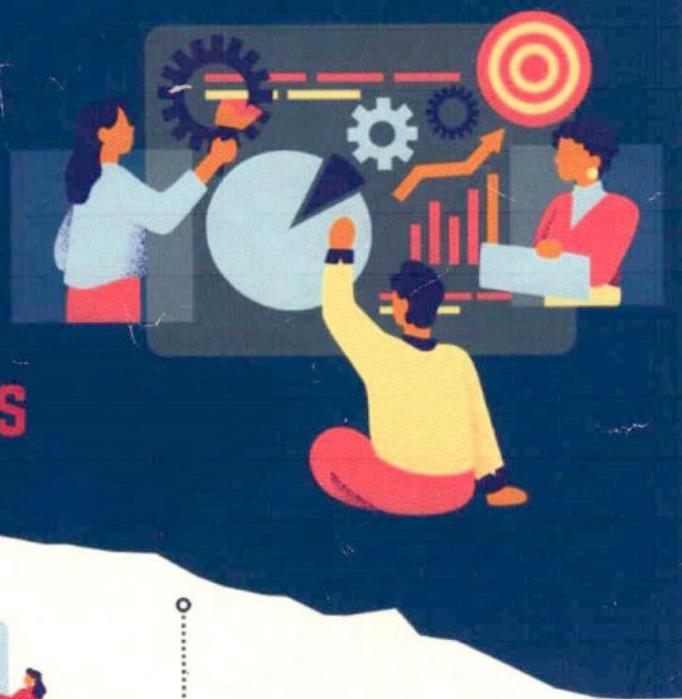


ANWARUL-ULoom COLLEGE

DEPARTMENT OF ENGLISH

OFFERS FOLLOWING COURSES



**Diploma Course in
Communicative English
and
Interpersonal Skills**
Duration :- 1 Year
Fee:-Rs 1000



**Certificate Course in
Communicative English
and
Soft Skills**
Duration :-3 Months
Fee:-Rs 500



**Certificate Course in
Content Writing**
Duration :- 3 Months
Fee:-Rs 500



**Certificate Course in
Creative Writing**
Duration :- 3 Months
Fee-Rs 500

COORDINATOR
Internal Quality Assurance Cell
Anwarul Uloom College (Autonomous)
New Malakpet, Hyderabad.

**To Enroll Contact
Following Faculty
Members:-**

Boys:-

**Mrs.Nilufer Afreen-
9441421762**

**Mrs.Neha Mohammadi-
+917013822341**

Girls :-

**Mrs.Summaiya Siddiqua-
+917702158748**

**Mrs.Ameena Shireen-
+919346871665**

60790

**Dr Abdul Saleem
Head of the Department
Contact No-+919963035521**

M. Saleem
PRINCIPAL
Anwarul Uloom College (Autonomous),
New Malakpet, Hyderabad-01.

**"THE BEAUTIFUL THING ABOUT LEARNING
IS THAT NO ONE CAN TAKE IT AWAY FROM
YOU."**



Anwarul Uloom College (Autonomous)

(Affiliated to Osmania University)

Accredited with 'A+' Grade by NAAC

New Mallepally, Hyderabad- 500001, T.S., India.



Date: 02-07-2024

Circular

DEPARTMENT OF ENGLISH

It is to inform students of all streams that the **Department of English** is starting **Diploma Course in Communicative English and Interpersonal Skills** for the academic year **2024-25**

The duration of course will be of **one year**. Students who are pursuing Under- Graduation or Post – Graduation are eligible to the course.

This course will empower students in essential Communicative skills and Interpersonal Skills. 



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Govt. of Telangana
Affiliated to
New AP
University



PROGRAMME REPORT

Name of the Programme:Diploma Course in Communicative English and Interpersonal Skills.

Date: September 2024 to September 2025

Faculty Name: Mrs. Nilufer Afreen

Introduction:

The underlying purpose of the Diploma Course in Communicative English and Interpersonal Skills is to empower students with confidence in terms of essential Communicative Skills and basic Interpersonal Skills. The improved English Language Skills will enhance student's employment ability.

