



(033) 2350-9210, 2360-7586, 6501-6584

BANGABASI MORNING COLLEGE

19, RAJKUMAR CHAKRABORTY SARANI
KOLKATA- 700 009

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website: <http://www.bangabasimorning.edu.in>, Email ID: bangabasimorning@gmail.com

Add On Programme / Certificate Course on SOFT SKILLS IN THE WORKPLACES Conducted by Department of English

In order to provide more and more academic flexibility and career readiness in global perspective, Department of English introduced Add On Programme / Certificate Course on "Soft Skills in the Workplaces" in the even semester of 2023-2024. Developing competence in verbal, non-verbal and written communication as well as in presentation and interpersonal skills were the primary motto of the course. Keeping in mind the diversified demography of India's developing economy and cosmopolitan culture, enrichment of cross-cultural and digital communication was also put into the course. This 30 hour Course started on and from 15-April-2024 and ended on 15-May-2024. Total 53 candidates enrolled for the Course and finally 48 candidates completed the Course successfully.

SYLLABUS

Unit-1: Communication: An Introduction

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

Unit-2: Non-Verbal Communication

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

Unit-3: Verbal Communication: Oral Aural-I (Listening Skills)

Purpose of Listening
Listening to Conversation (Formal and Informal)
Active Listening – an Effective Listening Skill
Benefits of Effective Listening
Barriers to Listening



Anita Das

Principal
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Unit-4: Verbal Communication: Oral Aural-II

[Oral Communication Skills-I (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

Unit-5: Verbal Communication: Oral Aural-III

[Oral Communication Skills-II (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

Unit-6: Reading Skills

Purpose, Process, Methodologies
Skimming and Scanning
Levels of Reading
Reading Comprehension

Unit-7: Effective Writing Skills

Main Forms of Written Communication
Paragraph Writing (Linkage and Cohesion)
Letter Writing (Formal and Informal)
Essay writing
Notices



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Unit-8: Understanding and Applying Vocabulary

Words Often Confused – Pairs of words

One Word Substitutes

Synonyms and Antonyms

Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional).

Unit-9: Remedial English Grammar and Usage-I

Articles

Parts of Speech

Tenses

Modals

Unit-10: 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)

Unit-11: Effective Communication

Essentials of Effective Communication

Communication Techniques

Barriers to Communication



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Students' List for the Add-on Course on 'Soft-Skills in the Workplaces'

Sl. No.	Registration No	Name	Signature
1.	144-1212-0001-23	TIASHA MONDAL	Tiasha Mondal
2.	144-1212-0002-23	NANDINI BAR	Nandini Bar
3.	144-1112-0003-23	SATTWIK DAS	Sattwik Das
4.	144-1211-0004-23	PRIYASA DAS	Priyasa Das
5.	144-1211-0005-23	TANIA PAUL	Tanya Paul
6.	144-1114-0017-23	SUBHAM PRASAD	Subham Prasad
7.	144-1211-0018-23	SHREYA JANA	Shreya Jana
8.	144-1311-0019-23	NILDEEP SAHA	Nildeep Saha
9.	144-1111-0020-23	SHUBHADIP KHAMRUI	Shubhadip Khamrui
10.	144-1111-0021-23	MD MOHASIN KAMIL	MD Mohasin Kamil
11.	144-1111-0022-23	SUSMIT POREL	Susmit Porel
12.	144-1211-0023-23	SWASTIKA BISWAS	Swastika Biswas
13.	144-1111-0024-23	TUSHAR PRASAD	Tushar Prasad
14.	144-1111-0025-23	MD RAHEEL	MD Raheel
15.	144-1211-0026-23	KEYA PAUL	Keya Paul
16.	144-1211-0041-23	KANKANA BHANJA CHOWDHURY	Kankana Bhanja Chowdhury
17.	144-1211-0042-23	NISHA SHAW	Nisha Shaw
18.	144-1211-0043-23	ARPITA CHOWDHURY	Arpita Chowdhury
19.	144-1111-0044-23	RUDRADIP SARKAR	Rudradip Sarkar
20.	144-1211-0045-23	ARZOO KHATOON	Arzoo Khatoon
21.	144-1211-0046-23	SANA PARVEEN	Sana Parveen
22.	144-1111-0047-23	MD ALTAMASH RAHBAR	MD Altamash Rahbar
23.	144-1111-0048-23	MD RAHMAD	MD. Rahmad
24.	144-1111-0049-23	MD SUFYAN	Sufyan
25.	144-1211-0050-23	KIRAN SHARMA	Kiran Sharma
26.	144-1211-0051-23	SANJANA DAS	Sanjana Das
27.	144-1111-0052-23	MOBASHIR AHMED	Mobashir Ahmed
28.	144-1211-0053-23	SNEHA SHAW	Sneha Shaw
29.	144-1111-0054-23	SHAHIL SAJID	Shahil Sajid
30.	144-1211-0055-23	SHREYA KOLAY	Shreya Kolay
31.	144-1111-0095-23	SONU KUMAR DHARKAR	Sonu Kumar Dharkar
32.	144-1211-0096-23	ANJALI MAHATO	Anjali Mahato
33.	144-1111-0097-23	CHE TAN SHARMA	Chhetan Sharma
34.	144-1211-0098-23	ANAMIKA PASWAN	Anamika Paswan



