



SARADHA GANGADHARAN COLLEGE, PUDUCHERRY

(Recognized by UGC under Section 2(f) of the UGC Act 1956 as a PG Institution)

(Accredited by NAAC) (Affiliated to Pondicherry University)

An ISO 9001:2015 Certified Institution

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN COMMUNICATION SKILLS

The aim of this course is to make the learner acquire knowledge of basic structures of English and basic vocabulary. The emphasis will be on spoken and written expression as well as on developing the elementary skills – listening, speaking, reading and writing. The course will be of six month duration. At the end of the course, there will be an internal examination. Marks obtained by the candidate both in internal assessment and internal theory examination will be considered for the purpose of determining the final results. A certificate will be issued by the college to the students who secure at least 40% aggregate marks both internal assessment and internal theory examination. If a student secures 75% or above, he/ she will be declared to have passed the Certificate Course with distinction.

Objective:

To enable students to communicate clearly and improve the verbal and non-verbal communication style, as well as to enhance interpersonal skills. To make their communicative ability more accurate and effective. To enable the learners to gain basic English Grammar and conceptual knowledge in the English language.

Eligibility:

The Certificate Course in Communication Skills is open to all those who have passed +2 examination and are studying in UG course in SGC.

Mode of Evaluation:

- The course consists of three units and 10 credits each.
- The question paper will comprise Section A and B. Each Section will consist 10 questions each and total marks is 80.
- Viva-voce Examination carrying 20 marks will be held at the end of the course and the marks will be considered as Internal Assessments Marks.

Course Code	Title of the Course	Internal Theory Examination Marks	Internal Assessment Marks(Viva Voce)	Max.Marks
CC01	CERTIFICATE COURSE IN COMMUNICATION SKILLS	80	20	100

Syllabus:

UNIT I- Introduction to the Language Skills: Listening, Speaking and Reading.

1. Introduction

- a) Nature and significance of English Language
- b) Introduction to the skills of Language

2. Listening and speaking skills

- a) Introduction to English sounds
- b) Word accent and stress shift
- c) Accent and rhythm in connected speech
- d) Intonation
- e) Listening Radio and TV Programmes and recorded conversations and different accents.

3. Reading Skills

- a) Skimming and scanning
- b) Reading for comprehension
- c) Reading for pleasure

UNIT II - Basic grammar and Grammar in context

1. The sentence, Clause, Phrase, Kinds of sentences
2. Parts of speech
3. Verb, Tenses: Form and use
4. Use of auxiliaries and Modals
5. Articles and prepositions
6. Transformations of sentences and Common Errors


UNIT III - Presentation Skills

1. Public Speaking

- a) Presentation Techniques
- b) Use of quotations and anecdotes
- c) Body Language

2. Writing:

- a) Linking Devices: Use of connectors
- b) Sentences and paragraphs
- c) Essay-writing
- d) Letter writing
- e) Preparation of Resume
- f) Report-Writing: Newspaper Reports and Minutes of the Meeting
- g) Summarizing, Note-Making and Note-Taking



Dr. C. Oumayal

Head of the Department



Dr. C. Arulmagil

Co-ordinator

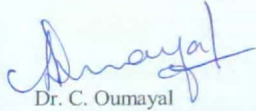



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Lake Road, Velrampet, Puducherry
DEPARTMENT OF ENGLISH
ADD-ON COURSE ON COMMUNICATION SKILLS
II B. A. English - (05.08.2020-22.08.2020)

SLNo	Reg. No.	Students name	5.8.2020	6.8.2020	7.8.2020	8.8.2020	10.8.2020	11.8.2020	12.8.2020	13.8.2020	14.8.2020	17.8.2020	18.8.2020	19.8.2020	20.8.2020	21.8.2020	22.8.2020
1.	19EN0601	AJAY K	X	X	A	X	X	X	A	X	X	X	X	X	X	X	X
2.	19EN0602	ARCHANA M	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
3.	19EN0603	ARULJOTHI A P	X	X	X	X	X	A	X	X	X	X	X	X	X	A	X
4.	19EN0604	ARUN A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	19EN0605	ARUNA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
6.	19EN0606	BALAJI S	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X
7.	19EN0607	BALASUNDARI M	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
8.	19EN0608	BHAKTEE SHREE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	19EN0609	DEVI SHALINI N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	19EN0610	DURGADEVI S	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X

