



MANGALMAY
INSTITUTE OF MANAGEMENT TECHNOLOGY



VALUE ADDED COURSE CERTIFICATION COURSE ON ENGLISH COMMUNICATION SKILLS

5 FEB 2024 TO 23 FEB 2024



RESOURCE PERSON:
MR. ANURAG AGARWAL
ASSISTANT PROFESSOR & SOFT
SKILL TRAINER, MIMT

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Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India



Mangalmay Institute of Management Technology
Greater Noida (U.P.)



Schedule of Certification Course on “English Communication Skills”

Duration:30 hours



Sr. No.	Resource Person	Topic Covered	Date & Time
1.	Mr. Anurag Agarwal	Communication Skills- <ul style="list-style-type: none">● Introduction.	5 th Feb, 2024 2:00 PM-4:00 PM
2.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● Communication- Meaning, means, process, components	6 th Feb, 2024 2:00 PM-4:00 PM
3.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● 7 Cs & Essence of Communication	7 th Feb, 2024 2:00 PM-4:00 PM
4.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● Barriers of Communication	8 th Feb, 2024 2:00 PM-4:00 PM
5.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● Verbal Communication and Non-verbal Communication	9 th Feb, 2024 2:00 PM-4:00 PM
6.	Mr. Anurag Agarwal	Language (English) Skills <ul style="list-style-type: none">● Parts of Speech	12 th Feb, 2024 2:00 PM-4:00 PM
7.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● Basic Grammar.	13 th Feb, 2024 2:00 PM-4:00 PM
8.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● Basic Vocabulary.	14 th Feb, 2024 2:00 PM-4:00 PM
9.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● Basic Conversation Skills.	15 th Feb, 2024 2:00 PM-4:00 PM.
10.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● Manners & Etiquette	16 th Feb, 2024 2:00 PM-4:00 PM



11.	Mr. Anurag Agarwal	Listening Skills <ul style="list-style-type: none">● Hearing & listening,● Active & Passive Listening,● Casual & Focused Listening● Enunciation & Pronunciation● Comprehension- Retaining and Responding,● Dictations and Phonetic Sounds	19 th Feb, 2024 2:00 PM-4:00 PM
12.	Mr. Anurag Agarwal	Speaking Skills <ul style="list-style-type: none">● Speaking words articulation,● Formal and Informal Conversation,● Conversation in workplace and public place	20 th Feb, 2024 2:00 PM-4:00 PM
13.	Mr. Anurag Agarwal	Reading Skills <ul style="list-style-type: none">● Skimming● Scanning● Ordering the content,● Clarity in expression and Organizing ideas.	21 st Feb, 2024 2:00 PM-4:00 PM
14.	Mr. Anurag Agarwal	Writing Skills <ul style="list-style-type: none">● Report Writing● Paragraph Writing● Circular● Essay Writing	22 nd Feb, 2024 2:00 PM-4:00 PM
15.	Mr. Anurag Agarwal	<ul style="list-style-type: none">● CV/Resume Writing	23 rd Feb, 2024 2:00 PM-4:00 PM

SYLLABUS

Duration: 30 Hours

Course Title: English Communication Skills

Course Objectives

- To create awareness about the importance of English Communication Skills.
- To make students learn different ways to develop their English Communication Skills.
- To train students to use grammatically correct English.
- To develop among students listening skills, speaking skills, reading skills and writing skills.
- To enable students to become a fluent English speaker.
- To help students build their confidence while communicating in English language.
- To enable students to face and overcome the issues and barriers of English Communication.

Learning Outcomes:

- Understand the need and importance of English Communication Skills.
- Appreciate the effective English Communication Skills.
- Apply the effective English Communication Skills to act as critical reader, writer and speaker.

Syllabus

UNIT-I: (5 Lectures)

Communication Skills

- Communication Skills- Introduction.
- Communication- Meaning, means, process, components.
- 7 Cs & Essence of Communication.
- Barriers of Communication.
- Verbal Communication and Non-verbal Communication.

UNIT-II: (5 Lectures)

Language (English) Skills

- Parts of Speech.
- Basic Grammar.
- Basic Vocabulary.
- Basic Conversation Skills.
- Manners & Etiquette

UNIT-III: (5 Lectures)

Listening Skills

- Hearing & Listening, Active & Passive Listening, Casual & Focussed Listening.
- Enunciation & Pronunciation,
- Comprehension- Retaining and Responding, Dictations and Phonetic Sounds.

Speaking Skills

- Speaking words articulation, Formal and Informal Conversation, Conversation in work place and public place.

Reading Skills

- Skimming
- Scanning
- Ordering the content, Clarity in expression and Organizing ideas.

