this course
02	To frame the syllabus to this course	Thorough discussions were held for finalizing the syllabus for this course.
03	Nature of examination	 It has been decided to conduct examination for hundred marks (100 Marks) It includes 60 marks for Theory and 40 marks for Practical examination

Name & Signature of the BOE Chairman

Name & Signature of the BOE Members



S.J.M. COLLEGE OF ARTS, SCIENCE AND C

Chandravalli,CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com

Date:

CIRCULAR

With the consent of the following, we have framed BOE Chairman and Members for the Certificate Course on Soft Skills: Communicative Skill to be conducted from the Department of Library for academic year 2022-23.

SI no	Name	Designation	Signature
01	Prof. Madakari Nayaka H.R Assistant Professor, Dept. Of English Studies, Davangere University, Davanagere	Chairman	Mada
02	Mr. Mallikarjuna V. Lecturer, Dept. of English, SJM College of Arts, Science & Commerce, Chandravalli, Chitradurga	Director	Cool .
03	Mr. Harish K. M Lecturer, Dept. of English, SJM College of Arts, Science & Commerce, Chandravalli, Chitradurga	Member	4 Canish. KM
04	Miss. Madhuri H. M Lecturer, Dept. of English, SJM College of Arts, Science & Commerce, Chandravalli, Chitradurga	Member	Madhumi HM

CERTIFICATE COURSES ON Soft Skills: Communicative Skill.



DETAILED THEORY SYLLABUS

	THEORY										
Unit – I Basic phonetics	 (a) Consonants and Vowel Sounds. (b) Phoneme & syllable (Introduction to stress, accent & intonation) 1. Definition and Scope 2. Speech Mechanism: An introduction 3. Description of Human vocal organs: Active & Passive Articulators. 4. Phonemes and syllables (Introduction, to stress, accent & intonation) 5. Consonants of English- Definition and soft plate position. 	6 HRS									
UNIT – II GRAMMER	 Parts of Speech Subject Verb Agreement TENSE 	6 HRS									
UNIT – III GRAMMER	 Voices Antonyms Synonyms Prefix and Suffix 	4 HRS									
UNIT – IV	 Narration Writing on a given Topic 	4 HRS									

Name & Signature of the BOE Chairman

Name & Signature of the BOE Members

CERTIFICATE COURSES ON Soft Skills: Communicative Skill.

