



Telanagana Tribal Welfare Residential Degree College for women Rajanna sircilla



Certificate course in English
Title "Professional English Communication"

A 30 hours Certificate course is going to be organised by the
department of English for the Academic year 2022-23
Interested students can apply

Eligibility- All degree Students

Application Date -05-08-2022

Last Date for Application- 15-08-2022

Commencement of classes- 16-08-2022

Incharge

IQAC coordinator

Principal

Course code:001

PROFESSIONAL ENGLISH COMMUNICATION

Duration and Class Schedule

- This course is offered for three months, with two batches in an academic year.
- Duration: 3 Months. 3 sessions, of two hours each from 4 pm- 5 pm, per week, that is 3 hours per week.
- Class Schedule: Classes shall be conducted on Thursday, Friday & Saturday days from 4 pm - 5 pm (3 hours per week).
- Total number of hours is 36 hours.

COURSE OUTCOMES

By the end of the course, students shall be able to:

- Understand how professional communication works.
- Employ active listening and responding skills.
- Learn about body language and communicative adjustment in the workplace while dealing with difficult people and situations.
- Frame grammatically correct sentences and speak fluent English across a wide range of situations.
- Improve job search and career building skills.
- Develop professional writing skills.
- Learn the fundamentals of verbal corporate communication with special emphasis on making presentations to clients and management.

Syllabus

Professional Reading and Writing

1. Reading Skills: understanding short real world notices, messages, factual materials; interpreting visual information; scanning, skimming; inferring meaning; critical reading; reading and information transfer; developing grammatical accuracy.

2. Essential Writing Skills: essay writing; e-mail writing; different types of business correspondence; arranging appointments, asking for permission, giving instructions; apologizing and offering compensation, making or altering reservations, dealing with requests, giving information about a product; reports and proposals; other business writing – memos, circulars, notice, agenda, minutes, advertising.

Vital Career Skills

1. Presentation and Meeting Skills: features of effective presentations and meetings, tips for effective presentations and meetings, practice sessions.

2. Resume Writing: structure and presentation, planning, defining the career objective, projecting one's strengths and skill-sets, summary, formats and styles, application/cover letter-writing.

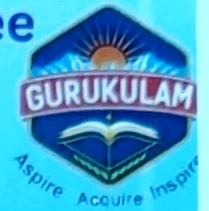
3. Interview Skills: concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele and video-conferencing, practice sessions.

Evaluation Procedure

- The course shall have two components of evaluation:
 - a) Continuous evaluation of 30 marks, comprising of quizzes, assignments, etc., covering all the modules
 - b) Oral Examination of 20 marks, covering all modules.



Telanagana Tribal Welfare Residential Degree College for women Rajanna sircilla



Certificate course in English
Title "English Grammar Skills"

A 30 hours Certificate course is going to be organised by the
department of English for the Academic year 2021-22

Interested students can apply

Eligibility- All degree Students

Application Date -13-08-2021

Last Date for Application- 22-08-2021

Commencement of classes- 23-08-2021

Incharge

IQAC coordinator

Principal

COURSE CODE:013

English Grammar Skills

Duration and Class Schedule

- This course is offered for three months, with two batches in an academic year.
- Duration: 3 Months. 3 sessions, of two hours each from 4 pm- 5 pm, per week, that is 3 hours per week.
- Class Schedule: Classes shall be conducted on Thursday, Friday & Saturday days from 4 pm - 5 pm (3 hours per week).
- Total number of hours is 30 hours.

COURSE OUTCOMES

By the end of the course, students shall be able to:

- Understand how grammar beautifies English language
- Improve the knowledge of grammar rules.
- Learn the importance of practice in understanding grammar

Syllabus

- Basic fundamentals of English Grammar
- Parts of speech
- Figures of speech
- Punctuations
- Prefixes & Suffixes
- Sentence Structure
- Parsing etc.

Evaluation Procedure

The course shall have two components of evaluation:

- a) Continuous evaluation of 20 marks, comprising of quizzes, assignments, etc.
- b) Online Mock tests of 30 marks, covering all modules.

