



PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist: - Purba Bardhaman, Pin No-713513

Affiliated to the University of Burdwan

SUMMARY REPORT

OF

ADD-ON COURSE

**COMMUNICATION DEVELOPMENT AND
PROFICIENCY IN ENGLISH**

DEPARTMENT OF ENGLISH

PURBASTHALI COLLEGE

NAME OF THE COURSE

Communication Development and Proficiency in English

DURATION

Thirty (30) hours. The course started on 16.03.2023 and completed on 20.05.2023.

TOTAL NO. OF FACULTY MEMBERS TAKEN CLASSES

Four (4) faculty members took different modules/units of the course.

ADMITTED STUDENTS

37 (thirty seven) students were admitted to the course after admission.

ADMISSION PROCEDURE

The department of English provided an admission form for the course, and applicants submitted the same to the course coordinator along with the required testimonials and application fees. Following a verification process, eligible individuals were granted permission to participate.

MODE OF EVALUATION

As part of the assessment process, a written examination was conducted utilizing multiple-choice questions (MCQs) and viva voce. These methods were chosen to comprehensively gauge the comprehension and retention levels of the participants regarding the material covered. The MCQ format offered a structured approach to testing, allowing for the assessment of a broad range of topics within a specified

timeframe. Each question within the test was carefully crafted to encompass

various aspects of the subject matter, ensuring a thorough examination of the participants' understanding. This approach facilitated the identification of areas of strength and areas requiring further improvement among the candidates. Moreover, the multiple-choice format provided an objective means of evaluation, minimizing subjective bias in the assessment process. Participants were required to select the most appropriate answer from a set of options provided, thereby enabling a fair and standardized evaluation of their knowledge. Additionally, the use of MCQs allowed for efficient grading and feedback, streamlining the assessment process for both the evaluators and the participants. Detailed analysis of the responses aids in pinpointing specific areas of weakness, enabling targeted interventions to support further learning and development.

The personal interview served as a pivotal component of the assessment process for the add-on course. It provided a platform to gauge the participants' understanding, application, and proficiency in communication skills beyond mere theoretical knowledge. The pronunciation of the students were also assessed during the interview.

Overall, the utilization of a written test comprising MCQs and viva voce served as an effective mode of evaluation, facilitating a comprehensive assessment of participants' understanding while ensuring fairness, objectivity, and efficiency in the evaluation process.

CERTIFICATION

It was stated that the college would provide Course Completion Certificate to every successful student. It was seen that 28 students attended the classes regularly

and sat for the examinations. Accordingly, 28 (twenty eight) certificates were issued to the successful candidates duly signed by the Principal and the course coordinator.

Sl No.	Name	Roll No.	Registration No.
1	PAROMITA HALDER	220113000031	202201019286
2	RANI HALDER	220113000037	202201019292
3	MOUSUMI GHOSH	220113000029	202201019284
4	KARABI GHOSH	220113000021	202201019276
5	POULAMI PAL	220113000032	202201019287
6	SOUDA PARVIN	220113000051	202201019307
7	LAXMI SOREN	210413010168	202101022709
8	VERONIKA MANDI	210413010493	202101023122
9	RIMPA ROY	210413010321	202101022905
10	SHUBENDU PAL	210113000058	202101022473
11	PROSUN HAZRA	200413010233	202001018722
12	BISHNU PRASAD CHAKRABORTY	210113000011	202101022422
13	SURMILA MURMU	210413010466	202101023087
14	MAUSAMI BHOWMICK	210413010184	202101022729
15	NURALO KHATUN	210413010226	202101022784
16	RAHIMA KHATUN	210413010285	202101022853
17	ASHA SHIL	200413010038	202001018507
18	JYOTIRMAYEE MONDAL	220113000019	202201019274
19	JAMIRUL MIR	210113000020	202101022432
20	ANANYA SARKAR	210113000004	202101022414
21	DEBJOYTI DEBNATH	210113000014	202101022426
22	DISHA SARKAR	210113000016	202101022428
23	SANJIT HAZRA	200113000063	202001018440
24	RAJA DAS	210413010292	202101022863
25	SURAJIT DAS	210413010465	202101023086
26	BASONA DEBNATH	210113000008	202101022419
27	PRATIMA DAS	210113000040	202101022453
28	BISHNU CHANDRA CHAKRABORTY	220413010039	202201019381

COURSE OBJECTIVES

The objective of the course is to equip students with the necessary language and communication skills to effectively communicate in English, both in academic and professional settings. The course aims to:

- Develop students' language proficiency in English, including reading, writing, speaking, and listening;
- Enhance students' communication skills, including their ability to communicate clearly and effectively in different settings and with diverse audiences;
- Provide practical training on various communication techniques, such as public speaking, and presentation skills;
- Prepare students for academic and professional success, by providing them with the skills and knowledge necessary to compete in a global job market.