PRACTICAL SYLLABUS

	PRACTICAL	12 Hrs.
1.	Writing Skills	4
2.	Group Discussion	4
3.	Public Speaking	4

Name & Signature of the BOE Chairman

Name & Signature of the BOE Members

S J M COLLEGE OF ARTS, SCIENCE & COMMERCE CHANDRAVALLI, CHITRADURGA

DEPARTMENT OF ENGLISH

Certificate Course on Soft Skills: Communicative Skill TIME TABLE

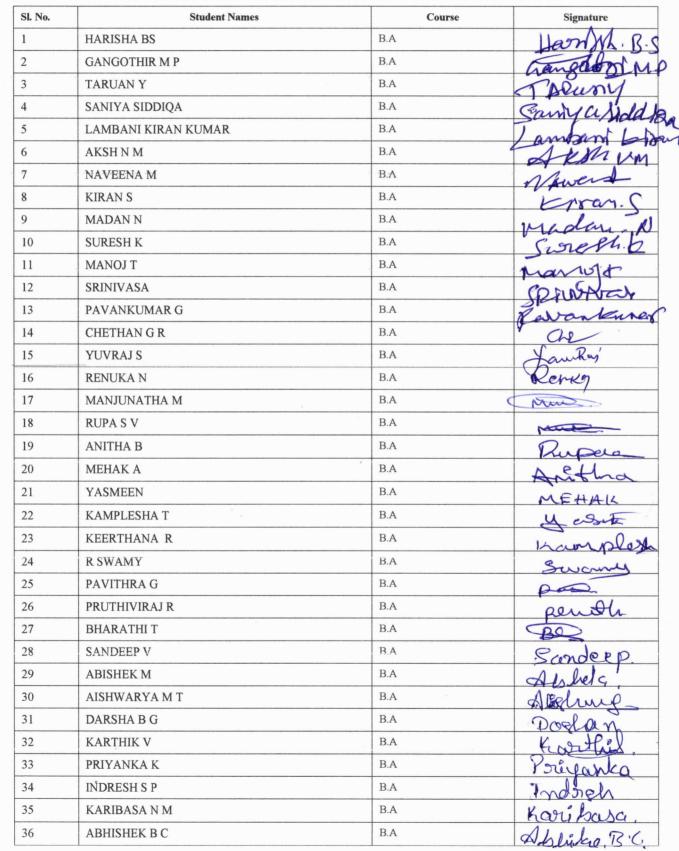
DAYS	TIME	8 to 9	9 to 10	10 to 11	11 to 12	12 to 01	01 to 02	02 to 03	03 to 04	04 to 05
MONDAY										
TUESDAY	P									Soft Skills: Communic ative Skill/ K.M.H
WEDNESDAY	R							Soft SI	kills: Comr Skill/ K.N	municative I.H
THURSDAY	Y E									Soft Skills: Communic ative Skill/ K.M.H
FRIDAY	R			ν.						Soft Skills: Communic ative Skill/ K.M.H
STUARDAY	4				,					

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli,CHITRADURGA-577501. Post Box No.88, Karnataka DEPARTMENT OF ENGLISH

Students List for

Certificate Course on Soft Skills: Communicative Skill – 2022-23





S.J.M. COLLEGE OF ARTS, SCIENCE & COMMERCE, CHANDRAVALLI, CHITRADURGA

YEAR:

Class Attendance

Register (Subject-Wise)

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S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON

Soft Skills: Communicative Skill.



Final Examination 2022-23 **QUESTION PAPER - THEORY**

Time: 3 Hrs.

Max. Marks – 60

Answer the following questions – Each 10 Marks.

- 1. What is phonetics. discuss different types of sounds.
- 2. What is speech mechanism. discuss different organs of speech.
- 3. Explain about the place of articulation and place of manners.
- 4. Discuss about different types of parts of speech.
- 5. Write a letter of apology to the principal for your misbehavior.
- 6. Write a paragraph about your daily routine.

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON SOFT SKILLS: COMMUNICATIVE SKILL 2022

PRACTICAL/RECORD WORK SHEET

Date:

Batch-1

Time:

Sl. No	Reg. No	Theory (Max:60)					
1	ENGCC001	46					
2	ENGCC002	38					
3	ENGCC003	HŦ					
4	ENGCC004	40					
5	ENGCC005	39					
6	ENGCC006	48					
7	ENGCC007	50					
8	ENGCC008	36					
9	ENGCC009	НН					
10	ENGCC010	41					
11	ENGCC011	52					
12	ENGCC012	55					
13	ENGCC013	нч					
14	ENGCC014	38					
15	ENGCC015	29					
16	ENGCC016	26					
17	ENGCC017	37					
18	ENGCC018	31					

Examiner 01

Examiner 02

Name: Mr Horish K.M Miss Wadhuri HM

College/Designation: Member

Signature: hodush K.M Hodhuri HM

Date & Time: 36/12/22

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON Soft Skills: Communicative Skill 2022-23

