

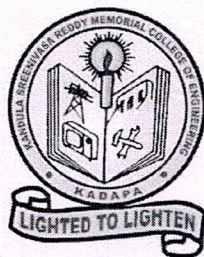
**KANDULA SRINIVASA REDDY MEMORIAL COLLEGE OF ENGINEERING
(AUTONOMOUS)**

KADAPA-516003. AP

(Approved by AICTE, Affiliated to JNTUA, Ananthapuramu, Accredited by NAAC)

(An ISO 9001-2008 Certified Institution)

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



**CERTIFICATION COURSE
ON**

“ENGLISH COMMUNICATION SKILLS”

Resource Person : 1. Mr. K. Eswar Reddy, Assistant Professor, Dept. of H&S, KSRMCE
2. Mr. K. Vijaya Bhaskara Reddy, Assistant Professor, Dept. of H&S,
KSRMCE

Course Coordinator: Mr. N. Basker Reddy, Assistant Professor, Dept. of CSE, KSRMCE

Duration: 10/12/2019 to 26/12/2019



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Kadapa, Andhra Pradesh, India - 516003

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Lr./KSRMCE/ (Department of H&S)/2019-20

Date: 03/12/2019

To
The Principal
KSRM College of Engineering
Kadapa, AP.

Sub: KSRMCE - (Department of H&S) – Permission to conduct certification course on
English Communication Skills - Requested – reg.

---***---

Respected Sir,

With reference to the cited, the Department of H&S is planning to conduct certificate course on
“**English Communication Skills**” for B.Tech students from 10/12/2019 to 26/12/2019. So I request you to
grant permission to conduct the certificate course. This is submitted for your kind perusal.

Thanking you sir,

Yours Faithfully,

N. Basker Reddy
Coordinator,

N. Basker Reddy ,
Assistant Professor,
H&S Dept.,

*Forwarded to the
Principal sir,
[Signature]*

Cc:

To The Director for Information

To All Deans/HODs

*Permitted
U. S. S. mm/5*



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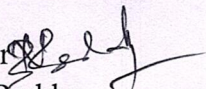
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Dated: 04/12/2019

Circular

All the B.Tech students are hereby informed that department of H & S is going to organize certification course on **“English Communication Skills”** from 10/12/2019 to 26/12/2019. Interested students do register their names with the below mentioned coordinator on or before 09/12/2019, 5PM.

For any queries contact,

Coordinator 
N. Basker Reddy,
Assistant Professor,
H&S Dept.,

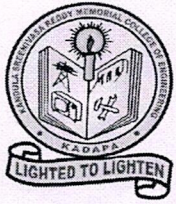

HoD

Dr. M. Sreenivasulu,
M. E., Ph. D.
Professor & HOD CSE
K.S.R.M. College of Engineering
KADAPA - 516 003

Cc to:

The Management /Director / All Deans / All HODS/Staff / Students for information

The IQAC Cell for Documentation



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Date: 04/12/2019

Department of Computer Science & Engineering
Certificate Course on English Communication Skills (10/12/2019 to 26/12/2019)
Registered Student List

S.No.	Roll Number	Name Of The Student	Year & Branch	Signature

Coordinator

HoD



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Date: 04/12/2019

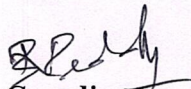
Department of Computer Science & Engineering
Certificate Course on English Communication Skills (10/12/2019 to 26/12/2019)
Registered Student List


S.No.	Roll Number	Name Of The Student	Year & Branch	Signature
1	169Y1A0502	Aakuleti Satekarthi	8 th sem	Satekarthi
2	169Y1A0509	A.S. Sumanth Kumar	8 th sem	A.S. Sumanth Kumar
3	169Y1A0518	C. Sreavankhi	8 th Sem	C. Sreavankhi
4	169Y1A0511	B. ANAND SRINIVASA YADAV	8 th sem	B. Anand Srinivasa Yadav
5	169Y1A0503	A. Vanitha	8 th sem	A. Vanitha
6	169Y1A0510	B. Govardhan Reddy	8 th sem	B. Govardhan Reddy
7	169Y1A0514	B. NAGAMANASA	8 th sem	B. Naganamasa
8	169Y1A0504	A. Shireesha	8 th sem	A. Shireesha
9	169Y1A0516	C. SAICHARAN	VIII sem	C. Saicharan
10	169Y1A0505	A.V. Ravindra reddy	VIII sem	Ravindra Reddy
11	179Y1A05B3	S. Sai Chaitra	VII sem	S. Sai Chaitra
12	169Y1A0509	B. Venkatesh	VII sem	B. Venkatesh
13	169Y1A0506	A. Subrahmanya Sumanth	VIII Sem	Subrahmanya
14	169Y1A0517	C. Uday Kumar Reddy	8 th sem	C. Uday Kumar Reddy
15	169Y1A0515	B. Bhagya Sree	VIII Sem	B. Bhagya Sree

