

JAIPUR NATIONAL UNIVERSITY, JAIPUR
SCHOOL OF COMPUTER & SYSTEMS SCIENCES

Date: 15th Feb.2021

NOTICE

It is to inform all the students that, two days workshop on Communication Skills will be held on 1st & 2nd March, 2021.

Interested students should apply on or before 24th Feb. 2021

Co-Convener: Dr. Blessy Thankachan

Contact Persons: Ms. Amita Kashyap, Mr. Vikram Singh

Class Time: 2:30pm - 3:30pm

Course Duration : 1 Hr.

Location: Smart Class, CSB Block.



(Authorized Signatory)



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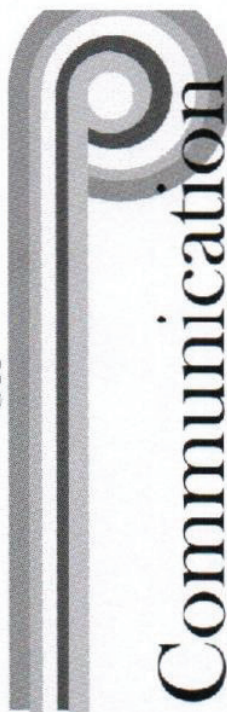
School of Computer & Systems Sciences

Organizes

A

2-days workshop

ON



Skills



Workshop Coordinator

Dr. (Prof.) Harvir Singh

Director School of Computer & Systems Sciences

Co-convenor

Dr. Blessy Thankachan

Asst. Director School of Computer & Systems Sciences

Members :

Ms. Rupinder Kaur

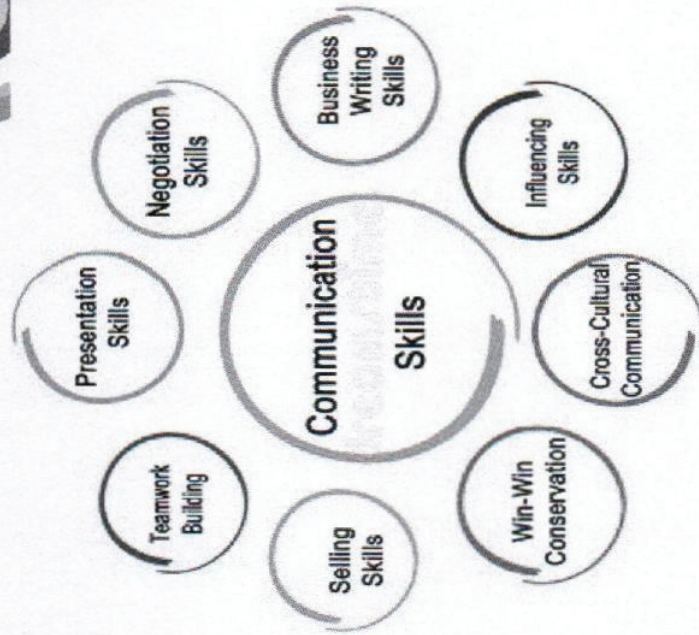
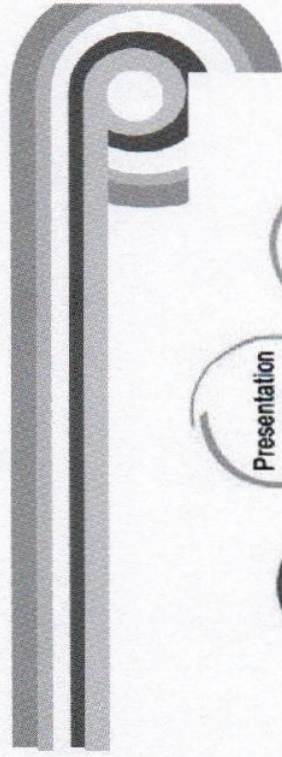
Mr. Shivanshu Gautam



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Workshop Highlights:



Workshop dates:

1st & 2nd March, 2021

Timing: 2:30 PM – 3:30 PM

Venue: SADTM Auditorium



**School of Computer & Systems Sciences Jaipur National University,
Jaipur-Agra Bypass, near New RTO office, Jagatpura, Jaipur,
Rajasthan 302017**

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Jaipur National University, Jaipur
School of Computer & Systems Sciences
Language and Communication Skill

