

One Week Course on English Communication Skill

Date : 03 /01/2026

NOTICE

All **Senior College Non-Teaching Staff** are hereby informed that the **Department of English** is organizing a **One-Week Course on English Communication Skills**.

All concerned staff members are requested to attend the course as per the following schedule:

Duration: 5th to 10th January 2026

Time: 10:00 a.m. to 11:00 a.m.

Venue: English Language Lab, Department of English

Your active participation in the course is highly appreciated.



Head
Dept. of English
Shri Shreeji Sci. & Arts Colln

Course Coordinator & Head

ACTION TAKEN REPORT

1) Title of the Activity : *One Week Course on English Communication Skill*

2) Objectives

- i) To strengthen participants' proficiency in reading, writing, speaking, and comprehending English for effective everyday communication.
- ii) To build confidence among staff in communicating in English with colleagues, students, and visitors.
- iii) To develop polite, professional, and appropriate communication skills for emails, telephone conversations, and face-to-face interactions.
- iv) To promote better coordination and teamwork by enhancing mutual understanding through effective communication skills.

3) No of Nonteaching Participants : 14

4) Action Taken (Description)

The course was organized in the English Language Lab. The activities and demonstration to be carried out each is planned. The details are as follows-

Day 1: Basics of English Language Skills

The Course Coordinator, Dr. S. I. Jukkalkar, introduced the non-teaching staff to the fundamental English language skills, namely Listening, Speaking, Reading, and Writing. He familiarized the participants with various YouTube videos useful for developing listening skills and also introduced **BBC Learning English**, a free online resource for learning English. In addition, he presented the freely available book *English Through Pictures*, highlighting its importance for beginners. The participants were provided with primary-level listening practice using language learning software.

Day 2: Basic Grammar

An overview of basic grammatical concepts, including parts of speech, tenses, verbs, and interrogative sentence structures, was provided to the participants.

Day 3: Role Play

To enhance everyday communication skills, participants were assigned role-plays such as a student at the admission counter, Principal, Senior Clerk, Laboratory Attendant, and Head of the Department. The activity proved to be an enjoyable and engaging learning experience for the participants.

Day 4: Handling Telephone Calls and e-Mail Writing

The participants were provided with conversation scripts for handling telephone calls and actively participated in the practice sessions. Subsequently, email-writing etiquette was introduced, after which the participants composed emails and exchanged them with one another as part of the practical exercise.

Day 5: Tips for Effective Communication

A brief lecture on tips for effective communication was conducted, and the participants were also made aware of the importance of maintaining good interpersonal relationships for effective communication. On the fifth day, the course was concluded. The Course Coordinator, Dr. S. I. Jukkalkar, encouraged the non-teaching staff to continue practicing with the help of online resources and advised them to utilize the language laboratory during morning hours for further practice. Certificates of Participation were awarded to the non-teaching staff participants.

Outcomes

- i) The nonteaching staff came to know the basic language skills viz listening, speaking reading and writing.
- 2) The participants understood upto certain extent the importance of basic Grammar in English Language learning.
- 3) Through role play the participants learnt every day conversation in English.
- 4) The nonteaching staff learnt how to handle the telephone calls and write e-mails.
- 5) The nonteaching staff who were the participants understood the concept of effective communication and the role of interpersonal relations in effective communication. They also came to know the effective role of language lab in the development of effective communication skills.



Head
Dept. of English
Shri Shivaji Sci. & Arts College

Course Coordinator



PRINCIPAL
Shri Shivaji Science & Arts
College Chikhli, Dist. Buldhana

Principal

PARTICIPANT LIST

Attendance Sheet – One Week Course on English Communication Skill

Duration of Course: 05 January to 10 January 2026

Time: 10.00 am to 11.00 am

Sr. No.	Name of Nonteaching Participant	Day and Date					
		Mon 05/01/2026	Tue 06/01/2026	Wed 07/01/2026	THU 08/01/2026	FRI 09/01/2026	SAT 10/01/2026
01	Shri. Krushna K. Chaudhary	Present	Present	Present	Present	Present	Present
02	Shri Anil V. Babekar	Present	Present	Present	Present	Present	Present
03	Mr. R. R. Karkare	Present	Present	Present	Present	Present	Present
04	Mr. R. S. Bhosale	Present	Present	Present	Present	Present	Present
05	Mr. A. M. Gite	Present	Present	Present	Present	Present	Present
06	Mr. S. P. Khillare	Present	Present	Present	Present	Present	Present
07	Mr. S. G. Patil	Present	Present	Present	Present	Present	Present
08	Mr. P. S. Wadhwani	Present	Present	Present	Present	Present	Present
09	Mr. Vinod R. Sapkal	Present	Present	Present	Present	Present	Present
10	Mr. Anil P. Mohod	Present	Present	Present	Present	Present	Present
11	Mr. Aniket R. Tayate	Present	Present	Present	Present	Present	Present
12	G. K. Wankade	Present	Present	Present	Present	Present	Present
13	R. A. Shinde	Present	Present	Present	Present	Present	Present
14	S. S. Solanki	Present	Present	Present	Present	Present	Present

Head
Dept. of English
G. K. Wankade
G. K. Wankade
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ACTIVITY PHOTOS



Participants practicing Listening Skill by using Language Learning Software

CERTIFICATE



|| ज्ञानम् पञ्चमं ध्येयम् ||

Shri Shivaji Education Society Amravati's
Shri Shivaji Science and Arts College
Chikhli, Dist. Buldana (M.S.)
NAAC Reaccredited with "B++"Grade (CGPA: 3.00); ISO: 9001-2015



ESTD. 1962

One Week Course on English Communication
Skill
CERTIFICATE

This is to certify that ,**Shri. G. K. Warkade** of **Shri Shivaji Science and Arts College, Chikhli** has participated in **One Week Course on English Communication Skill** organized by Department of English, Shri Shivaji Science and Arts College, Chikhli on Dated **10/02/2025 to 15/02/2025**



HEAD
DEPARTMENT OF
ENGLISH



IQAC
COORDINATOR



PRINCIPAL



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ESTD. 1962

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This is to certify that ,**Shri. Vinod. R. Sapkal** of **Shri Shivaji Science and Arts College, Chikhli** has participated in **One Week Course on English Communication Skill** organized by Department of English, Shri Shivaji Science and Arts College, Chikhli on Dated **10/02/2025 to 15/02/2025**



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