16	169Y1A0522	C. PRAVEEN	VII Sem	Praveen
17	169Y1A0536	G. Venkata Sudarshan Reddy	8th Sem	G. Ven
18	169Y1A0529	D. Venkatesa Sai Varun	8th Sem	Sai Varun?
19	169Y1A0523	C. Swapna	VII Sem	Swapna
20	169Y1A0535	G. Sai Reddy	VIII Sem	G
21	169Y1A0591	R. Sree Priya	VIII Sem	R. Sree Priya
22	169Y1A0524	D. Vasudha	VIII Sem	Vasudha
23	169Y1A0530	D. MEGHANA	8th Sem	Meghana
24	169Y1A0528	D. jyostna	8th Sem	jyostna
25	169Y1A0534	G. Krishnakanth	VII Sem	Kistna
26	169Y1A0525	D. gangi Reddy	8th Sem	gangi
27	169Y1A0590	R. Prasad	B.Tech VIII Sem	R. Pr
28	169Y1A0531	G. vineela	VII Sem	Vineela
29	169Y1A0519	Chinnamallaya Gani Vind Kumar Reddy	VIII Sem B.Tech	Vind
30	169Y1A0540	J. Ashut Reddy	VIII Sem	J. Ashut
31	169Y1A0532	G. Upendra	VII Sem	upendra
32	169Y1A0520	C. Govardhana Reddy	B.Tech, VII Sem	Gow
33	169Y1A0539	J. Kiran Sai	VII Sem	J
34	169Y1A0526	D. Manjula	8th Sem	Manjula
35	169Y1A0532	H. Subhash Reddy	8th Sem	H. Subhash Reddy
36	169Y1A0533	G. Karthik	8th Sem	Karthik
37	169Y1A0521	C. pavithra	B.Tech, VII Sem	pav
38	169Y1A0538	J. CHARAN REDDY	8th Sem	J. Charan
39	169Y1A0527	D. prasanna kumar	8th Sem	prassanna

40	16941A0595	R. Kavya	8th sem	Kavya.
41	16941A0587	S. Anesh Ahmed	6th sem	Ashmed
42	17941A0594	S. Khaja Mubarrat	VI sem	Khaja
43	17941A05D7	T. Maheshwari	6th sem	Mans
44	16941A0596	R. ASHOK	8th sem	A
45	17941A0588	S. HASTHIM	6th sem	Hur
46	17941A05C6	S. muhammed amrulla	VI sem	Mur
47	16941A0598	S. Anjanyulu	8th sem	Anju
48	17941A05C2	S. Masthan Bosh B.Tech VI sem		Bash
49	17941A05C3	S. Mohammed	6th sem	S. Mohamed
50	16941A0597	S. Mohan Reddy	8th sem	Mohu
51	17941A0566	S. Suhail	6th sem	Suhail
52	16941A05A2	S. MD MAHAZ	8th sem	Aure
53	17941A05D2	S. Yaswanth Reddy	6th sem	Yaswanth
54	17941A05C8	S. SANDEEP REDDY	6th sem	S.S. Reddy
55	16941A0599	S. Shaik. Abdulla	8th sem	Abdull
56	17941A05C9	S. Vaishnvi	6th sem	S. Vaishnvi
57	16941A0588	S. JAFFAR HUSAIN	8th sem	HU.
58	17941A05D0	S. Saikanth Reddy B.Tech VI sem		Sg.
59	17941A05D3	S. Inthayaz Ahmed	6th sem	Ahmed
60	16941A05A0	S. DANISH AFIAZ	8th sem	Danish Af
61	17941A05D1	S. Hiranmai	VI sem	S. Hiranmai
62	17941A05D4	T. Sritanth	6th sem	Su
63	16941A05A1	S. MD FARAAZ	8th sem	Faar

64	169Y1A0592	R. Venkatesh sai	B Tech 8th sem	Sei
65	179Y1A0584	S. Leelavathi	& Geeli 8th sem	Jene
66	169Y1A0593	R. Vidya	8th sem	Vidya
67	169Y1A0594	S. Mahammad sujaithuddin	8th sem	sun
68	179Y1A0585	S. Kanya	8th sem	Kun
69	169Y1A0594	R. Francis	8th sem	Francis
70	179Y1A0585	T. Haritha	VII Sem	Haritha


Coordinator


HoD

Dr. M. Sreenivasulu,
M E, Ph. D.
Professor & HOD CSE
K.S.R.M. College of Engineering
KADAPA - 516 003

English Communication Skills

Course Objectives:

1. To enhance the level of literary and aesthetic experience of students and to help them respond creatively.
2. To sensitize students to the major issues in the society and the world.
3. To provide the students with an ability to build and enrich their communication skills.
4. To equip students to utilize the digital knowledge resources effectively for their chosen fields of study
5. To help them think and write imaginatively and critically.
5. To broaden their outlook and sensibility and acquaint them with cultural diversity and divergence in perspectives.
6. Equip them with basic knowledge to pursue careers in publishing, cinema, theatre, journalism, education and advertising

Course Outcomes:

The students will be able to:

1. To help them read, critically analyse and appreciate poetry, fiction, prose, film and drama.
2. To sensitize students to the nuances of spoken and written forms of English
3. To update and expand basic informatics skills and attitudes relevant to the emerging knowledge society
4. To familiarize students with the concepts of copy- editing and impart to them basic copy-editing skills.
6. To familiarize them with the diverse concerns addressed by feminism.
5. To introduce students to American literature, life and culture
6. To enable them produce grammatically and idiomatically correct language.
7. To help them master writing techniques to meet academic and professional needs.