NOTICE

DEPARTMENT OF ENGLISH

DATE: 27-08-2020

Here by informing all the interested students to enroll in the certificate course "ENGLISH GRAMMAR SKILLS " conducting by the Department of English for the Academic year 2020-21 and it is going to start from Dt: 04-09-2020. Those who are interested can apply.

COURSE NAME: Professional English Communication

ELIGIBILITY: All second year pursuing students

LAST DATE FOR APPLICATION:03-09-2020

COURSE STARTS FROM:04-09-2020



DEPARTMENT OF ENGLISH



PRINCIPAL

COURSE CODE:013

English Grammar Skills

Duration and Class Schedule

- This course is offered for three months, with two batches in an academic year.
- Duration: 3 Months. 3 sessions, of two hours each from 4 pm- 5 pm, per week, that is 3 hours per week.
- Class Schedule: Classes shall be conducted on Thursday, Friday & Saturday days from 4 pm - 5 pm (3 hours per week).
- Total number of hours is 30 hours.

COURSE OUTCOMES

By the end of the course, students shall be able to:

- Understand how grammar beautifies English language
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Syllabus

- Basic fundamentals of English Grammar
- Parts of speech
- Figures of speech
- Punctuations
- Prefixes & Suffixes
- Sentence Structure
- Parsing etc.

Evaluation Procedure

The course shall have two components of evaluation:

- a) Continuous evaluation of 20 marks, comprising of quizzes, assignments, etc.
- b) Online Mock tests of 30 marks, covering all modules.

NOTICE

DEPARTMENT OF ENGLISH

DATE: 01-09-2019

Here by informing all the interested students to enroll in the certificate course "PROFESSIONAL ENGLISH COMMUNICATION" conducting by the Department of English for the Academic year 2019-20 and it is going to start from Dt: 09-09-2019. Those who are interested can apply.

COURSE NAME: Professional English Communication

ELIGIBILITY: All degree students

LAST DATE FOR APPLICATION:08-09-2019

COURSE STARTS FROM:09-09-2019



DEPARTMENT OF ENGLISH



PRINCIPAL

Course code:001

PROFESSIONAL ENGLISH COMMUNICATION

Duration and Class Schedule

- This course is offered for three months, with two batches in an academic year.
- Duration: 3 Months. 3 sessions, of two hours each from 4 pm- 5 pm, per week, that is 3 hours per week.
- Class Schedule: Classes shall be conducted on Thursday, Friday & Saturday days from 4 pm - 5 pm (3 hours per week).
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COURSE OUTCOMES

By the end of the course, students shall be able to:

- Understand how professional communication works.
- Employ active listening and responding skills.
- Learn about body language and communicative adjustment in the workplace while dealing with difficult people and situations.
- Frame grammatically correct sentences and speak fluent English across a wide range of situations.
- Improve job search and career building skills.
- Develop professional writing skills.
- Learn the fundamentals of verbal corporate communication with special emphasis on making presentations to clients and management.

Syllabus

Professional Reading and Writing

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Vital Career Skills

1. Presentation and Meeting Skills: features of effective presentations and meetings, tips for effective presentations and meetings, practice sessions.

2. Resume Writing: structure and presentation, planning, defining the career objective, projecting one's strengths and skill-sets, summary, formats and styles, application/cover letter-writing.

3. Interview Skills: concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele and video-conferencing, practice sessions.

Evaluation Procedure

- The course shall have two components of evaluation:

a) Continuous evaluation of 30 marks, comprising of quizzes, assignments, etc., covering all the modules

b) Oral Examination of 20 marks, covering all modules.

NOTICE

DEPARTMENT OF ENGLISH

DATE: 01-09-2018

Here by informing all the interested students to enroll in the certificate course "PROFESSIONAL ENGLISH COMMUNICATION" conducting by the Department of English for the Academic year 2018-19 and it is going to start from Dt: 09-09-2018. Those who are interested can apply.

COURSE NAME: Professional English Communication

ELIGIBILITY: All degree students

LAST DATE FOR APPLICATION:08-09-2018

COURSE STARTS FROM:09-09-2018



DEPARTMENT OF ENGLISH



PRINCIPAL

Course code:001

PROFESSIONAL ENGLISH COMMUNICATION

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