

### DVS College of Arts and Science, Shimoga – 577 201



#### **Report on Communication Classes**

A one-day workshop on Communication Skills Development for the students of DVS College of Arts and Science was organized at the Institute from 9 am to 4.30 PM in 2018-19 and 2020-2021. A Session on Communication Skills by Miss. Kethana Arthi N, Asst. Prof. Department of English, DVS College of Arts and Science in conducting the workshop. The workshop was inaugurated by the Principal of DVS College of Arts and Science, from 2016-2021. In his inaugural speech, principal urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written. During the first session of the workshop, Ms. Kethana Arthi N made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given. In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person. During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language - both formal and informal - while making telephonic conversations. In the last session, the other faculty members gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as how the letters could have been made more appropriate and effective. In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the Principal congratulated both the participants and the faculty members 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 Miss. Diana A.D Berta., M.A.



Welcome speech by HoD



Ms. Kethana Arthi N made a presentation on Basic Writing Skills



Practicing how to write a mail



**Group discussion** 



**Telephone etiquettes** 



**Group discussions** 



Singing competition



**Group disscussion** 



**Group disscussion** 



**Essay writing practice** 



**Group disscussion** 



Speech by student



**Valedictory programme** 

# D. J. S. College of Aste and Science



# DEPARTMENT OF ENGLISH

COURSE - 2019

Venue - Mathematics Lab. Time - 10:00 am - 1:00 pm

\* KETHANA ARTHI . N \* ALPITHA P

\* CHAITRA M.R

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## Desheeya Vidya Shala Samithi (R)

D.V.S. COLLEGE OF ARTS, SCIENCE AND COMMERCE, SHIVAMOGGA



This is to certify that Ms./Mr.

Shabnum has participated in Fifteen Days "Communicative English Course" held from 26th March to 10th April, 2019. at Mathematics Lab, D.V.S

College of Arts, Science and Commerce, Shivamogga. We would like to place on record that he / she has been benefitted by the

workshop as a participant.

K.Basappa Gowda President, DVS(R.), Shivamogga

Prof. S.K.Chandrashekhar Principal, DVS college of Arts, Science and Commerce, Shivamogga dasherka. 9 S. Rajashekar Secretary, DVS(R.), Shivamogga



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S. Rajashekar Secretary, DVS(R.), Shivamogga

K.Basappa Gowda
President, DVS(R.),
Shivamogga

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Prof. S.K.Chandrashekhar

Principal, DVS college of Arts, Science and Commerce, Shivamogga

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Principal

# D. J. S. COLLEGE OF ARTS AND ECTENCE SHIVAMOGGA COMMUNICATIVE ENGLISH COURSE

'Be' Forms:( am,is,are,was,were)
<ol> <li>Thismy college building.</li> <li>These trees planted by the students.</li> <li>There pounds, swings, play areas and stone benches.</li> <li>The boys playing with me yesterday.</li> <li>As a child, she called mini at home.</li> </ol>
'Do' Form:
<ol> <li>He not smoke (Do forms)</li> <li>They it well (Do forms)</li> <li>I written a letter (Have forms)</li> <li>Punith done his home work (Have form)</li> <li>The children been to the cinema last Sunday (Have form)</li> </ol>
Correct the following sentences
<ol> <li>Measles are a dangerous disease.</li> <li>The police got the informations.</li> <li>Sky is blue.</li> <li>Manoj did not knew it</li> <li>Tales from Shakespeare are written by Charles and mary lamb</li> </ol>
IV
<ol> <li>The rising sun is silver bright.         The sun is shining today         (Write the adverb form of the underlined word)     </li> <li>Brevity is the soul of wit. Hence your answer should be</li> <li>(Write the adjective form of the underlined word)</li> <li>Birds build their nests nests reveal their craftsmanship.</li> <li>(Write the noun form of the underlined words)</li> <li> I carry the luggage into the room for you? (Shall/Will/Won't/Shan't)</li> <li>Indu and sindu the hall (Decorate)</li> </ol>
Fill in the blanks using present continuous form of the verbs in brackets

- Add a suitable prefix. Able \_\_\_\_
- 2. Add a suitable suffix. Appear-
- 3. Use the words in your own sentence
  - A. Watering
  - B. Planting
- 4. One word substitution
  - A. A person who lives permanently in a foreign country \_\_\_\_
  - B. Something one wants to happy \_\_\_\_
- 5. He is \_\_ M L A (Fill in the blank with suitable Article)

Paragraph writing

- 1. My favorite Movie
- 2. My college
- 3. My favorite place

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DC	1.011119.(	am, is, are, was, were)

- 1. This is my college building.
- 2. These trees Wereplanted by the students.
- 3. Thereway pounds, swings, play areas and stone benches.
- 4. The boys a replaying with me yesterday.
- 5. As a child, she we alled mini at home.