MODULE I: ASPECTS OF COMMUNICATION

Communication: An Introduction

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

Non-Verbal Communication

- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Eye Contacts
- Body Language(Kinesics)
- Time language
- Silence
- Tips for Improving Non-Verbal Communication

Effective Communication

- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication

Communication Network in an Organization-I

- Personal Communication
- Internal Operational Communication
- External Operational Communication

Communication Network in an Organization-II

- Horizontal(Lateral) Communication
- Vertical(Downward) Communication
- Vertical(Upward) Communication

Communication in English

- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India

MODULE II: VERBAL COMMUNICATION (ORAL-AURAL)**Listening Skills-I**

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Barriers to Listening
- Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

Listening Skills-II

- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations
- Note Taking Tips

Oral Communication Skills (Speaking Skills)-I

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet(IPA) Symbols
- Spelling and Pronunciation

Oral Communication Skills-II(Communication in Context-I)

- Asking for and giving information
- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

Oral Communication Skills-III (Communication in Context-II)

- Giving instructions
- Seeking and giving permission
- Expressing opinions(likes and dislikes)
- Agreeing and disagreeing
- Demanding explanations
- Asking for and giving advice and suggestions
- Expressing sympathy

Reading Skills

- Purpose, Process, Methodologies
- Skimming and Scanning
- Levels of Reading
- Reading Comprehension
- Academic Reading Tips

MODULE III: VERBAL COMMUNICATION (WRITTEN)

Effective Writing Skills-I

- Elements of Effective Writing (What is Writing?)
- The Sentence, Phrases and Clauses
- Types of Sentences

Effective Writing Skills-II

- Main Forms of Written Communication
- Paragraph Writing (Linkage and Cohesion)
- Letter Writing(formal and informal)
- Essay writing
- Notices

Effective Writing Skills-III

- Summarising
- Précis Writing
- Note-making

Understanding and Applying Vocabulary

- Words Often Confused-Pairs of words
- One Word Substitutes
- Synonyms and Antonyms
- Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional).

Remedial English Grammar and Usage-I

- Articles
- Parts of Speech
- Tenses
- Modals

Remedial English Grammar and Usage-II

- Prepositions and words followed by prepositions
- Concord (Agreement of the Verb with the Subject)

- Error Analysis(Correction of Errors in a given sentence - errors in the use of words - errors of indianisms - use of slang - errors in punctuation)

MODULE IV: COMMUNICATION AS A SKILL FOR CAREER BUILDING

Preparing for a Career

- Identifying job openings
- Applying for a job
- Preparing Cover letters
- Preparing a CV/Resume and Effective Profiling

Presentation Skills

- Preparing a PowerPoint Presentation
- Greeting and introducing
- Presenting a Paper
- Group Discussions
- Preparing for and Facing a Job Interview

Business Communication

- Preparing Agenda and Minutes for Meetings
- Writing Notices and Memos
- Drafting an E-mail, Press Release
- Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)

Telephone Skills

- Basics of Telephone communication
- How to handle calls- telephone manners
- Leaving a message
- Greeting and Leave Taking over phone(etiquette)

Time & Stress Management

- Identifying Time Wasters
- Time Management Tips
- Identifying Factors Responsible for Stress
- Stress Management Tips
- Test Preparation Tips

Soft Skills for Leadership and Team Management

- Qualities of a Good Leader
- Leadership Styles
- Decision Making
- Intrapersonal skills
- Interpersonal skills
- Problem solving
- Critical thinking
- Negotiation skills



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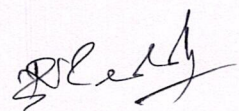
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Department of Computer Science & Engineering Certificate Course on English Communication Skills Schedule

S.No	Date	Time	Faculty	Topic
1	10/12/2019	3PM to 5M	Mr. N. Bhaskara Reddy Mr. K. Eswar Reddy Mr. K. Vijaya Bhaskara Reddy	Inauguration, Introduction to English Communication Skills.
		5PM to 6PM	Mr. K. Eswar Reddy	Module I: Aspects Of Communication Non-Verbal Communication
2	11/12/2019	3PM to 5PM	Mr. K. Eswar Reddy	Effective Communication Communication Network in an Organization-I
		5PM to 6PM	Mr. K. Eswar Reddy	Communication Network in an Organization-II
3	12/12/2019	3PM to 5PM	Mr. K. Eswar Reddy	Communication in English
		5PM to 6PM	Mr. K. Eswar Reddy	Module Ii: Verbal Communication (Oral-Aural) Listening Skills-I Listening Skills-II
4	13/12/2019	3PM to 5PM	Mr. K. Vijaya Bhaskara Reddy	Oral Communication Skills (Speaking Skills)-I
		5PM to 6PM	Mr. K. Vijaya Bhaskara Reddy	Oral Communication Skills-II (Communication in Context-I)
5	16/12/2019	3PM to 5PM	Mr. K. Vijaya Bhaskara Reddy	Oral Communication Skills-III (Communication in Context-II)
		5PM to 6PM	Mr. K. Vijaya Bhaskara Reddy	Reading Skills
6	17/12/2019	3PM to 5PM	Mr. K. Eswar Reddy	Module III: Verbal Communication (Written) Effective Writing Skills-I
		5PM to 6PM	Mr. K. Eswar Reddy	Effective Writing Skills-II
7	18/12/2019	4PM to 5PM	Mr. K. Eswar Reddy	Effective Writing Skills-III Understanding and Applying