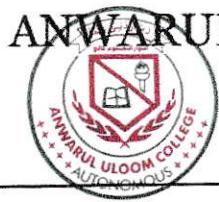
Syllabus:

1. UNIT-I: Communicative Skills

- Listening
- Verbal Communication
- Non-Verbal Communication

2. UNIT-II: Interpersonal Skills

- Intrapersonal Skills
- Self Confidence
- Persistence
- Self Discipline



3. UNIT-III: Business English

- Vocabulary
- Note Making
- E-Mail Format

4. UNIT-IV: Presentation Skills

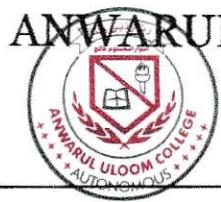
- Types of Presentation
- Power Point Presentation
- Paper Presentation

5. UNIT-V: Personality Development

- Confidence
- Steps to Build a Positive Personality
- Qualities that make a Person Successful
- Know the Right Values
- Body Language
- Goal Setting
- Personal Evaluation survey/ Personality Types

6. UNIT-VI: Time Management

- Principles of Time Management
- Six Golden Rules of Time Management
- Factors causes of Poor Time Management
- Tools and Techniques
- Time Management



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7.UNIT-VII: Phonetics:

- 44 Sounds in English & Accent Neutralization- Introduction: Sounds
- Accent Neutralization
- Topics to check the Accent

8.UNIT-VIII: Decision Making Skills

- Objectives of Decision Making
- Steps on Decision Making

9.UNIT-IX: Problem Solving

- Identifying Problems
- Brainstorming
- Analyse Answers
- Best Solutions

10.UNIT-X: Interview Skills

- Personal Interview
- Focus on Interviews, Different Types of Interviews
- Dress Code/ Grooming and Body Language at the Interview
- Discussion on questions
- Visa Questions



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11.UNIT-XI: Group Discussions

- Introduction
- Process of Group Discussions
- Types of Participants
- How to Prepare for a GD?
- What is a Group Discussion?
- Process of Group Discussions
- Do's and Don'ts of GD
- GD Evaluation Guidelines

12.UNIT-XII: Team Work

- Introduction
- Qualities of a Good Team work
- Processes of dynamic Teamwork
- Benefits of Team work

Objectives:

Students will develop their Communication skills in addition to Interpersonal skills with a special emphasis placed on listening and oral production. The course will enable students to develop fluency and command over speaking and writing while interacting with people at all levels.

Outcomes:

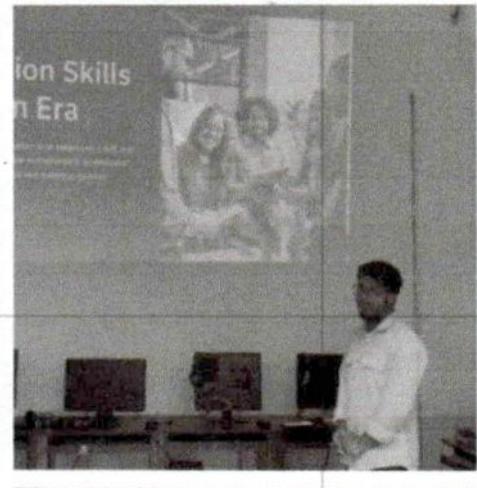
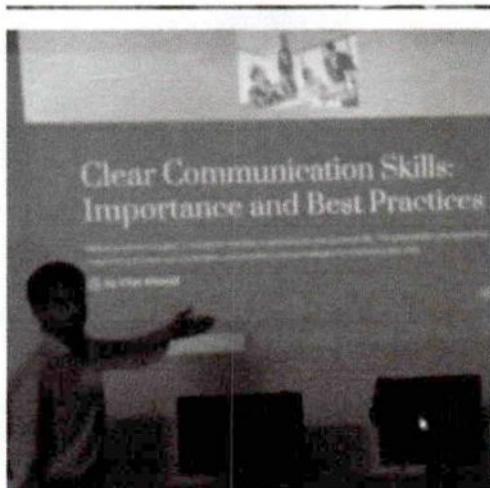
-Develops the ability of students to speak English language with correct pronunciation, and expresses the views effectively with confidence.

