



Salient Features

- One semester course
- Duration: 40 hours
- No. of seats – 40 (first come, first served basis)
- Open for: All the students of UG and PG course of morning & evening session
- Offline sessions
- Timings: 02.15 PM onwards
- Course Fee: Rs 900/- only
- Fee deposition: Window no. 9 with Mr Rakesh Gupta, fee clerk
- Last date to register: November 25, 2021
- Registration Link: <https://forms.gle/FinDU3UKoxhYNrXH8> or



Scan QR code for registration



Our Unique Visualization

- ✓ Reading and Writing Skills
- ✓ Personality Development
- ✓ Professional Approach
- ✓ Enrich Vocabulary
- ✓ Attitude and Behaviour
- ✓ Group Discussions
- ✓ Interview Skills
- ✓ Verbal and Non Verbal Communication



**Department of English
&
Career Guidance, Placement &
Counselling Cell
Of
RKSD (PG) College, Kaithal**

announces

**Short Term Certificate Course
in Communication Skills
& Soft Skills**

(w.e.f. December, 2021)

Contact us

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Dr. Surender Singh
Convener
Add-On- Courses

Dr. Rajbir Parashar
HoD
Dept. of English

Dr. Sanjay Goyal
Principal

Dept. of English

Add-on Certificate Course

Title: Short Term Certificate course in Communication Skills and Soft Skills

Term/Academic Session: January, 2021 – April, 2021

Mode of Delivery: Hybrid (In person and online)
Venue of In person Delivery: English Language Lab

Coordinator: Dr Geeta Goyal

Co-coordinator: Dr. Suruchi Sharma

I. Communication & Speaking Skills:

- (a) Meaning, Nature, Objectives and Importance of Communication. Types of communication: Verbal and Non-verbal, Functional and effective communication.
- (b) Effective self-expression, Speech, Elocution, Extempore, Debate, Helpful Expressions of Introduction and Conclusion, Group Discussion, dialogue in formal and informal situations.

II. Reading and Writing Skills:

- (a) Techniques of Reading. Reading Comprehension of Unseen passages. Identifying the Context and Central idea.
- (b) Overview of grammatical concepts: Tenses, Voice, Narration, Subject-verb Agreement
- (c) Vocabulary Building: Antonyms-Synonyms and One-Word-Substitution.
- (d) Composing simple paragraphs, Planning, coherence
- (e) Introduction to Business Writing Skills: documents, aids like letters, faxes, emails and business letters.
- (f) Self-presentation For Employment: Resume Writing, Job Applications, Highlighting relevant skills, strengths and community work.

III. Listening & Oratory Skills:

- (a) Basics of Impactful Pronunciation: Phonetic symbols, Vowels and Consonants with illustrations in use, Word, Stress, Pitch, Tone: Rising and Falling. Intonation
- (b) Listening to text, CDs, Interpretation of text based on Q/A,
- (c) Nuances of Group discussion: Attentive listening and effective participation in formal settings.

IV. Personality Development:

- (a) Building Behavioural and Internal Strength: Stress Management, Basic Issues in Attitude formation, Self-conscious changes in Attitude
- (b) Etiquettes and Netiquettes
- (c) Leadership, Teamwork, Interpersonal Skills
- (d) Enhancing Employability: Time Management and Personal Accountability
- (e) Success in Interviews: Bringing Knowledge, Skills, Strengths and Skills together