				Vocabulary
		5PM to 6PM	Mr. K. Eswar Reddy	Remedial English Grammar and Usage-I
8	19/12/2019	3PM to 5PM	Mr. K. Eswar Reddy	Remedial English Grammar and Usage-II
		5PM to 6PM	Mr. K. Eswar Reddy	Module Iv: Communication As A Skill For Career Building Preparing for a Career
9	20/12/2019	3PM to 5PM	Mr. K. Vijaya Bhaskara Reddy	Presentation Skills
		5PM to 6PM	Mr. K. Vijaya Bhaskara Reddy	Business Communication
10	21/12/2019	3PM to 5PM	Mr. K. Vijaya Bhaskara Reddy	Telephone Skills
		5PM to 6PM	Mr. K. Vijaya Bhaskara Reddy	Time & Stress Management
11	22/12/2019	3PM to 5PM	Mr. K. Vijaya Bhaskara Reddy	Soft Skills for Leadership and Team Management
		5PM to 6PM	Mr. K. Vijaya Bhaskara Reddy	Group Discussion
12	23/12/2019	3PM to 5PM	Mr. N. Bhaskara Reddy Mr. K. Eswar Reddy Mr. K. Vijaya Bhaskara Reddy	Group Discussion
		5PM to 6PM	Mr. N. Bhaskara Reddy Mr. K. Eswar Reddy Mr. K. Vijaya Bhaskara Reddy	Group Discussion
13	26/12/2019	3PM to 5PM	Mr. N. Bhaskara Reddy Mr. K. Eswar Reddy Mr. K. Vijaya Bhaskara Reddy	Group Discussion
		5PM to 6PM	Mr. N. Bhaskara Reddy Mr. K. Eswar Reddy Mr. K. Vijaya Bhaskara Reddy	Certificate Distribution


Coordinator


HoD
Dr. M. Sreenivasulu,
M. E., Ph. D.
Professor & HOD CSE
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K A D A P A - 516 003



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Department of Computer Science & Engineering

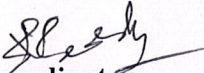
Certificate Course on English Communication Skills (10/12/2019 to 26/12/2019)


Attendance Sheet

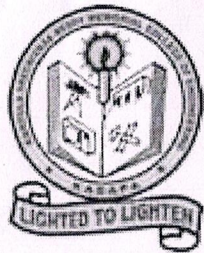
S.No	Roll Num	Name Of The Student	10/12/2019	11/12/2019	12/12/2019	13/12/2019	16/12/2019	17/12/2019	18/12/2019	19/12/2019	20/12/2019	21/12/2019	22/12/2019	23/12/2019	26/12/2019
1	169Y1A0502	AAKULETI SREEKANTH	P	A	P	P	P	P	P	P	P	P	P	P	P
2	169Y1A0503	ABBURI VANITHA (w)	P	P	P	P	P	P	P	P	A	P	P	P	P
3	169Y1A0504	ALAMURU SHIREESHA (W)	P	P	P	P	P	P	P	A	P	P	P	P	P
4	169Y1A0505	ALAMURU VENKATA RAVINDRA REDDY	P	P	A	P	P	P	P	P	P	P	P	P	P
5	169Y1A0507	AVULA SUBRAHMANYA SUMANTH KUMAR	P	P	P	P	P	P	P	P	P	A	P	P	P
6	169Y1A0509	BANDLA VENKATESH	P	P	P	P	P	A	P	P	P	P	P	P	P
7	169Y1A0510	BANKA GOVARDHAN REDDY	P	P	P	P	P	P	P	A	P	P	P	P	P
8	169Y1A0511	BATTHINI ANANDSRINIVASYADAV	P	A	P	P	P	P	P	P	P	P	A	P	P
9	169Y1A0514	BOGGARAPU NAGAMANASA (w)	P	P	P	P	P	P	P	P	P	P	P	A	P
10	169Y1A0515	BOJJA BHAGYA SREE (w)	P	P	P	A	P	P	P	P	P	P	P	P	P
11	169Y1A0516	CHAVALI SAI CHARAN	P	P	P	P	P	P	P	P	P	P	P	P	P
12	169Y1A0517	CHAVVA UDAY KUMAR REDDY	P	P	P	P	P	P	P	P	P	A	P	P	P
13	169Y1A0518	CHENCHANABOINA SRAVANTHI	P	P	P	P	P	P	P	A	P	P	P	P	P