LEARNING OUTCOME

Enhanced verbal communication skills of the students;

Active listening proficiency;

Non-Verbal Communication Mastery:

Written Communication Competence:

Effective Presentation Techniques:

Gain Public Speaking Confidence:

Key Learnings:

Throughout the course, participants gained valuable insights into fundamental English grammar concepts, including vocabulary, sentence structure, phrasal verbs, idioms, and word formation. They also developed their pronunciation skills through phonetic exercises and listening comprehension tasks. Furthermore, participants developed their reading and writing competencies, mastering techniques such as comprehension, summarization, note-taking, paraphrasing, and essay writing.

In the unit on basics of communication, participants received practical training in various communication techniques essential for professional settings, such as verbal and non-verbal communication, body language, effective communication principles, accent, tone, and intonation. They also learned strategies for speaking English fluently, including conversational skills, self-introduction, handling different social situations, small talk, seeking and providing information, and interview preparation.

Finally, participants delved into the art of public speaking, where they learned to overcome stage fear, deliver compelling presentations, and exude confidence in various speaking contexts.

COURSE SUMMARY



Fig: First day class of the course

The Add-on course offered a comprehensive journey into the intricacies of the English language, aiming to equip participants with a multifaceted skill set essential for effective communication and confident public speaking. Beginning with an exploration of the fundamentals of English grammar, participants delved into crucial elements such as vocabulary, sentence structure, phrasal verbs, idioms, and word formation. This foundational knowledge served as the bedrock upon which subsequent modules build. Moving forward, participants embarked on a journey to refine their pronunciation skills, delving into the nuances of phonetics and engaging in targeted listening exercises designed to enhance their ability to articulate sounds accurately and comprehend spoken English with clarity. As participants progress, they transitioned to the development of reading and writing


competencies, where they acquire strategies for improving comprehension, summarization, note-taking, paraphrasing, and essay writing skills. These skills were not only indispensable for academic success but also form the basis of effective written communication in professional settings.

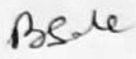
The course further dealt with the realm of communication, providing practical training in various techniques vital for success in professional environments. From verbal and non-verbal communication to the subtle nuances of body language, participants gain insights into the intricacies of effective communication, including the role of accent, tone, and intonation in conveying meaning and fostering rapport. Building upon this foundation, participants immersed themselves in the art of spoken English fluency, developing their conversational skills, mastering the art of self-introduction, navigating social interactions with ease, and preparing for interviews with confidence. Through structured exercises and real-world scenarios, participants learned to wield language effectively in diverse contexts, from casual conversations to formal presentations. Finally, the course culminated in the mastery of public speaking, where participants learned to conquer stage fear, deliver impactful presentations, and command the attention of their audience with confidence and poise. By mastering the intricacies of public speaking, participants not only enhanced their professional prospects but also cultivated a valuable skill set that empowered them to articulate their ideas persuasively and inspire others with their words. In conclusion, the course offered a transformative learning experience, empowering participants to navigate the complexities of the English language with confidence,

communicate effectively in diverse settings, and command the stage as confident and compelling speakers.

CONCLUSION

In conclusion, the "Communication Development and Proficiency in English" course provided participants with a comprehensive foundation in effective communication and mastery of the English language. Through structured modules and practical exercises, participants gained valuable skills that are essential for success in both personal and professional life. The course equipped them with the confidence and proficiency needed to communicate effectively and articulate their ideas with clarity and impact. Overall, the course was instrumental in empowering participants to become confident and proficient communicators in English.


ADD-ON COURSE COORDINATOR
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Purbasthali Col.
Parulia, Purba Bardhaman.


Principal
Purbasthali College
Parulia, Purba Bardhaman.


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