

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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 Department of English

SOFT SKILL CLASS DURING THE YEAR 2021-22

Sl. No	Name of the Students	Class	Signature
1	Sri Govindagouda Krishnagouda Ayyanagoudra	B.A 1 & 2 Sem	G. K Ayyanagoudra
2	Miss Chinnamma Abbigeri	B.A 1 & 2 Sem	Chabbigeri
3	Miss Basalingamma	B.A 1 & 2 Sem	BASALINGAMMA
4	Miss Madhu Ningappa Bevinamarad	B.A 1 & 2 Sem	Madhu
5	Sri Prakash	B.A 1 & 2 Sem	Prakash
6	Sri Prashantakumar .Baragall	B.A 1 & 2 Sem	P.R.
7	Sri Basavaraj Barabari	B.A 1 & 2 Sem	Basavaraj
8	Sri Manjunath Badiger	B.A 1 & 2 Sem	Manjunath
9	Sri Mallikarjun Mahesh Benni	B.A 1 & 2 Sem	M. Benni
10	Miss S. K. Bevinamarad	B.A 3 & 4 Sem	S.K Bevinamarad
11	Sri U. B. Betageri	B.A 3 & 4 Sem	B. Betageri
12	Miss Bhoomika P	B.A 3 & 4 Sem	B.P.
13	Sri. P. S. Buddapur	B.A 3 & 4 Sem	P.S.
14	Sri N. S. Basavaradder	B.A 3 & 4 Sem	N. S. Basavaradder
15	Sri P A Chinchali	B.A 3 & 4 Sem	P. A Chinchali
16	Miss K D Dalawai	B.A 3 & 4 Sem	K D Dalawai
17	Miss R. Y. Ganiger	B.A 3 & 4 Sem	R. Y. Ganiger
18	Sri Amaresh Jagadeesh	B.A 5 & 6 Sem	Amaresh
19	Sri S. V. Belavatagi	B.A 5 & 6 Sem	S. V. Belavatagi
20	Sri S. S. Ballari	B.A 5 & 6 Sem	S. S. Ballari
21	Miss P.B. Boodiswamimath	B.A 5 & 6 Sem	P. B. Boodiswamimath
22	Miss A Chandaramma	B.A 5 & 6 Sem	A. Chandaramma
23	Sri B. T. Daroji	B.A 5 & 6 Sem	B. T. Daroji
24	Sri M. V. Deshinghe	B.A 5 & 6 Sem	M. V. D.

SOFT SKILL CLASS DURING THE YEAR 2021-22

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SPOKEN ENGLISH CLASS DURING THE YEAR 2021-22

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1	Sri Govindagouda Krishnagouda Ayyanagoudra	B.A 1 & 2 Sem	<i>Govind</i>
2	Miss Chinnamma Abbigeri	B.A 1 & 2 Sem	<i>Chinnamma</i>
3	Miss Basalingamma	B.A 1 & 2 Sem	<i>Basalingamma</i>
4	Miss Madhu Ningappa Bevinamarad	B.A 1 & 2 Sem	<i>Madhu</i>
5	Sri Prakash	B.A 1 & 2 Sem	<i>Prakash</i>
6	Sri Prashantakumar Baragall	B.A 1 & 2 Sem	<i>Prashant</i>
7	Sri Basavaraj Barabari	B.A 1 & 2 Sem	<i>Basavaraj</i>
8	Sri Manjunath Badiger	B.A 1 & 2 Sem	<i>Manjunath</i>
9	Sri Mallikarjun Mahesh Benni	B.A 1 & 2 Sem	<i>Mallikarjun</i>
10	Miss S. K. Bevinamarad	B.A 3 & 4 Sem	<i>S.K.R</i>
11	Sri U. B. Betageri	B.A 3 & 4 Sem	<i>U.B.</i>
12	Miss Bhoomika P	B.A 3 & 4 Sem	<i>Bhoomika</i>
13	Sri. P. S. Buddapur	B.A 3 & 4 Sem	<i>P.S.B</i>
14	Sri N. S. Basavaradder	B.A 3 & 4 Sem	<i>N.S.</i>
15	Sri P A Chinchali	B.A 3 & 4 Sem	<i>P.A.Ch</i>
16	Miss K D Dalawai	B.A 3 & 4 Sem	<i>K.D.Dalawai</i>
17	Miss R. Y. Ganiger	B.A 3 & 4 Sem	<i>R.Y.Ganiger</i>
18	Sri Amaresh Jagadeesh	B.A 5 & 6 Sem	<i>Amaresh</i>
19	Sri S. V. Belavatagi	B.A 5 & 6 Sem	<i>S.V.B</i>
20	Sri S. S. Ballari	B.A 5 & 6 Sem	<i>S.S.Ballari</i>
21	Miss P.B. Boodiswamimath	B.A 5 & 6 Sem	<i>P.B.</i>
22	Miss A Chandaramma	B.A 5 & 6 Sem	<i>A.Chandaramma</i>
23	Sri B. T. Daroji	B.A 5 & 6 Sem	<i>B.T.D</i>
24	Sri M. V. Deshinge	B.A 5 & 6 Sem	<i>M.V.</i>