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69	179Y1A05D6	THATHIREDDY SIVA KUMAR REDDY	P	P	P	P	A	P	P	P	P	P	P	P	P
70	179Y1A05D7	THRUVEEDULA MAHESWARI (W)	P	P	P	P	P	P	A	P	P	P	P	P	P


Coordinator


HoD
Dr. M. Sreenivasulu,
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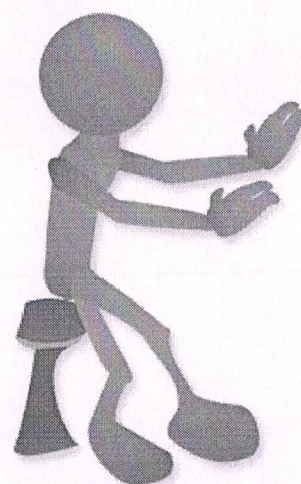
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DEPARTMENT OF HUMANITIES & SCIENCES

Course on ENGLISH COMMUNICATION SKILLS



from 10-12-2019

to 26-12-2019

Coordinator : **Mr. N. Basker Reddy**

Resource Person: **Mr. N. Basker Reddy,**
Mr. K. Eswar Reddy

Venue : English Language
Lab (PG 112)



K.S.R.M. COLLEGE OF ENGINEERING

(AUTONOMOUS)

Pulivendala Road, Kadapa-516 005

Andhra Pradesh, India

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

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ACTIVITY REPORT

Certification Course

On

English Communication Skills

10/12/2019 to 26/12/2019

Target Group	:	Students
Details of Participants	:	70 Students
Coordinator	:	Mr. N. Basker Reddy Asst. Prof, Dept. of H&S, KSRMCE
Organizing Department	:	Humanities & Sciences
Venue	:	English Language Lab (PG 112)

Description: Certification course on “English Communication Skills” was organized by Dept. of H&S from 10/12/2019 to 26/12/2019. Mr. N. Basker Reddy acted as Course Coordinator and Mr. N. Basker Reddy and Mr. K. Eswar Reddy acted as Resource Persons. The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage. Certificate course was successfully completed and participation certificates were provided to the participants.

Event Photos:



K.S.R.M. COLLEGE OF ENGINEERING

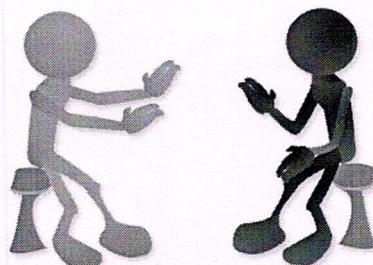
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DEPARTMENT OF HUMANITIES & SCIENCES