11.	19EN0611	EDWIN KUMAR S(French)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	19EN0612	HEMA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	19EN0613	IYYANAR S	X	X	X	X	X	X	A	X	X	A	X	X	X	X	X
14.	19EN0614	JAGADEESH M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	19EN0616	KAVIARASU D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	19EN0617	KEERTHIMATHI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	19EN0618	KRIS KEVIN RAMOU	X	X	X	X	X	X	A	A	X	X	X	X	X	X	X
18.	19EN0619	MOGHANA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	19EN0620	NIVEDHA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	19EN0621	PAVITHRA V	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X
21.	19EN0622	P L POOJA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	19EN0623	PRAVEEN KUMAR B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	19EN0624	PREETHI P	X	X	X	A	a	X	X	X	X	X	X	X	X	X	X
24.	19EN0625	PUSHPAVATHY P	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
25.	19EN0626	RAGULGANDHI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26.	19EN0627	RAVINDHIRAN M	A	X	A	X	X	A	X	A	X	X	X	X	X	X	X
27.	19EN0628	RAYMOND FLOMINA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	19EN0629	REVATHI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	19EN0630	RITHIKA S	X		A	X	X	X	X	X	X	X	X	X	X	X	X
30.	19EN0631	SAKTHIVEL R	X	X	X	X	X	X	X	X	X	X	X	X	A	X	A

31.	19EN0632	SANDIYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32.	19EN0633	SANGEETHA M	X	X	X	X	X	X	X	A	X	X	A	X	A	X	X
33.	19EN0634	SANJAY S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34.	19EN0635	SARANYA M	X	X	X	A	X	X	X	A	X	X	X	X	X	X	X
35.	19EN0636	SARANYA V	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36.	19EN0637	SHANKARIE R	X	X	X	X	X	X	X	X	X	A	X	X	A	X	A
37.	19EN0638	SUVEDHA S	X	X	A	X	X	A	X	X	X	X	X	X	X	X	X
38.	19EN0639	VANTHANA T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39.	19EN0640	VELVIZHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X


 Dr. C. Oumayal
 Head of the Department


 Dr.C.Arulmugil
 Co-ordinator



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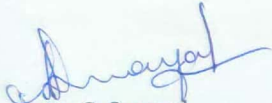
ADD-ON COURSE ON COMMUNICATION SKILLS


II B. A. English - (24.08.2020-09.09.2020)

Sl.No	Reg. No.	Students name	24.8.2020	25.8.2020	26.8.2020	27.8.2020		29.8.2020	31.8.2020	1.9.2020	2.9.2020	3.9.2020	4.9.2020	5.9.2020	7.9.2020	8.9.2020	9.9.2020
1.	19EN0601	AJAY K	X	X	A	X	X	X	A	X	X	X	X	X	X	X	X
2.	19EN0602	ARCHANA M	A	X	X	X	X	X	A	X	X	X	X	A	X	X	X
3.	19EN0603	ARULJOTHI A P	X	X	X	X	X	A	X	X	X	X	X	A	X	A	X
4.	19EN0604	ARUN A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	19EN0605	ARUNA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
6.	19EN0606	BALAJI S	X	X	A	X	X	A	X	X	X	X	X	X	X	X	X
7.	19EN0607	BALASUNDARI M	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
8.	19EN0608	BHAKTEE SHREE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	19EN0609	DEVI SHALINI N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	19EN0610	DURGADEVI S	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
11.	19EN0611	EDWIN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