Anita Kundu
Principal
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Students' List for the Add-on Course on 'Soft-Skills in the Workplaces'

35.	144-1211-0099-23	PREETY YADAV	Preety Yadav
36.	144-1114-0100-23	SOVAN JI YADAV	Sovanji Yadav
37.	144-1211-0101-23	SONI KUMARI SINGH	Soni Kumari Singh
38.	144-1111-0102-23	BIKASH YADAV	Bikash Yadav
39.	144-1212-0103-23	JYOTI RAJAK	Jyoti Rajak.
40.	144-1211-0104-23	KHUSHBU SHAW	Khushbu Shaw
41.	144-1211-0105-23	SAPNA SHAW	Sapna Shaw
42.	144-1211-0106-23	PRITI YADAV	Priti Yadav
43.	144-1211-0115-23	KASHISH CHOWDHARY	Kashish Chowdhary
44.	144-1211-0116-23	ANJALI SHAW	Anjali Shaw
45.	144-1111-0117-23	BIKASH YADAV	Bikash Yadav
46.	144-1211-0118-23	POONAM CHOWDHARY	Poonam Chowdhary
47.	144-1211-0119-23	MAMATA PANDEY	Mamata Pandey
48.	144-1211-0120-23	KAJAL SHA	Kajal Sha



Anita K. K.

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Date: 01.04.2024

NOTICE

The Department of English is going to conduct the 30 hours Add-On Course on "Soft Skills in the Workplaces" on and from 15.04.2024 (Monday). Arup Debnath, Assistant Professor in English, will coordinate the course.

All the students interested in this course are requested to fill in the Google Form by 13.04.2024 (Saturday).

The link for the form is shared herewith.

Google Form Link: <https://forms.gle/tsx3QNPEoWaCLdZ76>



Ani tan ANS

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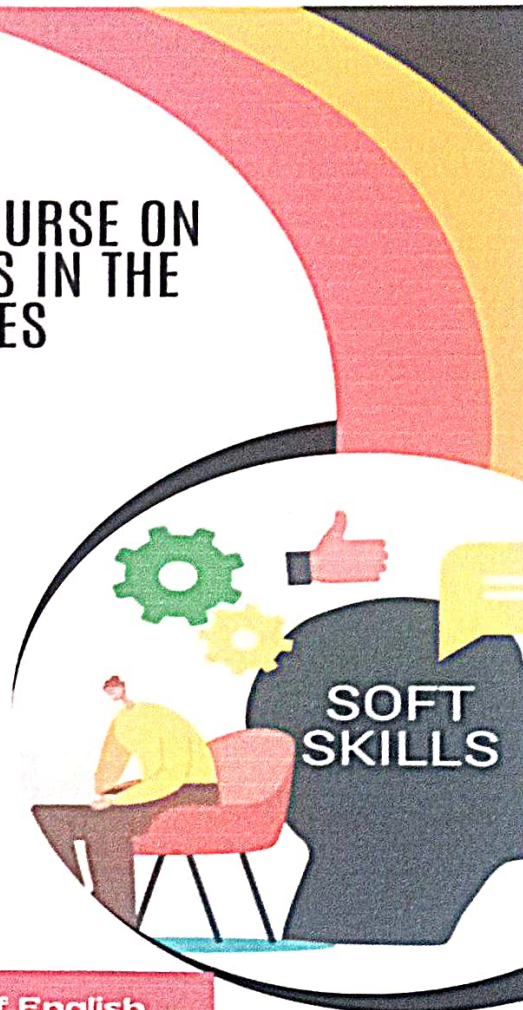
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Flex

ADD-ON COURSE ON SOFT SKILLS IN THE WORKPLACES

15 APRIL - 15 MAY
2024

Mode: Offline



Department of English
Bangabasi Morning College



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Certificate

CERTIFICATE

This is to certify that Ms./Mr.

student of Bangabasi Morning College has successfully completed the
Add on Course on 'Soft Skills in the Workplaces' conducted by the
Department of English on and from 15 April 2024 to 15 May 2024.

Principal
Bangabasi Morning
College



Coordinator
Add on Course
Department of English



Anita Das
Principal
Bangabasi Morning College
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Certificate Issued

CERTIFICATE

This is to certify that Ms./Mr.

Anjali Mahato

student of Bangabasi Morning College has successfully completed the
Add on Course on 'Soft Skills in the Workplaces' conducted by the
Department of English on and from 15 April 2024 to 15 May 2024.

Amitan Fall
Principal
Bangabasi Morning
College



Arup Senath
Coordinator
Add on Course
Department of English



Amitan Fall
Principal
Bangabasi Morning College
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