Course on ENGLISH COMMUNICATION SKILLS



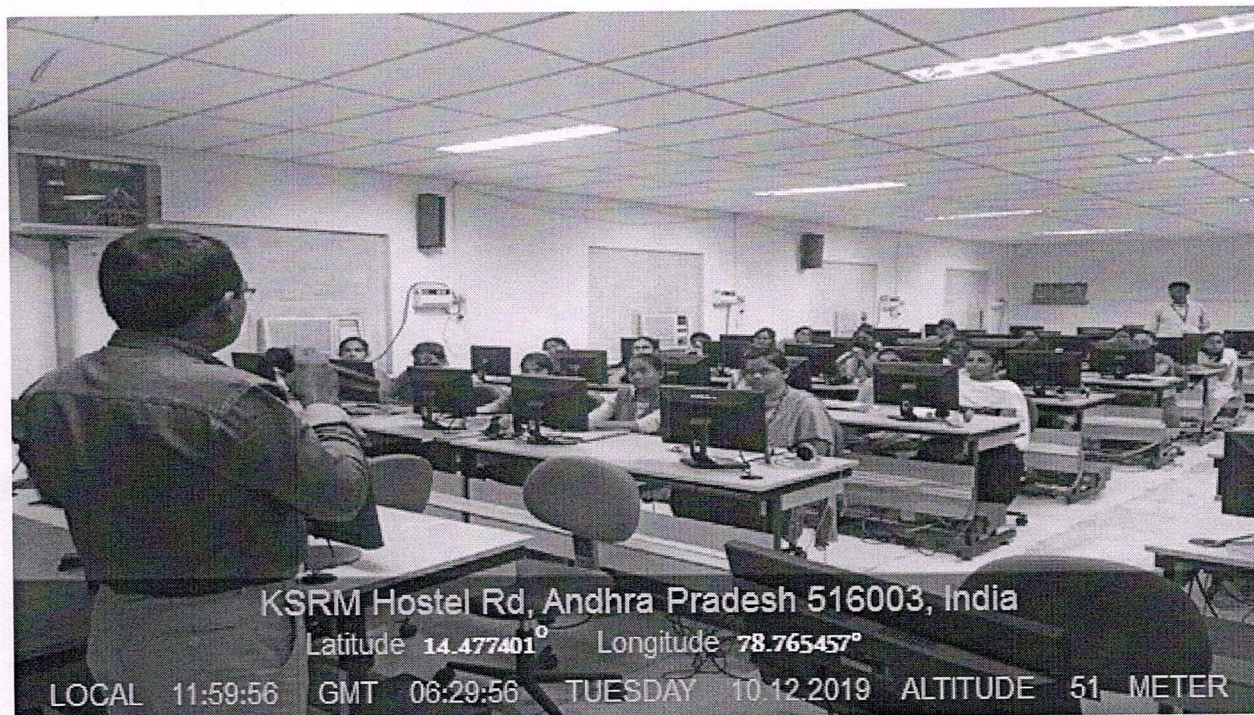
from 10-12-2019
to 26-12-2019

Coordinator : **Sri. N. Basker Reddy**

Resource Person: **Sri. N. Basker Reddy,**
Sri. K. Eswar Reddy

Venue : English Language
Lab (PG 112)

Banner of the event



KSRM Hostel Rd, Andhra Pradesh 516003, India

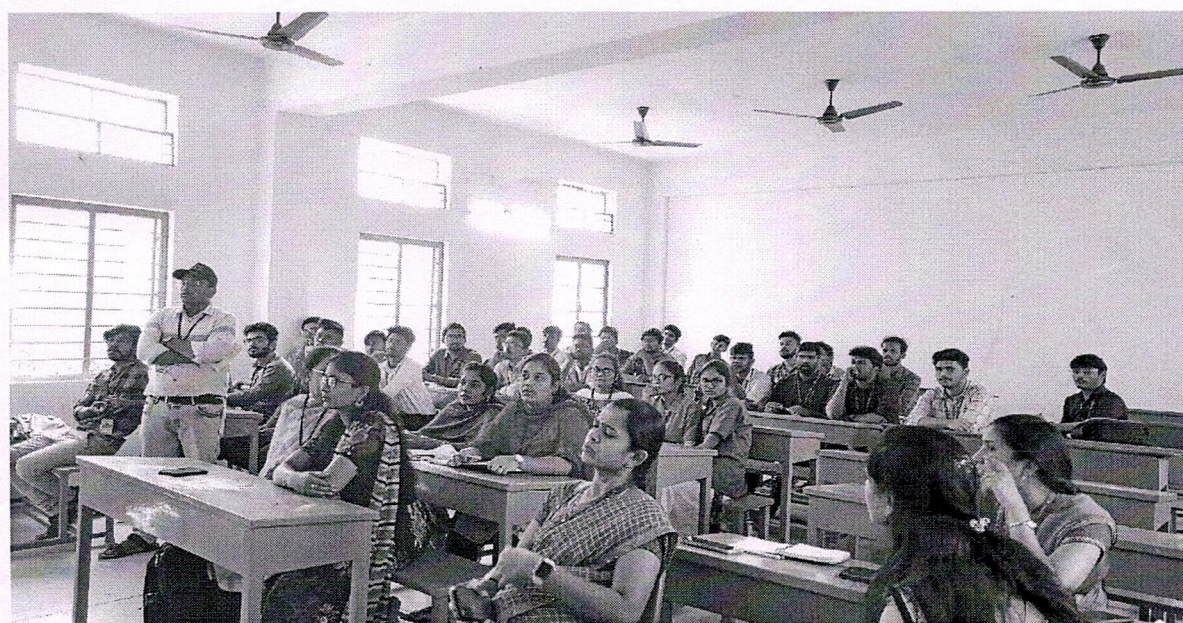
Latitude 14.477401° Longitude 78.765457°

LOCAL 11:59:56 GMT 06:29:56 TUESDAY 10/12/2019 ALTITUDE 51 METER

Resource person give brief overview about Communication Skills



Students participated in Oral Communication Skills class



Students participated in Group Discussion

[Signature]
 Coordinator

[Signature]
 HoD
 Dr. M. Sreenivasulu,
 M. E., Ph. D.
 Professor & HOD CSE
 K.S.R.M. College of Engineering
 KADAPA - 516 003



K.S.R.M. COLLEGE OF ENGINEERING

(UGC - Autonomous)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

DEPARTMENT OF HUMANITIES & SCIENCES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Miss. Chavali Sai Charan
bearing Roll Number. 169Y1A0516 participated in
a certification course on "**English Communication Skills**"
organized by department of Humanities & Siences from
10-12-2019 to 26-12-2019.

COORDINATOR

HOD

PRINCIPAL



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CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Miss. Shail Subail
bearing Roll Number. 179Y1A0506 participated in
a certification course on "**English Communication Skills**"
organized by department of Humanities & Sciences from
10-12-2019 to 26-12-2019.

COORDINATOR

HOD

PRINCIPAL



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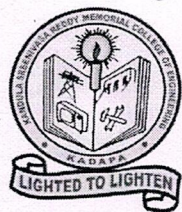
CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Miss. Tadupula Haritha
bearing Roll Number. 179Y1A05D5 participated in
a certification course on "**English Communication Skills**"
organized by department of Humanities & Siences from
10-12-2019 to 26-12-2019.