		S(French)															
12.	19EN0612	HEMA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	19EN0613	IYYANAR S	X	X	X	X	X	X	A	X	X	A	X	X	X	X	X
14.	19EN0614	JAGADEESH M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	19EN0616	KAVIARASU D	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
16.	19EN0617	KEERTHIMATHI M	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
17.	19EN0618	KRIS KEVIN RAMOU	X	X	X	X	X	X	A	A	X	X	X	X	X	X	X
18.	19EN0619	MOGHANA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	19EN0620	NIVEDHA V	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X
20.	19EN0621	PAVITHRA V	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
21.	19EN0622	P L POOJA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	19EN0623	PRAVEEN KUMAR B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	19EN0624	PREETHI P	X	X	X	A	a	X	X	X	X	X	X	X	X	X	X
24.	19EN0625	PUSHPAVATHY P	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
25.	19EN0626	RAGULGANDHI M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26.	19EN0627	RAVINDHIRAN M	A	X	A	X	X	A	X	A	X	X	X	X	X	X	X
27.	19EN0628	RAYMOND FLOMINA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	19EN0629	REVATHI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	19EN0630	RITHIKA S	X		A	X	X	X	X	X	X	X	X	X	X	X	X
30.	19EN0631	SAKTHIVEL R	X	X	X	X	X	X	X	X	X	X	X	A	X	A	
31.	19EN0632	SANDIYA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

32.	19EN0633	SANGEETHA M	X	X	X	X	X	X	X	X	A	X	X	A	X	A	X	X
33.	19EN0634	SANJAY S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34.	19EN0635	SARANYA M	X	X	X	A	X	X	X	A	X	X	X	X	X	X	X	X
35.	19EN0636	SARANYA V	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36.	19EN0637	SHANKARIE R	X	X	X	X	X	X	X	X	X	X	A	X	X	A	X	A
37.	19EN0638	SUVEDHA S	X	X	A	X	X	A	X	X	X	X	X	X	X	X	X	X
38.	19EN0639	VANTHANA T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39.	19EN0640	VELVIZHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X


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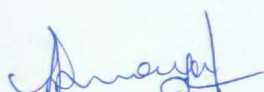



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1.	18EN0501	ASHIYA S	X	X	A	X	X	X	A	X	X	X	X	X	X	X	X
2.	18EN0502	ASHWIN KUMAR M	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
3.	18EN0503	BASKAR D	X	X	X	X	X	A	X	X	X	X	X	X	X	A	X
4.	18EN0504	DHIVYA PRIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	18EN0505	ESAIMOZHI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
6.	18EN0506	GHOUSIA BEGUM S	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X
7.	18EN0507	INDHUMATHI E	X	X	X	A	A	X	A	X	X	X	X	X	X	X	X
8.	18EN0508	INDHUMATHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	18EN0509	JAI VIGNESH R	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X

10.	18EN0511	JANSI S	X	X	X	X	X	X	X	A	X	A	X	X	X	X	X
11.	18EN0512	JOTHIGA G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	18EN0513	KRISHNAPRIYA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	18EN0514	MADHUMITHA M	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X
14.	18EN0515	NIVEDHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	18EN0516	NIVETHKUMAR L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	18EN0517	PAVITHRA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	18EN0518	PAVITRA R	X	X	X	X	X	A	A	X	X	X	X	X	X	X	X
18.	18EN0519	PREETHIKA B	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X
19.	18EN0520	PRIYADHARSHINI P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	18EN0522	PRIYALAKSHMI R	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
21.	18EN0523	PRIYANKA M	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X
22.	18EN0524	PUNITHAVATHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	18EN0525	RAJALAKSHMI M	X	X	X	A	a	X	X	X	X	X	X	X	X	X	X
24.	18EN0526	SARGURUNATHAN D.J	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X
25.	18EN0527	SARITHA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26.	18EN0528	SATYA PRIYA D	A	X	A	X	X	A	X	A	A	X	X	X	X	X	X

27.	18EN0529	SHYAM VENGATESH N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	18EN0530	SONIYA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	18EN0531	SRIHARSHANI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30.	18EN0532	SUJITHA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31.	18EN0533	SUNILKUMAR G	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X
32.	18EN0534	SURYA S	X	X	X	X	X	X	A	X	X	A	X	A	X	X	X
33.	18EN0536	TABASSUM M.H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34.	18EN0537	VEERAVALLI S	X	X	X	A	X	X	X	A	X	X	X	X	X	X	X
35.	18EN0538	VISHNUPRIYA C	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36.	18EN0539	YOGA DHARSHINI A	X	X	X	X	X	X	X	X	A	X	X	A	X	A	A
37.	18EN0540	YUVARANI V	X	X	A	X	X	A	X	X	X	X	X	X	X	X	X


