To

The Principal

Govt. M.M.R.PG. College Champa

Champa (C.G)

<u>Subject</u>: To start a short term course on "Spoken English" for the students of Govt. M.M.R.PG.College, Champa

Respected Sir,

IQAC and Department of English of Govt. M.M.R.PG.College, Champa wishes to start a thirty hours short term course on "Spoken English" from 01 Oct. 2019 to 15-Oct 2019. This course is designed for two hours duration daily and will be open for all the regular students of the college. They may register and join the classes. This course will be free of cost and faculties of the college will conduct the classes.

Govt. M.M.R. P.G. College

CHAMPA (C.G.)

Kindly give your consent and required facilities.

Thank You,

Sincerely Yours

(Dr. V.K.Sharma)

Coordinator IQAC/NAAC

Govt. M.M.R.PG.College, Champa

Date: 20-09-19

Syllabus for the short term course on Spoken English 2019-20

Day-1 Introduction for the schedule

Day-2 and 3 Parts of Speech

Day-4 and 5 Noun and its uses

Day-6 Verbs and its uses

Day-7 Pronoun and its uses

Day-8 Adverbs and its uses

Day-9 Preposition and its uses

Day-10 Conjunction and its uses

Day-11 Introduction of the self

Day-12 Wh questions

Day-13 Invitation

Day- 14 Use of Modals

Day-15 Ticket booking

Day-16 Talking about your ideal, festivals etc

Day-15 Valedictory

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PRINCIPAL
Govt. M.M.R. P.G. College
CHAMPA (C.G.)

Report on a Thirty Hours Short Term Course on Speaking Skills

Department of English

Govt. M.M. R. PG. College Champa

A short term course on communication skills is conducted in the institution which was open for the students of all the streams. This workshop was intended to help the students to explain things, to smooth relationships and to convince others the value of some course of action. Communication must be clear, concise, complete, and correct. During the workshop students were encouraged to master the skills of communication. At the end of the session students found themselves able to communicate the basic required things in English language. Total twelve students took part in course and were felicitated with the certificate of attendance. It was ended with an address of Principal of the institution with a greeting of their better future.



PRINCIPAL
Govt. M.M.R. P.G. College
CHAMPA (C.G.)

Date - 01/10/2019 Day - Tuesday Time - 12 Hrs.

Topic - Parts of Speech

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Date - 08/10/2019 Day - Monday Time - on His Topic - Introduction advantage Self

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