COORDINATOR

HOD

PRINCIPAL



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FEEDBACK FORM

Certificate Course on "English Communication Skills", from 10/12/2019 to 26/12/2019

Organized

by

Department of Humanities and Sciences

NAME:

Roll No:

S.No	Feedback Item	Excellent	Very Good	Good	Average	Below Average
1	Organization of certificate course and session planning by instructor.					
2	Clarity in content delivery.					
3	Content is relevant and useful.					
4	Adequate opportunity to interact with trainer.					
5	Judicious mix of concepts. Principles and practices.					
6	Assignments and tasks are interesting and challenging.					
7	Overall rating					

Any suggestions for improvement.

Signature



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FEEDBACK FORM

Certificate Course on "English Communication Skills", from 10/12/2019 to 26/12/2019

Organized

by

Department of Humanities and Sciences

NAME: A.S. Sumanth Kumar

Roll No: 16941A0507

S.No	Feedback Item	Excellent	Very Good	Good	Average	Below Average
1	Organization of certificate course and session planning by instructor.	✓				
2	Clarity in content delivery.	✓				
3	Content is relevant and useful.	✓	✓			
4	Adequate opportunity to interact with trainer.			✓		
5	Judicious mix of concepts. Principles and practices.		✓			
6	Assignments and tasks are interesting and challenging.		✓			
7	Overall rating				✓	

Any suggestions for improvement.

A

Signature



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FEEDBACK FORM

Certificate Course on "English Communication Skills", from 10/12/2019 to 26/12/2019

Organized

by

Department of Humanities and Sciences

NAME: *C. Govardhana Reddy*

Roll No: *16941A0520*

S.No	Feedback Item	Excellent	Very Good	Good	Average	Below Average
1	Organization of certificate course and session planning by instructor.	✓				
2	Clarity in content delivery.		✓			
3	Content is relevant and useful.		✓			
4	Adequate opportunity to interact with trainer.		✓			
5	Judicious mix of concepts. Principles and practices.	✓				
6	Assignments and tasks are interesting and challenging.			✓		
7	Overall rating		✓			

Any suggestions for improvement.

Cwr
Signature



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FEEDBACK FORM

Certificate Course on "English Communication Skills", from 10/12/2019 to 26/12/2019

Organized

by

Department of Humanities and Sciences

NAME: D. Vasudha

Roll No: 1694/A0524

S.No	Feedback Item	Excellent	Very Good	Good	Average	Below Average
1	Organization of certificate course and session planning by instructor.	✓				
2	Clarity in content delivery.	✓	✓			
3	Content is relevant and useful.		✓			
4	Adequate opportunity to interact with trainer.	✓				
5	Judicious mix of concepts. Principles and practices.	✓	✓			
6	Assignments and tasks are interesting and challenging.		✓			
7	Overall rating		✓			

Any suggestions for improvement.

Vasudha
Signature



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FEEDBACK FORM

Certificate Course on "English Communication Skills", from 10/12/2019 to 26/12/2019

Organized

by

Department of Humanities and Sciences

NAME: J. CHARAN REDDY

Roll No: 169Y1A0538

S.No	Feedback Item	Excellent	Very Good	Good	Average	Below Average
1	Organization of certificate course and session planning by instructor.	✓				
2	Clarity in content delivery.		✓			
3	Content is relevant and useful.		✓			
4	Adequate opportunity to interact with trainer.		✓			
5	Judicious mix of concepts. Principles and practices.	✓				
6	Assignments and tasks are interesting and challenging.		✓			
7	Overall rating		✓			

Any suggestions for improvement.

J. Charan Reddy
Signature

Why Is Nonverbal Communication Important?

The importance of nonverbal communication in business and in one's personal life should not be underestimated.

It has become commonplace to say that nonverbal communication accounts for 70 to 90 percent of all communication, while verbal communication accounts for the rest.

This assumption derives from experiments that Mehrabian did in the late 1960s in the US.

While this assumption has recently been contested as an overgeneralization, nonverbal communication, and body language are nevertheless very important, and ignoring them can lead to serious miscommunication issues.

Nonverbal communication includes everything that can communicate something without using words. So, nonverbal communication includes things such as facial expressions, gestures, postures, eye movements, the position of one person in relation to another, the way one's voice sounds, touch, clothes, jewelry, use of space, timing, and artifacts that surround a person in a certain environment.

Body language is a subset of nonverbal communication and it only refers to the physical behavior of the body (i.e., facial expressions, gestures, and so forth) but it does not include things such as the use of artifacts or the use of time.

Being able to understand and use nonverbal messages to communicate is a great skill to have because it can:

- Improve social relationships
- Increase empathy
- Help you influence others
- Clarify and support your verbal communication

In business and in the workplace, good body language and nonverbal communication skills can be very helpful in:

- Managing people (for example, for personnel selection, performance appraisal, and coaching)
- Advancing one's career (such as in going for interviews and networking)
- Identifying and preventing bullying and harassment in organizations (as you will be able to spot any aggressive body language signs)
- Developing charisma and presence in leaders
- Fostering high-quality relationships
- Improving teamwork
- Using positive body language to create a better work environment for staff or better customer experiences

Our 'Nonverbal Communication and Body Language' training course materials provide the content you need to help your learners develop their skills in this important area of communication.