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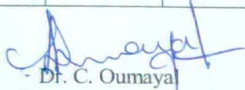
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1.	18EN0501	ASHIYA S	X	X	A	X	X	X	A	X	X	X	X	X	X	X	X
2.	18EN0502	ASHWIN KUMAR M	A	X	X	X	X	X	A	X	X	X	X	A	X	X	X
3.	18EN0503	BASKAR D	X	X	X	X	X	A	X	X	X	X	X	A	X	A	X
4.	18EN0504	DHIVYA PRIYA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	18EN0505	ESAIMOZHI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
6.	18EN0506	GHOUSIA BEGUM S	X	X	A	X	X	A	X	X	X	X	X	X	X	X	X
7.	18EN0507	INDHUMATHI E	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
8.	18EN0508	INDHUMATHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	18EN0509	JAI VIGNESH R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	18EN0511	JANSI S	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X

11.	18EN0512	JOTHIGA G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	18EN0513	KRISHNAPRIYA D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	18EN0514	MADHUMITHA M	X	X	X	X	X	A	X	X	A	X	X	X	X	X	
14.	18EN0515	NIVEDHA R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15.	18EN0516	NIVETHKUMAR L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16.	18EN0517	PAVITHRA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17.	18EN0518	PAVITRA R	X	X	X	X	X	A	A	X	X	X	X	X	X	X	
18.	18EN0519	PREETHIKA B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19.	18EN0520	PRIYADHARSHINI P	X	X	X	X	X	X	X	X	A	X	X	X	X	X	
20.	18EN0522	PRIYALAKSHMI R	X	X	X	X	X	X	A	X	X	X	X	X	X	X	
21.	18EN0523	PRIYANKA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22.	18EN0524	PUNITHAVATHI K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23.	18EN0525	RAJALAKSHMI M	X	X	X	A	a	X	X	X	X	X	X	X	X	X	
24.	18EN0526	SARGURUNATHAN D.J	X	X	X	X	X	A	X	X	X	X	X	X	X	X	
25.	18EN0527	SARITHA D	X	X	X	X	X	X	X	X	X	X	X	A	A	X	
26.	18EN0528	SATYA PRIYA D	A	X	A	X	X	A	X	A	X	X	X	X	X	X	
27.	18EN0529	SHYAM VENGATESH N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

28.	18EN0530	SONIYA V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	18EN0531	SRIHARSHANI S	X		A	X	X	X	X	X	X	X	X	X	X	X	X
30.	18EN0532	SUJITHA P	X	X	X	X	X	X	X	X	X	X	X	A	X	A	
31.	18EN0533	SUNILKUMAR G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32.	18EN0534	SURYA S	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
33.	18EN0536	TABASSUM M.H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34.	18EN0537	VEERAVALLI S	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X
35.	18EN0538	VISHNUPRIYA C	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36.	18EN0539	YOGA DHARSHINI A	X	X	X	X	X	X	X	X	X	A	X	X	A	X	A
37.	18EN0540	YUVARANI V	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X


 Dr. C. Oumaya
 Head of the Department


 Dr. C. Arulmugil
 Co-ordinator

SARADHA GANGADHARAN COLLEGE



(A Unit of Sri Saradha Gangadharan Educational Trust)
(Recognized by UGC u/s 2(f) of the UGC Act 1956, as a PG Institution)
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Lake Road, Velrampet, Puducherry-4.

DEPARTMENT OF ENGLISH

CERTIFICATE OF COMPLETION

This is to certify that Bhaktee Shree,
II B.A. English, Saradha Gangadharan College,
has actively participated in the Online Certificate Course on “**Communication Skills**” organised by the Department of English, Saradha Gangadharan College, Puducherry from **5 August 2020 to 9 September 2020** and has completed the course with excellent grade.

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