

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

SPOKEN ENGLISH DURING THE YEAR 2022-23

Sl. No	Name of the Student	Class	Signature
1	Sri Suresh Yallappa Angadi	B.A 1 & 2 Sem	S.Y. Angadi
2	Miss Chandrakala Angadi	B.A 1 & 2 Sem	Chandrakala
3	Miss Asmabegum Rajesab Annigeri	B.A 1 & 2 Sem	Ms. Annigeri
4	Miss Shweta Puttappa Byadagi	B.A 1 & 2 Sem	Shweta Byadagi
5	Miss Netra Siddappa Beerannavar	B.A 1 & 2 Sem	Ms. Beerannavar
6	Sri Karthik. Umesh Balaganur	B.A 1 & 2 Sem	K. Umesh Balaganur
7	Sri Devaraj Veerappa Bidaralli	B.A 1 & 2 Sem	Sri. Bidaralli
8	Vinod Yallappa Gulaganji	B.A 1 & 2 Sem	V. Gulaganji
9	Sri Vinayak Gangrahutar	B.A 1 & 2 Sem	V. Gangrahutar
10	Miss Chinnamma Abbigeri	B.A 3 & 4 Sem	Chinnamma Abbigeri
11	Miss Madhu Ningappa Bevinamarad	B.A 3 & 4 Sem	M. Bevinamarad
12	Sri Prashantakumar .Baragall	B.A 3 & 4 Sem	P. Baragall
13	Miss Geeta Bailoor	B.A 3 & 4 Sem	Geeta Bailoor
14	Sri Manjunath Badiger	B.A 3 & 4 Sem	M. Badiger
15	Miss Basalingamma	B.A 3 & 4 Sem	Basalingamma
16	Sri Prakash	B.A 3 & 4 Sem	P. Prakash
17	Sri Naveen Hemayya Hiremath	B.A 3 & 4 Sem	N. Hiremath
18	Miss Chinnamma Abbigeri	B.A 5 & 6 Sem	Chinnamma Abbigeri
19	Miss Madhu Ningappa Bevinamarad	B.A 5 & 6 Sem	M. Bevinamarad
20	Sri Prashantakumar .Baragall	B.A 5 & 6 Sem	P. Baragall
21	Miss Geeta Bailoor	B.A 5 & 6 Sem	Geeta Bailoor
22	Sri Manjunath Badiger	B.A 5 & 6 Sem	M. Badiger
23	Miss Basalingamma	B.A 5 & 6 Sem	Basalingamma
24	Sri Prakash	B.A 5 & 6 Sem	P. Prakash

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SPOKEN ENGLISH CLASS DURING THE YEAR 2022-23

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SOFT SKILL CLASS DURING THE YEAR 2022-23

Sl. No	Name of the Student	Class	Signature
1	Sri Suresh Yallappa Angadi	B.A 1 & 2 Sem	S. Y. Angadi
2	Miss Chandrakala Angadi	B.A 1 & 2 Sem	C. Angadi
3	Miss Asmabegum Rajesab Annigeri	B.A 1 & 2 Sem	A. R. Annigeri
4	Miss Shweta Puttappa Byadagi	B.A 1 & 2 Sem	S. Puttappa
5	Miss Netra Siddappa Beerannavar	B.A 1 & 2 Sem	Netra
6	Sri Karthik. Umesh Balaganur	B.A 1 & 2 Sem	K. V. Balaganur
7	Sri Devaraj Veerappa Bidaralli	B.A 1 & 2 Sem	D. V. Bidaralli
8	Vinod Yallappa Gulaganji	B.A 1 & 2 Sem	V. Y. Gulaganji
9	Sri Vinayak Gangrahutar	B.A 1 & 2 Sem	V. Gangrahutar
10	Miss Chinnamma Abbigeri	B.A 3 & 4 Sem	C. F. Abbigeri
11	Miss Madhu Ningappa Bevinamarad	B.A 3 & 4 Sem	M. N. Bevinamarad
12	Sri Prashantakumar .Baragall	B.A 3 & 4 Sem	P. Baragall
13	Miss Geeta Bailoor	B.A 3 & 4 Sem	Geeta
14	Sri Manjunath Badiger	B.A 3 & 4 Sem	Manjunath
15	Miss Basalingamma	B.A 3 & 4 Sem	B. Basalingamma
16	Sri Prakash	B.A 3 & 4 Sem	Prakash
17	Sri Naveen Hemayya Hiremath	B.A 3 & 4 Sem	N. Hiremath
18	Miss Chinnamma Abbigeri	B.A 5 & 6 Sem	C. F. Abbigeri
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24	Sri Prakash	B.A 5 & 6 Sem	Prakash