Writing Skills

- Report Writing
- Paragraph Writing
- Circular
- Essay Writing
- CV/Resume Writing

References:

- Hewing Martin 1999, Advanced English Grammar: A Self-study reference and practice book for south Asian students. Reprint 2003, Cambridge University Press- New Delhi.
- John, Seely. The Oxford Guide to Writing and Speaking. Oxford Press, UP, India
- Balasubramaniam T. A Textbook of English Phonetics for Indian Students. Macmillan Publishers.
- Green, David, Contemporary English Grammar, Structures and Composition. Delhi. Macmillan Publishers 2010.

Assessment Methods

Multiple Choice Questionnaire (MCQ)

Internal Assessment: 100%



Date: 1st February, 2024

Notice


This is to inform all the students of B.A.B.Ed. III year that a **Certification Course** on “English Communication Skills” is being organized from **5th February to 23rd February, 2024** designed to emphasize the importance of and develop English Communication Skills to become a fluent English speaker and an effective communicator.


Course Details:

- **Timing:** 2:00 pm to 4:00 pm
- **Resource Person:** Mr. Anurag Agarwal, Assistant Professor, Department of Education, MIMT

Note:

- Course certificate will be issued to the students after the successful completion of the course.
- It is mandatory for all the registered students to attend the classes regularly.


Dr. Bhavna Joshi
HOD


Mr. Somendra Sharma
Convener

Annexure:

Syllabus
Schedule

CC to:

Principal
IQAC Coordinator
Faculty Members
Notice Board
Office File



	Report
Name of the Course	Certification Course on “ English Communication Skills ”
Date	5th February (Monday) to 23rd February (Friday), 2024
Venue	Classroom, Block C
Organized by	Department of Education, MIMT
Participated by	32 Students of B.A.B.Ed. III year
Convener	Mr. Somendra Sharma , Assistant Professor, Department of Education, MIMT
Resource Person	Mr. Anurag Agarwal , Assistant Professor, Department of Education, MIMT
Objective	<p>The completion of the Certification Course on “English Communication Skills” had the following objectives:</p> <ul style="list-style-type: none">• To create awareness about the importance of English Communication Skills.• To make students learn different ways to develop their English Communication Skills.• To train students to use grammatically correct English.• To develop among students listening skills, speaking skills, reading skills and writing skills.• To enable students become a fluent English speaker.• To help students build their confidence while communicating in English language.• To enable students to face and overcome the issues and barriers of English Communication.



Content	<p>Planning & Execution: Mr. Somendra Sharma was assigned the responsibility to conduct the course. The proposal was forwarded to the Management to get it approved. It was accepted on 29th January, 2024. Thereafter, Mr. Anurag Agarwal (Assistant Professor and Soft Skill Trainer, MIMT) was approached to conduct the course. He was convinced and sent the course schedule. The Plan of Action was prepared. This course duration was 30 hours and it was conducted from 5th February 2024 to 23rd February 2024. The day wise schedule was as</p> <p>Day-wise Activity:</p> <p>Day 1 (5th Feb, 2024) On the First day in Session-1, Mr. Anurag Agarwal gave an introduction of Communication and Communication Skills.</p> <p>Day 2 (6th Feb, 2024) On the Second day in Session-2 Mr. Anurag Agarwal discussed about Communication- Meaning, means, process, components.</p> <p>Day 3 (7th Feb, 2024) On the Third day in Session-3, Mr. Anurag Agarwal discussed about 7 Cs & Essence of Communication.</p> <p>Day 4 (8th Feb, 2024) On the Fourth day in Session-4, Mr. Anurag Agarwal discussed about the Barriers of Communication.</p> <p>Day 5 (9th Feb, 2024) On the Fifth day in Session-5, Mr. Anurag Agarwal discussed about Verbal Communication and Non-verbal Communication</p> <p>Day 6 (12th Feb, 2024) On the Sixth day in Session-6, Mr. Anurag Agarwal discussed about the Language (English) Skills-Parts of Speech.</p> <p>Day 7 (13th Feb, 2024) On the Seventh day in Session-7, Mr. Anurag Agarwal discussed about Basic Grammar.</p> <p>Day 8 (14th Feb, 2024) On the Eight day in Session-8, Mr. Anurag Agarwal discussed about Basic Vocabulary</p> <p>Day 9 (15th Feb, 2024) On the Ninth day in Session-9, Mr. Anurag Agarwal discussed about Basic Conversation Skills</p> <p>Day 10 (16th Feb, 2024) On the tenth day in Session-10 Mr. Anurag Agarwal discussed about Manners & Etiquette</p> <p>Day 11 (19th Feb, 2024) On the eleventh day in Session-11, Mr. Anurag Agarwal discussed about Listening Skills</p> <ul style="list-style-type: none">• Hearing & listening,• Active & Passive Listening,• Casual & Focused Listening• Enunciation & Pronunciation• Comprehension- Retaining and Responding,• Dictations and Phonetic Sounds <p>Day12 (20th Feb, 2024) On the Twelfth day in Session-12 Mr. Mr. Anurag Agarwal discussed about Speaking Skills</p> <ul style="list-style-type: none">• Speaking words articulation,• Formal and Informal Conversation,• Conversation in work place and public place <p>Day 13 (21st Feb, 2024) On the next day in Session-13, Mr. Anurag Agarwal discussed about Reading Skills</p> <ul style="list-style-type: none">• Skimming• Scanning• Ordering the content,• Clarity in expression and Organizing ideas <p>Day 14 (22nd Feb, 2024) On the fourteenth session-14, Mr. Anurag Agarwal discussed about Writing Skills</p> <ul style="list-style-type: none">• Report Writing• Paragraph Writing• Circular• Essay Writing. <p>Day 15 (23rd Feb, 2024)</p>
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On the last day in Session-15, Mr. Mr. Anurag Agarwal discussed about the CV/Resume Writing.