PRACTICAL EXAM ATTENDANCE SHEET

Date	e: Batcl	h-1	Time:
SI. No	Name of the Students	Reg. No	Signature
1	HARISHA BS	ENGCC001	Hasiostra
2	GANGOTHIR M P	ENGCC002	geng lother
3	TARUAN Y	ENGCC003	Faren
4	SANIYA SIDDIQA	ENGCC004	Seneya
5	LAMBANI KIRAN KUMAR	ENGCC005	Lamboni
6	AKSH N M	ENGCC006	Aleko
7	NAVEENA M	ENGCC007	Noveen
8	KIRAN S	ENGCC008	- Varie
9	MADAN N	ENGCC009	m
10	SURESII K	ENGCC010	Survey
11	MANOJ T	ENGCC011	me
12	SRINIVASA	ENGCC012	Solma
13	PAVANKUMAR G	ENGCC013	Due
14	CHETHAN G R	ENGCC014	Curso
15	YUVRAJ S	ENGCC015	yuna
16	RENUKA N	ENGCC016	Prox
17	MANJUNATHA M	ENGCC017	Manza
18	RUPA S V	ENGCC018	Rus

Signature of the Examiner 1	Date
Madhuhi Signature of the Examiner 2	Date 3 18 22 Name of the Examiner 2 in Block Letters

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMM

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON SOFT SKILLS: COMMUNICATIVE SKILL 2022-23

PRACTICAL/RECORD WORK SHEET

Date:

Batch-2

Time:

Sl. No	Reg. No	Theory (Max:60)
19	ENGCC019	54
20	ENGCC020	52
21	ENGCC021	53
22	ENGCC022	56
23	ENGCC023	51
24	ENGCC024	50
25	ENGCC025	52
26	ENGCC026	53
27	ENGCC027	51
28	ENGCC028	52
29	ENGCC029	53
30	ENGCC030	54
31	ENGCC031	53
32	ENGCC032	51
33	ENGCC033	52
34	ENGCC034	55
35	ENGCC035	50
36	ENGCC036	53

Examiner 01

Examiner 02

Name

Miss Modluri HM Member Modluri HM

College/Designation

Signature

: Member : Gcaush X.M : 30/12/22

Date & Time

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON Soft Skills: Communicative Skill 2022-23

PRACTICAL EXAM ATTENDANCE SHEET

Date:

Batch-2

Time:

SI. No	Name of the Students	Reg. No	Signature
19	ANITHA B	ENGCC019	ANJTHA. B
20	MEHAK A	ENGCC020	Marlosh, A
21	YASMEEN	ENGCC021	Yashmen
22	KAMPLESHA T	ENGCC022	KampleghaT
23	KEERTHANA R	ENGCC023	Keestha R
24	R SWAMY	ENGCC024	R. Swamy
25	PAVITHRA G	ENGCC025	Pavithona. G
26	PRUTHIVIRAJ R	ENGCC026	Prenthus não
27	BHARATHI T	ENGCC027	Bareatta T
28	SANDEEP V	ENGCC028	Sandoep . V
29	ABISHEK M	ENGCC029	Dhishels. M
30	AISHWARYA M T	ENGCC030	Dishwaya M.T
31	DARSHA B G	ENGCC031	Dorelra BC
32	KARTHIK V	ENGCC032	harthila v
33	PRIYANKA K	ENGCC033	Priyanta a s
34	INDRESH S P	ENGCC034	Indresh & P
35	KARIBASA N M	ENGCC035	Karibasa, NM
36	ABHISHEK B C	ENGCC036	Deblunk