Our training materials can be used to help staff and employees improve their nonverbal and body language communication skills at work. The teaching materials can also be used to teach people how to improve these skills in other settings, such as outside work.

Why Should You, as a Trainer, Offer Workshops in Nonverbal Communication and Body Language?

Nonverbal communication is a very important part of our communication skills. So, if you offer communication skills training to organizations, this topic is a very useful one to add to your teaching portfolio.

Other related interpersonal skills training materials, which you may be interested in, include:

- [Emotional intelligence](#)
- [Intercultural communication](#)
- [Assertiveness](#)
- [Giving and receiving effective feedback](#)
- [Dealing with difficult people](#)
- [Conflict management](#)
- [Active listening](#)

Why Buy Off-the-shelf Customizable Training Materials?

Whether you are running your training online or in person, there are several benefits of buying ready-to-use corporate training materials.

- **You save a lot of time.** We have already done the research, created a lesson plan with the activities, and designed the materials (such as PowerPoint slides and handouts).
- You **can edit** the materials as you like to adapt them to your audience and add your logo.
- The materials are **yours to keep and use for your own courses** as you wish.
- The training materials are available for you to **download instantly** as soon as you buy them.
- Our training materials can be adapted for **teaching as an online course if needed**, using platforms such as Adobe Connect or Zoom.

Who Are These Training Materials for?

These training course materials are for corporate trainers to teach in a classroom environment (either in person or virtually).

You may want to buy our nonverbal communication and body language training course materials if you are:

- A [self-employed or corporate trainer](#) who runs communication skills sessions for his/her customers.
- An [HR department](#), which has been asked to address issues of poor communication at work.

Individuals who will benefit from attending this type of workshop include:

- Managers, to improve their relationship with their team members

- HR staff, managers, and anyone who is involved in personnel selection, performance appraisal, and coaching of staff
- Leaders, to come across as more influential and credible
- Anyone who needs to deliver speeches and presentations
- Customer service representatives
- Members of staff who are in charge of sales and/or negotiations
- Team members, to work together more effectively
- Anyone who would like to improve their nonverbal communication skills for any purpose (including business, relationships, family life, career, etc.)

Duration

1 day – for classroom training.

If you are delivering this course as virtual training, you can break it down into 1 or 2 hours modules to be delivered on different days.

The course is structured around its learning objectives, so every learning objective constitutes a sub-section of the course and you can easily break the course down into chunks if need be.

Level

Open level.

These teaching materials are suitable for those who are new to the topic, as well as for those who would like to refresh or refine their assertiveness skills.

Outline and Objectives

The aim of these training course materials is to help participants develop their skills both in sending and interpreting nonverbal communication messages.

A note on nonverbal communication and cultures

These training materials try to be as cross-cultural as possible.

The materials do not include a section specifically on nonverbal communication in different cultures (as this would require its own training course for each culture to be exhaustive).

Instead, throughout the materials, the issue of cultural differences is mentioned all the time and examples are given to illustrate such differences.

Our Intercultural Communication Training Course Materials are specifically designed for you to teach intercultural communication skills and can complement very well the Nonverbal Communication training materials.

At the end of the course, your participants should be able to:

- ✓ Identify the characteristics, types, and functions of nonverbal communication.
- ✓ Analyze other people's nonverbal communication.
- ✓ Identify and employ strategies to improve their competence in sending nonverbal messages.

Delivery Method

These course materials are designed for a trainer to teach in a classroom environment, either face-to-face or virtually.

Even though the materials are designed to be trainer-led, they allow for plenty of interaction between teachers and learners. As a result, participants can learn actively.

These training course materials include activities such as role-playing and group discussions.

Topics That Will Be Covered Include:

Understanding What Nonverbal Communication Is

- The meaning of nonverbal communication and body language
- Introduction to the areas of nonverbal communication (i.e., kinesics, haptics, vocalics, proxemics, chronemics, and self-presentation and artifacts)
- The things that influence nonverbal communication
- The functions of nonverbal communication
- The characteristics of nonverbal communication, as opposed to verbal communication

Decoding (i.e., Understanding) Other People's Nonverbal Communication

- The five Cs of nonverbal communication (context, clusters, congruence, consistency, and culture)
- Types of nonverbal signs (i.e., emblems, illustrators, regulators, adaptors, and affect display)
- Facial expressions and body attitudes (including the six universal expressions and how to recognize a wider range of states of mind through a person's body language)
- Types of smile
- Eye contact
- Analyzing the positions of hands, feet, and legs
- The functions of touch and things to be aware of
- Types of handshake
- Interpreting nonverbal vocal sounds
- Proxemics and the four space zones (from intimate to public)
- Territoriality
- Seating arrangements
- The use of time in nonverbal communication
- Self-presentation, artifacts, and environment

Using Body Language to Communicate

- Engaging your audience
- Showing that you are listening
- Creating rapport
- Demonstrating confidence
- Future planning to improve your nonverbal communication and body language skills