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|---|---|
| Title of Activity | Language and Communication Skills |
| Date(s) | 01 st & 2 nd March 2021 |
| Name of the Faculty Coordinator(s) | Ms. Rupinder Kaur, Mr. Shivanshu Gautam |
| Evaluators/ Panelists | Dr. K.K. Gautam, Dr. Rana Zaidi |
| Name of the Students participated | BCA and MCA students |
| Guided by | Prof. (Dr.) Harvir Singh (Director) |
| Objective of the Activity | To prepare students to put their view in a group discussion |
| Beneficiaries of the activity | BCA and MCA students and other participating students |
| Brief Report & Outcomes: | |
| <p>The Communication Skill Workshop is conducted for Two days on 1st & 2nd March 2021 in the Classroom-SC1 MCA block at 2:30 PM – 3:30 PM with the collaboration with the department of Humanities and computer Science. The faculty member Ms. Ms. Rupinder Kaur, Mr. Shivanshu Gautam was the Facilitator for the workshop who coordinate and manage all the activity in the workshop. Dr. Blessy Thankchan and Dr. Vishnu Sharma was the co-convenor in the workshop. The workshop was attended by the 2nd year and Final Year Students of MCA, MCA (LE) and BCA with the total strength of 102 students. The motive of the workshop is to give awareness of better communication which provides improvement in their personality and skills. They also learned the way to start the discussion among the people and how to present their point of view among the authorities or in any group where they have to represent themselves. They also learned as how to take part in Group Discussions and present their point with better presentable manner as only speaking is not sufficient, the way to present the thoughts are more important if they need to achieve a job or anywhere in market place or business place, communication skills are the one which represent you who actually you are..</p> <p>The session begins with the Self Introduction of the students. Continuing with this, the trainer, Mr. Kapil Sharma gave a topic to the students to involve into group discussion. The topic was “Should education system needs a change?” The students were given 2 minutes to think for the topic before beginning with the discussion.</p> <p>Mr. Kapil suggested students to use quotes, facts, figures, definitions, statistics, short story or general statement in the discussion. He explained as how to enter a GD in a midway and to make other silent or thing toward your idea which you put in the GD. He also given a good advice as to how divert the others mind toward your thinking and mentally divert others mind to favor toward your side in the GD which helps your</p> | |


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Language and Communication Skill

cross talk better and effective among those who are watching or monitoring (Authority Member/Selecting Team of company) you in the GD.

Dr. K.K. Gautam & Dr. Rana Zaidi announced the name of the best presenter and appreciated the effort of Mr. Kapil Sharma and Dr. Arti Puri.

In concluding session Dr. Arti Puri advised the students to read newspapers and enlist three local, national and global news each which shall help them to be aware of the current news in the world.

The second session was started with the introductory speech on Body Language and Comparing of Dr. Rana Zaidi. In Continuation Dr. Zaidi ask the students to give a brief introduction and observe them.

Following were the observations of Dr. Zaidi.

Students were with the lack of confidence.

They were not in proper attire.

Communication skill was poor.

They have shortage of vocabulary.

In concluding the session Dr. Arti Puri advised the students to practice in front of mirror to build the confidence.

A session on 'Self Identity & Self-Assessment' was organized at Auditorium in School of Engineering and Technology, by the department of English. Mr. Kapil Sharma was the Facilitator for the activity. The activity was attended by 65 students of MCA & BCA. The purpose of the activity was to identify and define him/herself."

The session was started with the introductory speech on Self Identity & Self-Assessment of Dr. K.K Gautam. This was a very interactive session and many students asked many questions regarding setting their goals in their carrier.

In concluding the session Dr. Harvir Singh delivered the vote of thanks to the esteemed guests.


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JAIPUR NATIONAL UNIVERSITY, JAIPUR
SCHOOL OF BUSINESS AND MANAGEMENT, SIILAS

CIRCULAR

2 February, 2021

All the students of BBA and B.com are hereby informed that Language and Communication Skills Course will be scheduled from 22/02/2021 to 04/03/2021.

Interested candidates may apply by 15th February, 2021.

Course Coordinator - Mr. Rajiv Ranjan

Class Time-3:30pm-4:30pm

Course Duration- 10 hrs.

Location-Room no.-G2/Ground Floor.