	Report
Name of the Course	Certification Course on “ English Communication Skills ”
Date	5th February (Monday) to 23rd February (Friday), 2024
Venue	Classroom, Block C
Organized by	Department of Education, MIMT
Outcome	<p>After the completion of the Certification Course on “English Communication Skills”, students were able to:</p> <ul style="list-style-type: none">• Understand the importance of English Communication Skills.• Use different ways to develop their English Communication Skills.• Use grammatically correct English.• Improve their listening skills, speaking skills, reading skills and writing skills.• Become a fluent English speaker.• Build their confidence while communicating in English language.• Overcome the issues and barriers of English Communication. <p>A total of 32 students of B.A.B.Ed. III year participated in this course. The course was highly interactive and extremely motivating for the students.</p>



Photographs of the Certification Course on “English Communication Skills”



Resource Person Mr. Anurag Agrawal orienting the students about the course



Mangalmay Institute of Management Technology Greater Noida (U.P.)



Resource Person Mr. Anurag Agrawal interacting during the session



Resource Person Mr. Anurag Agrawal interacting with the students during the session



Greater Noida, Uttar Pradesh, India
Plot-10, BIMTECH Rd, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.458492°
Long 77.492966°
07/02/24 02:49 PM GMT +05:30

Students giving presentations during a session



Uttar Pradesh, India
Mangalmay Institute, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.347922°
Long 77.55084°
16/02/24 02:34 PM GMT +05:30

Convener Mr. Somendra Sharma, interacting with the students during a session



Mangalmay Institute of Management Technology
Greater Noida (U.P.)



Greater Noida, Uttar Pradesh, India
Plot-10, BIMTECH Rd, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.45846°
Long 77.492726°
23/02/24 11:40 AM GMT +05:30

Resource Person Mr. Anurag Agrawal interacting with the students during the session



**List of Registered Students of B.A.B.Ed. III Year of Certification Course on
“English Communication Skills”**

Sr. No.	Enrollment No.	Student Name	Registered Status	Completion Status
1	21300984	NEHA	Registered	Completed
2	21300985	NEHA CHANDRA	Registered	Completed
3	21300986	NEHA CHAUHAN	Registered	Completed
4	21300987	NIKITA BHARDWAJ	Registered	Completed
5	21300988	NIKITA BHATI	Registered	Completed
6	21300990	NISHU PAYAL	Registered	Completed
7	21300991	PRACHI BHATI	Registered	Completed
8	21300992	PRACHI CHECHI	Registered	Completed
9	21300994	PRAGYA JHA	Registered	Completed
10	21300995	PRATIKSHA BHATI	Registered	Completed
11	21300996	PRITI SINGH	Registered	Completed
12	21300997	PRIYA YADAV	Registered	Completed
13	21300998	PRIYANKA KUMARI	Registered	Completed
14	21300999	PRIYANKA YADAV	Registered	Completed
15	21301001	RITIK	Registered	Completed
16	21301002	RIYA JHA	Registered	Completed
17	21301003	RIYA TYAGI	Registered	Completed
18	21301006	RUCHI CHAUHAN	Registered	Completed
19	21301007	RUCHIKA BAISLA	Registered	Completed
20	21301008	RUCHIKA BHATI	Registered	Completed
21	21301009	SANA DAVID	Registered	Completed
22	21301010	SHALINI MALIK	Registered	Completed



23	21301011	SHIKHA SHARMA	Registered	Completed
24	21301025	SHILPI SINGH	Registered	Completed
25	21301012	SHIVAM JHA	Registered	Completed
26	21301015	SIMPLE	Registered	Completed
27	21301016	SIMRAN RASTOGI	Registered	Completed
28	21301017	TUSHAR	Registered	Completed
29	21301018	VANSHIKA SAGAR	Registered	Completed
30	21301019	VARNIKA SHARMA	Registered	Completed
31	21301020	VIDHI CHOUDHARY	Registered	Completed
32	21301021	VISHU NAGAR	Registered	Completed



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



Expert Profile



Mr. Anurag Agarwal

Assistant Professor & Soft Skill Trainer, MIMT, Greater Noida.

Core Skills: Soft Skill Trainer

Qualification: B.Tech., MBA., PhD (Pursuing)

Experience: 20+ years

Research Area: English & Management