-Discuss and socialize effectively in English.

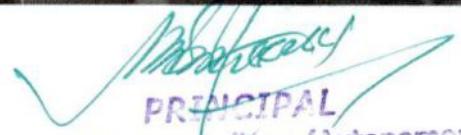
Prerequisite: The students will be selected through a process of an oral interview whereby their basic language skills will be assessed.

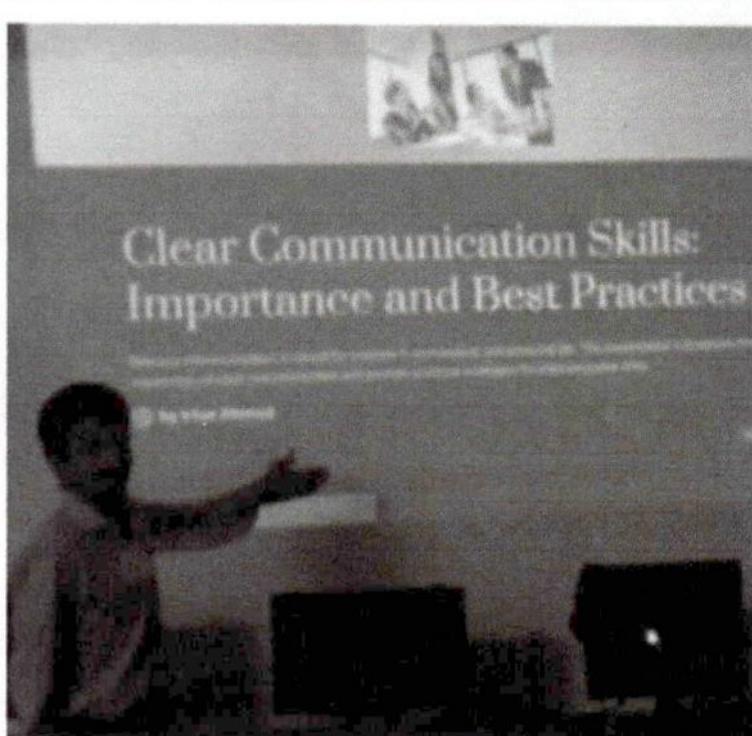
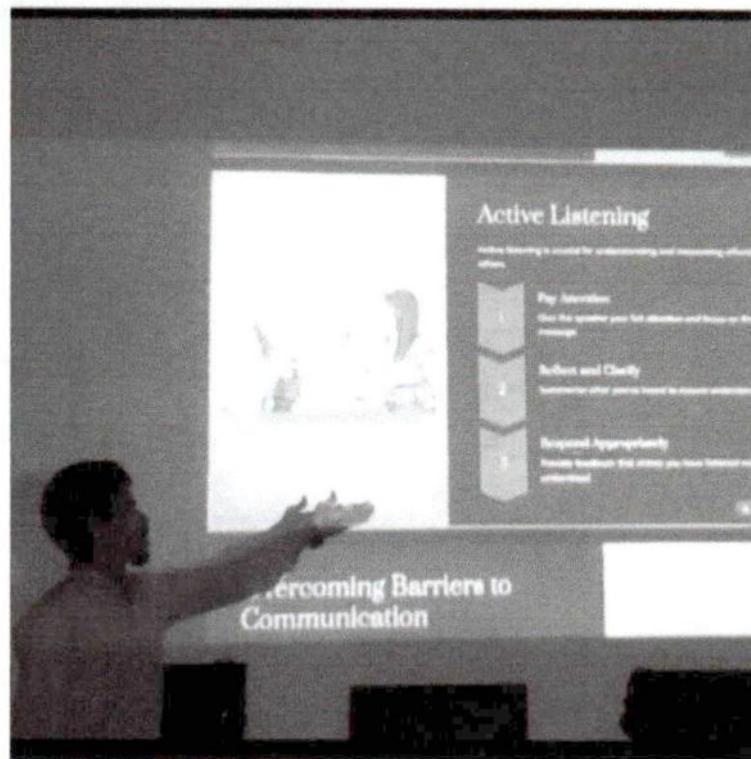
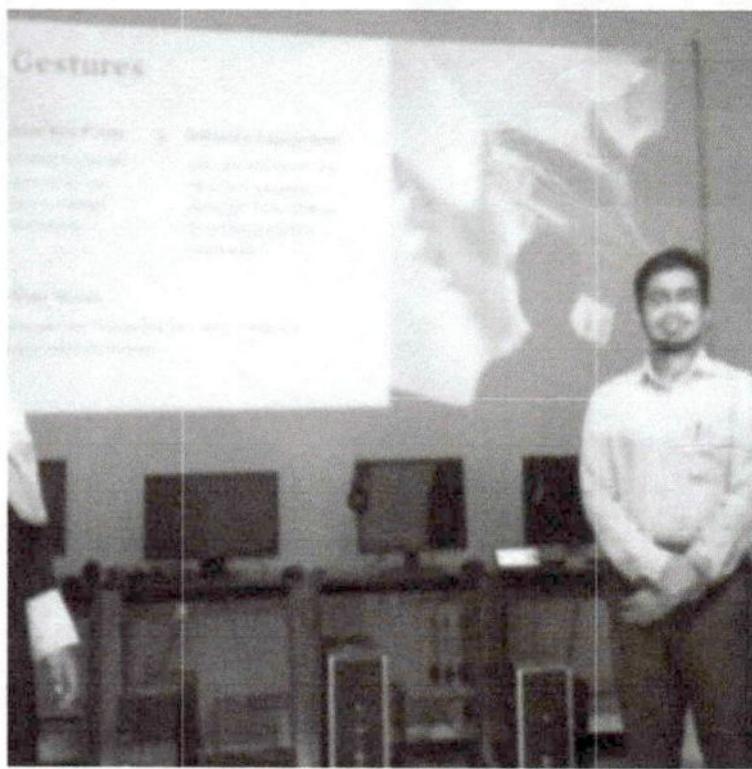
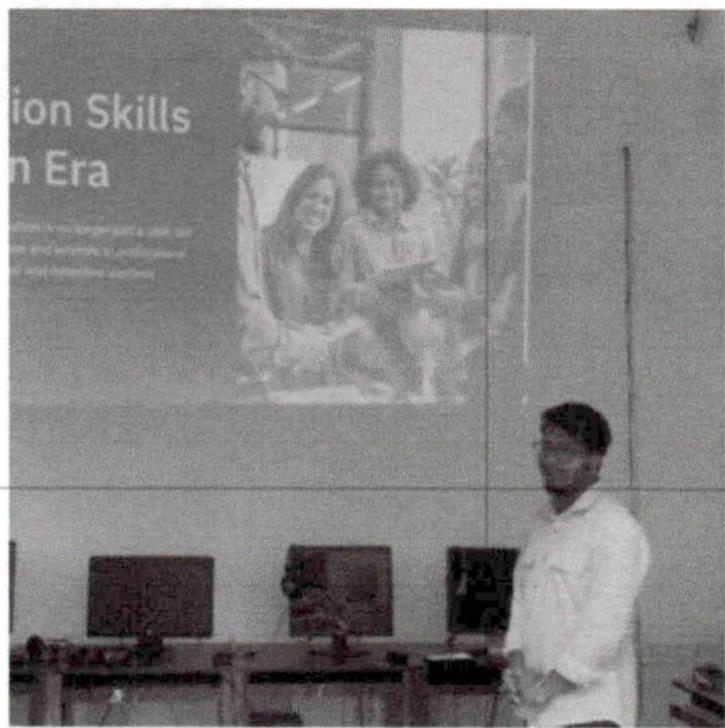