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JAIPUR NATIONAL UNIVERSITY

(Established by the Government of Rajasthan under the Jaipur National University, Jaipur Act No. 5 and Approved by the UGC under Section 2 (f) of the UGC Act 1956)

School of Business and Management (SIILAS)

Session Year: 2020-21


Course Title: Language and Communication Skills

Course Outcome:

1. The learner is enable with the English sound system and identify sounds and rhythm of English language Basic Grammar and Grammar in Context The learner is able to learn basic English Grammar Building Vocabulary.
2. To equip with vocabulary Language in Context Learn to speak with proper stress and intonation as per the context Presentation Skills The learner is able to know the techniques of presentation skills

Module:

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| Unit I | <ol style="list-style-type: none">1. a) Nature and significance of English Language b) Introduction to the skills of Language2. Listening and speaking skills<ol style="list-style-type: none">a) Introduction to English soundsb) Vowel soundsc) Consonantal soundsd) Word accent and stress shifte) Accent and rhythm in connected speechf) Intonationg) Listening Radio and TV programmes and recorded conversations and different accents.3. Reading Skills<ol style="list-style-type: none">a) Skimming and scanningb) Reading for comprehensionc) Reading for pleasured) Reference skills |
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| Unit II | 1. The sentence, Clause, Phrase, Kinds of sentences 2. Parts of speech 3. Verb, Tenses: Form and use 4. Use of auxiliaries and Modals 5. Concord: Subject – verb 6. Articles and prepositions 7. Transformations of sentences 8. Common Errors |
| Unit III | 1. Introduction to methods of enriching vocabulary 2. Word-formation 3. One word substitutes 4. Synonyms, Antonyms and words often confused 5. Foreign words and Phrases in English 6. Classified Vocabulary 7. Idioms and Phrases |
| Unit IV | 1. Public Speaking a) Presentation Techniques b) Use of quotations and anecdotes c) Organizing a seminar/symposium/workshop/conference d) Welcome Address and Vote of Thanks e) Body Language f) Interview 2. Writing: a) Linking Devices: Use of connectors b) Sentences and paragraphs c) Essay-writing d) Letter-writing e) Preparation of Resume |

Course Duration: 10 Hours

Course coordinator: Mr. Rajeev Ranjan

Commencement of Course: 22 Feb 2021

E-Learning : <https://theinterviewportal.com/about/career-questions/>

Suggested Readings:

1. Murphy, Effective Business Communication, 7th edition, Tata McGraw-Hill.

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2. Bentley, T. J., Report Writing in Business, The Chartered Institute of Management Accountants, Viva books Pvt. Ltd.
2. Kaul, Asha, Effective Business communication, Prentice Hall of India.
3. Chaturvedi, P. D. and MukeshChaturvedi, Business Communication: Concepts, Cases and Applications, Pearson Education.
4. Ludlow, Ron & F. Panton, The Essence of Effective Communication, Prentice Hall of India.

Qualifying Criteria:

1. 70% Attendance shall be the prime component for qualifying the course and
2. G.D/VIVA/Role Play (any of These)



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School of Business Management

SIILAS

Session: 2020-21

Report on Language and Communication Skills Development

School of Business Management designed Language and Communication Skills Development course under Skill Development and Capacity Enhancement program for the BBA/B.Com students. A communication Skill development Program under Capacity Development and Skill Enhancement Initiative was conducted in School of Business Management for BBA/B.Com students for one hour daily for 10 days. The course runs from 22/02/2021 to 04/03/2021. The entire 10 days program was handled by Mr. Rajeev Ranjan on the need of personality Skills which are required to meet the challenges of workplace and personal life also. The objective is to enable students to attain fluency and proficiency in professional communication and to meet the growing demand in the field of global communication. It enables students to improve their lexical, grammatical and communicative competence through the self-instructional, multimedia and language learning software. It helps the students to acquire their ability to speak effectively in real life situations. Students shall have hands on training in improving listening skill. Communicative English is a part of the regular curriculum in few programmes which includes practical sessions in the language laboratory.

During the initial phase of session, students were given clarity about the significance of English language in personal and professional life. Students were exposed to the difference in sounds of vowels and consonants. They were suggested to listen to radio and watch programmes and movies of English language with different accent. Students were guided about the means to improve their reading skills and comprehension skills.