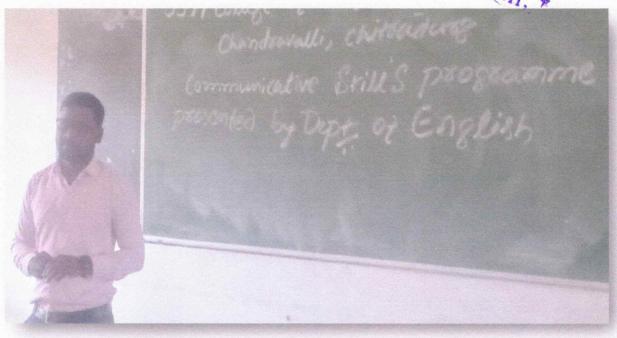
· blowsh K.M Signature of the Examiner 1	Date 3012 Mr. Harish Date Name of the Examiner 1 in Block Letter	K.	N
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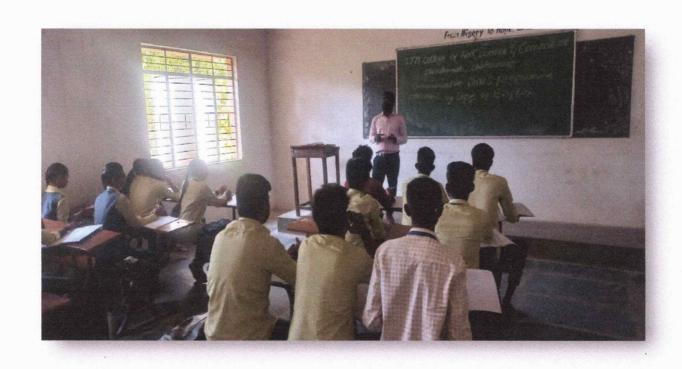
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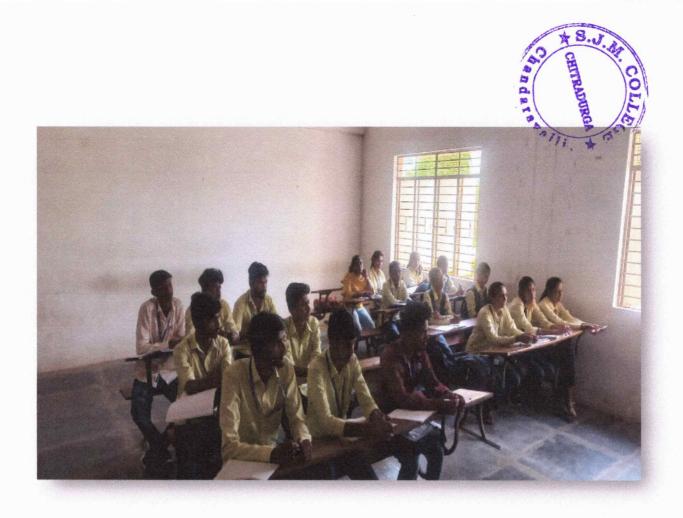
Signature of the Examiner 2

Date.....Name of the Examiner 2 in Block Letters













S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@regdffmail.com



Course Objectives and Course Outcomes

Course Name: Soft Skill: Communicative Skill

Course Code: ENGCC01

Course Objectives:

- To encourage the all round development of students by focusing on soft skills.
- To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
- > To develop and nurture the soft skills of the students through individual and group activities.
- To expose students to right attitudinal and behavioral aspects and to build the same through activities.

Course Outcomes:

On completion of the course, student will be able to-

- > Effectively communicate through verbal/oral communication and improve the listening skills
- Write precise briefs or reports and technical documents.
- Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
- ➤ Become more effective individual through goal/target setting, self motivation and practicing creative thinking.
- Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

REPORT

Certificate course on Communicative Skills commence from 02-11-2022 to 30-12-2022. After the completion of the course practical exam was conducted on 03-01-2023 & theory exam conducted on 09 -01-2023.

Certificate course on Communicative Skills is very important to the students of undergraduate because it exposed them to the good communication and it enhance the communication skill. During this course student will understand the essential of speech and speech mechanism, it enrich the good vocabulary in students.

This certificate course on Communicative Skills improves the student about the knowledge of vocabulary, enhance the reading & writing skill also develop the good communication skills.

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SJM Vidyapeetha (R)

SJM COLLEGE OF ARTS, SCIENCE AND COMMERCE CHANDRAVALLI, CHITRADURGA



NAAC ACCREDITED 'A' GRADE [CGPA 3.05]





This is to Certify that

Mr./Miss KEERTHANA.R

has

Participated in the Soft Skills course organised by Department of English SJM College of Arts, Science and Commerce, Chitradurga, from 02.11.2022 to 30.12.2022

Principal

IQAC Coordinator

Head of the Dept.