Head
Department of English
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List of Students Enrolled in Communicative English and
Interpersonal skills (2024-2025)

| S.NO | NAME OF THE STUDENT | FATHER NAME | PHONE NO |
|------|---------------------|----------------|------------|
| 1. | MOHD AIJAZ ALI | MOHD NASER ALI | 8801612372 |
| 2. | S.D KHADEER | SYED KASEEM | |
| 3. | | | |
| 4. | | | |


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ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

| S.NO | Name Of The Student | 16/5 | 17/5 | 23/5 | 24/5 | 30/5 | 31/5 | 6/6 | 13/6 | 14/6 | 20/6 | 21/6 | 27/6 | 28/6 | 4/7 | 5/7 | 11/7 | 12/7 | 18/7 | 19/7 | 25/7 | 26/7 |
|------|---------------------|------|------|------|------|------|------|-----|------|------|------|------|------|------|-----|-----|------|------|------|------|------|------|
| 1. | MOHD AIJAZ ALI | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 2. | S.D KHADEER | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P |
| 3. | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | |


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ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

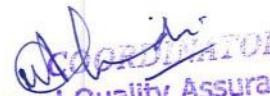
| S.NO | Name Of The Student | 5/9 | 6/9 | 17/9 | 18/9 | 21/9 | 22/9 | 23/9 | 10/10 | 11/10 | 18/10 | 23/10 | 1/11 | 2/11 | 8/11 | 9/11 | 15/11 | 16/11 | 22/11 | 23/11 | 29/11 | 30/11 |
|------|---------------------|-----|-----|------|------|------|------|------|-------|-------|-------|-------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| 1. | MOHD AIJAZ ALI | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | |
| 2. | S.D KHADEER | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | |
| 3. | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | |


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ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

| S.NO | Name Of The Student | 6/1 2 | 7/1 2 | 13/ 12 | 14/ 12 | 20/ 1 2 | 21/ 1 2 | 27/ 12 | 28/ 12 | 3/1 | 4/1 | 10/ 1 | 11/ 1 | 17/ 1 | 18/ 1 | 24/ 1 | 25/ 1 | 31/ 1 | 1/ 2 | 7/ 2 | 8/ 2 | 14/ 2 |
|------|---------------------|----------|----------|-----------|-----------|---------------|---------------|-----------|-----------|-----|-----|----------|----------|----------|----------|----------|----------|----------|---------|---------|---------|----------|
| 1. | MOHD AIJAZ ALI | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 2. | S.D KHADEER | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 3. | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | |

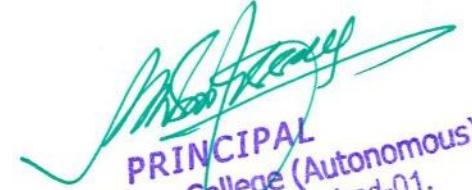

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ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

| S.NO | Name Of The Student | 15/2 | 21/2 | 22/2 | 28/2 | 1/3 | 7/3 | 21/3 | 22/3 | 28/3 | 29/3 | 4/4 | 5/4 | 11/4 | 12/4 | 19/4 | 25/4 | 26/4 | 2/5 | 3/5 | 10/5 | 11/5 |
|------|---------------------|------|------|------|------|-----|-----|------|------|------|------|-----|-----|------|------|------|------|------|-----|-----|------|------|
| 1. | MOHD AIJAZ ALI | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | |
| 2. | S.D KHADDEER | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | |
| 3. | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | |


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ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

| S.NO | Name Of The Student | 1/ 8 | 2/ 8 | 8/ 8 | 22/ 8 | 23/ 8 | 29/ 8 | 30/ 8 | | | | | | | | | | |
|------|---------------------|---------|---------|---------|----------|----------|----------|----------|--|--|--|--|--|--|--|--|--|--|
| 1. | MOHD AIJAZ ALI | P | P | P | P | P | P | P | | | | | | | | | | |
| 2. | S.D KHADDEER | P | P | P | A | P | P | P | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | |
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