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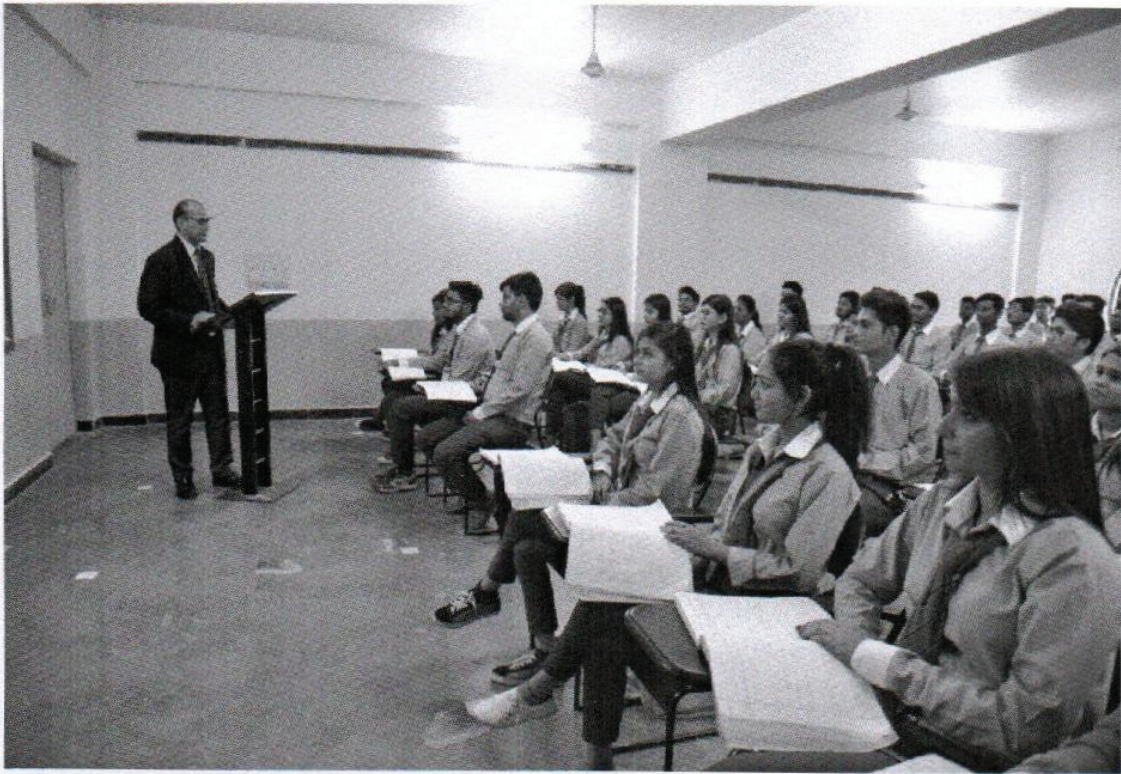
The students were taught about the different aspects of the tenses i.e. their types, clause, phrase etc. They were also exposed to the right use of parts of speech, tenses, main & auxiliary verbs and modals. They were taught articles, prepositions and common errors in English grammar.

They were taught about the ways to improve their vocabulary, word formation, one word substitute, synonyms, antonyms, genesis of the words, idioms etc. They were exposed to the presentation skill development techniques. They were also given clarity about organising events such as seminar, symposium, workshop, conference etc. They were instructed to prepared welcome address and vote of thanks for above mentioned events. They were given clarity about do's and don'ts of body language while participating in these events. Students were taught various types of interviews. They were suggested different ways to be successful in these interviews. Students were also exposed to the relevance of group discussion, and preparing elevation speech. They were given clarity about the different types of letters i.e. informal letters and formal letters. They were asked to prepare their own resume.

In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their language & communication skills and made them more confident of using English in a better way. In his valedictory address, the Director, SIILAS congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Ms. Shaifali Mathur



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JAIPUR NATIONAL UNIVERSITY
SEEDLING SCHOOL OF NURSING

Date- 09 Nov. 2020

Circular

This is to inform all B.Sc. Nursing students that seedling school of nursing going to organize value-added course on **“Language and Communication Skills”** from 10 Nov. 2020 at School of Nursing, SIILAS Campus. Confirm your presence to class coordinator.

For more detail Contact
Mr. Sonu Kumar Sharma
Assistant Professor



(Authorized Signatory)



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JAIPUR NATIONAL UNIVERSITY SEEDLING SCHOOL OF NURSING

Course Title: Language and Communication Skills

Session Year: 2020-21

Course Outcome:

The Course is designed to enable students to enhance ability to comprehend spoken and written English (and use English) required for effective communication in their professional work. Students will practice their skills in verbal and written English during clinical and classroom experiences.

