

Dr. P. G. A. S Samiti's
PANDIT PANCHAXARA GAVAIGALAVAR ARTS COLLEGE, GADAG

Syllabus of Spoken English

Section I: English for Front Desk Management

1. Greeting, Welcoming
2. Dealing with Complaints, Giving Instructions or Directions
3. Giving Information: About Various Facilities, Distance, Area, Local Specialities
4. Consultation and Solution of Problems
5. Accepting Praises and Criticism, Apologizing

Section II: Fluency and Etiquettes

1. Polite sentences and Words
2. Use of Persuading words
3. Intonation and Voice Modulation
4. Developing Vocabulary

Section III: Business Speeches

1. Principles of Effective Speech and Presentations
2. Speeches: Introduction, Vote of Thanks, Occasional Speech, Theme Speech
3. Use of AudioVisual Aids in Presentations

Section IV: Cross-Cultural Communication

1. Dealing with Language Differences
2. Probing Questions to get information
3. Etiquettes in Cross-cultural Communication

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The syllabus covers soft skills and basic IT skills.

The key areas addressed in Soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, and Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills.

IT skills focuses on the basic principles of a computer, including the internal hardware, the operating system like Microsoft Word, Excel and PowerPoint, social and ethical issues around the Internet, and Management Information System.

Instructional Methods: Personal contact program, lectures, practical's, activities, assignments

Course Code	Course Title	Blocks	Course Details
CSSITS-01	Soft Skill 1& 2	Block-01 Soft skill	Unit 1: Introduction to Soft Skills Unit 2: Communication Skills Unit 3: Presentation Skills Unit 4: Time Management Skills
		Block-02 Soft skill 2	Unit 1: Body Language & Etiquettes Unit 2: Group Discussion & Interview Skills Unit 3: Preparation of CV
CSSITS-02	CSSITS-02 Soft Skill 3 & Practical	Block-03 Soft Skill 3	Unit 1: Emotional Intelligence Skills Unit 2: Life Skills Unit 3: Presentation on Soft Skills
		Block-04 Soft Skills Practical	Activities related to Soft Skills
CSSITS-03	Computer Fundamentals, Operating System & MIS	Block-05 Fundamentals of Computer Applications and Operating System	Unit 1 : Introduction to Computer Unit 2 : Windows
		Block-06 Management Information System	Unit1: MIS :Basic Concepts Unit2:MIS Application in Organization Unit 3 :MIS Issues & Challenges
CSSITS-04	MS-OFFICE & Internet Applications	Block-07 MS Word	Unit1 :Starting MS Word Unit2:Working with symbols and pictures Unit3:Working with tables Unit4: Working with headers, footers and other controls Unit5: Working with shortcuts
		Block-08 MS Excel	Unit1 : Starting MS Excel Unit2 : Working with Graphics Unit3: Formatting a worksheet Unit4: Working with Charts and other controls

		Block-09 MS PowerPoint Unit1 : Starting MS Power point Unit2 : Working with textboxes and slides Unit3: Features of Power Point {Part -1} Unit4: Features of Power Point {Part -2} Unit5: Sharing a presentation
		Block-10 Internet Applications Internet and its applications

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SPOKEN ENGLISH CLASS DURING THE YEAR 2020-21

Sl. No	Name of the Student	Class	Signature
1	Miss. N. P. Annigeri	B.A 1 & 2 Sem	NP
2	Miss A. A. Akki	B.A 1 & 2 Sem	AA
3	Sri U. B. Betageri	B.A 1 & 2 Sem	UB
4	Sri N. S. Basavaradder	B.A 1 & 2 Sem	NSB
5	P. S. Buddapur	B.A 1 & 2 Sem	PSB
6	Miss S. K. Bevinamarad	B.A 1 & 2 Sem	SKB
7	Sri P A Chinchali	B.A 1 & 2 Sem	PACh
8	Miss K D Dalawai	B.A 1 & 2 Sem	KD
9	Sri M. D. Gokavi	B.A 1 & 2 Sem	MD
10	Sri Amaresh Jagadeesh	B.A 3 & 4 Sem	Ama
11	Miss A Chandamma	B.A 3 & 4 Sem	AC
12	Sri S. S. Ballari	B.A 3 & 4 Sem	SSB
13	Miss. B. M. Bellary	B.A 3 & 4 Sem	BMB
14	Sri S. V. Belavatagi	B.A 3 & 4 Sem	SVB
15	Miss P.B. Boodiswamimath	B.A 3 & 4 Sem	PBB
16	Sri M. V. Deshinge	B.A 3 & 4 Sem	MVB
17	Sri B. T. Daroji	B.A 3 & 4 Sem	BD
18	Sri. S. M. Akkivalli	B.A 5 & 6 Sem	SM
19	Miss A. T. Alavandimath	B.A 5 & 6 Sem	AT
20	Miss H. A. Attar	B.A 5 & 6 Sem	HA
21	Miss P.Y. Ballolli	B.A 5 & 6 Sem	PYB
22	Miss S. B. Baligar	B.A 5 & 6 Sem	SB
23	Sri M. I. Bandakkanavar	B.A 5 & 6 Sem	MI
24	Sri M. H. Bannikoppa	B.A 5 & 6 Sem	MH

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SPOKEN ENGLISH CLASS DURING THE YEAR 2020-21

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SOFT SKILL CLASS DURING THE YEAR 2020-21

Sl. No	Name of the Students	Class	Signature
1	Miss. N. P. Annigeri	B.A 1 & 2 Sem	NP
2	Miss A. A. Akki	B.A 1 & 2 Sem	AAK
3	Sri U. B. Betageri	B.A 1 & 2 Sem	UBB
4	Sri N. S. Basavaradder	B.A 1 & 2 Sem	NSB
5	P. S. Buddapur	B.A 1 & 2 Sem	PSB
6	Miss S. K. Bevinamarad	B.A 1 & 2 Sem	SKB
7	Sri P A Chinchali	B.A 1 & 2 Sem	PC
8	Miss K D Dalawai	B.A 1 & 2 Sem	KD
9	Sri M. D. Gokavi	B.A 1 & 2 Sem	MDG
10	Sri Amaresh Jagadeesh	B.A 3 & 4 Sem	MAJ
11	Miss A Chandaramma	B.A 3 & 4 Sem	AC
12	Sri S. S. Ballari	B.A 3 & 4 Sem	SSB
13	Miss. B. M. Bellary	B.A 3 & 4 Sem	BMB
14	Sri S. V. Belavatagi	B.A 3 & 4 Sem	SBV
15	Miss P.B. Boodiswamimath	B.A 3 & 4 Sem	PBB
16	Sri M. V. Deshinge	B.A 3 & 4 Sem	MDV
17	Sri B. T. Daroji	B.A 3 & 4 Sem	BDT
18	Sri. S. M. Akkivalli	B.A 5 & 6 Sem	SSM
19	Miss A. T. Alavandimath	B.A 5 & 6 Sem	ATA
20	Miss H. A. Attar	B.A 5 & 6 Sem	HAA
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22	Miss S. B. Baligar	B.A 5 & 6 Sem	SSB
23	Sri M. I. Bandakkanavar	B.A 5 & 6 Sem	MBI
24	Sri M. H. Bannikoppa	B.A 5 & 6 Sem	MHB

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