COURSE CONTENT

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|-------------------------------------|--|
| Unit I | CONTENT Review of Grammar Remedial study of Grammar Building Vocabulary Phonetics Public Speaking |
| Unit II | Read and comprehend prescribed course books |
| Unit III | Various forms of composition Letter writing Note taking Précis writing Nurses notes Anecdotal records Diary writing Reports on health problems etc. Resume / CV |
| Unit IV | Spoken English Oral report Discussion Debate Telephonic conversation |
| Unit V | Listening Comprehension Media, audio, Video, speeches etc. |
| Learner support Material | |
| Text books (Latest Editions) | 1. Wren & Martin, "High School English Grammar & Composition", Chand & Company LTD, New Delhi, 2009. 2. Shama & Rakesh Lohumi, "English For Nurses", 2nd Edition, Reed Elsevier India Pvt. Ltd, New Delhi, 2015. 3. O. Abootty, "Funny side of English", Pustak Mahal Publishers, New Delhi, 2014. |


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| | <ol style="list-style-type: none"> 4. "An English Course Book", 2nd Edition, Vetri Offset, Chennai, 2010. 5. Virginia Allum & Patricia McGarr, "Cambridge English for Nursing", Cambridge University Press, New Delhi, 2009. 6. "Super English Course", Sabhari Education Pvt. Ltd., Madras, 2003. 7. Geethanjali Rajan & Usha Jesudasan, "Practical English for Nurses", Oxford University Press, New Delhi, 2015. 8. "Teaching of English", National Council of Educational Research and Training, Bangalore, 2006. Web. 9. Lourdasamy & Jennifer, "Blast English to all", Jesus Publications, Erode, 2012. Print. 10. Liza Sharma, "English For Nurses", CBS Publishers & Distributors Pvt Ltd., New Delhi, 2016. Print. |
| Online resources | Online Journals, E-Library, E-books, Online PDF Material etc. |

Course Duration: 15 Hours

Course coordinator: Dr. Rajeev Ranjan

Commencement of Course: 10 NOV. 2021

Qualifying Criteria:

1. 70% Attendance shall be the prime component for qualifying the course
2. G.D/VIVA/Role Play (any of These)



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SEEDLING SCHOOL OF NURSING

Course Title: Language and Communication Skills

Session Year: 2020-21

A 15 hours course was organized on Developing **Language and Communication Skills** by Seedling School of Nursing, Jaipur National University from 10/11/20 to 27/11/20 at SIILAS.

The resource person for this course was Dr. Meena Godara.

This course was completed by the participants on daily one hours lecture and discussion. Total 40 students attended this course. The main aims of the course was enable students to enhance ability to comprehend spoken and written English (and use English) required for effective communication in their professional work. Students will practice their skills in verbal and written English during clinical and classroom experiences.

| S.N | TOPIC | UNITS | DATE/TIME |
|-----|---|-------|--|
| 1. | Review of Grammar Remedial study of Grammar Building Vocabulary Phonetics Public Speaking | I | 10/11/20 (1:30 pm to 2:30pm) 12/11/20 (1:30 pm to 2:30pm) 13/11/20 (1:30 pm to 2:30pm) |
| 2. | Read and comprehend prescribed course books | II | 14/11/20 (1:30 pm to 2:30pm) |
| 3. | Various forms of composition a) Letter writing Note taking b) Précis writing Nurses notes c) Anecdotal records d) Diary writing e) Reports on health problems etc f) Resume / CV | III | 17/11/20 (1:30 pm to 2:30pm) 19/11/20 (1:30 pm to 2:30pm) 21/11/20 (1:30 pm to 2:30pm) |
| 4. | Spoken English Oral report Discussion ,Debate Telephonic conversation | IV | 22/11/20(1:30 pm to 2:30pm) 25/11/20(1:30 pm to 2:30pm) |
| 5. | Listening Comprehension Media, audio, Video Speeches | V | 26/11/20(1:30 pm to 2:30pm) 27/11/20(1:30 pm to 2:30pm) |

In this course resource person explained about various form of composition, spoken English & listening skills. Participants get a great experience after attend this course.

At the end of training participants attendance and new learning was evaluated before and after training.


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