#### 'Do' Form:

- 1. He hot smoke (Do forms)
- 2. TheyDidit well (Do forms)
- 3. I had written a letter (Have forms)
- 4. Punith hadone his home work (Have form)
- 5. The children been to the cinema last Sunday (Have form)

#### Correct the following sentences

- 1. Measles are a dangerous disease. Neosles are the dangerous disease.

  2. The police got the informations. The police was got the informations.
- sky Po 3. Sky is blue. Blue The
- Manoj elidrit knew Pet. 4. Manoj did not knew it
- 5. Tales from Shakespeare are written by Charles and mary lamb Tales tour chakespease were workten by chooses and nowy lamb.
- 1. The rising sun is silver bright.

The sun is shining today

(Write the adverb form of the underlined word)

- 2. Brevity is the soul of wit. Hence your answer should be (Write the adjective form of the underlined word)
- 3. Birds build their nests Thenests reveal their craftsmanship. (Write the noun form of the underlined words)
- 4. Sholl carry the luggage into the room for you? (Shall/Will/Won't/Shan't)
- 5. Indu and sindu the hall (Decorate)

- 1. Add a suitable prefix. Able \_\_unable
- 2. Add a suitable suffix. Appear-
- 3. Use the words in your own sentence
  - Manoj is watering The plants.
  - B. Planting Every year forest offeous one planting theterey.
- 4. One word substitution
  - A. A person who lives permanently in a foreign country foreigner.
  - B. Something one wants to happy
- 5. He is Annual L A (Fill in the blank with suitable Article)

#### Paragraph writing "

- 1. My favorite Movie
- My college
- 3. My favorite place
- My focusoitée Nouve of K.G.T. IN This Mouse yoush was acted as a there- This film was Become formous often one our Two months. This moure Become my fouvoirte Beauce They ore mentioned the obserge people an do the work hard and then They getting the ouccurpfull life. My four vite movie o stooded to movide K.G.F-2 in Come dougs.

Name: Deckshow. HSIC I BA.

#### 'Be' Forms: (am, is, are, was, were)

- 1. This & my college building.
- 2. These trees one planted by the students.
- 3. There one pounds, swings, play areas and stone benches.
- 4. The boys were playing with me yesterday.
- 5. As a child, she called mini at home.

#### 'Do' Form:

- 1. He olo not smoke (Do forms)
- 2. They \_\_ it well (Do forms)
- 3. I written a letter (Have forms)
- 4. Punith done his home work (Have form)
- 5. The children had been to the cinema last Sunday (Have form)

## Correct the following sentences

- 1. Measles <u>are</u> a dangerous disease. mealles if a dangerous disease.

  2. The police got the informations. The police god information

- 3. Sky is blue. The sky is blue 4. Manoj did no know it
- 5. Tales from Shakespeare are written by Charles and mary lamb
- Tall from shokespeary was written by charles and IV mory Jomb.
- 1. The rising sun is silver bright.

The sun is shining \_\_ today

(Write the adverb form of the underlined word)

- 2. Brevity is the soul of wit. Hence your answer should be (Write the adjective form of the underlined word)
- 3. Birds <u>build</u> their nests \_\_ nests reveal their craftsmanship. (Write the noun form of the underlined words)
- 4. The luggage into the room for you? (Shall/Will/Won't/Shan't) 5. Indu and sindu De co fating (Decorate)
- Fill in the blanks using present continuous form of the verbs in brackets

- 1. Add a suitable prefix. Able \_\_ unable
- 2. Add a suitable suffix. Appear- Appearence
- 3. Use the words in your own sentence
  - A. Watering I am watering the blongs
  - B. Planting She y blonding on Apple Gree
- 4. One word substitution
  - A. A person who lives permanently in a foreign country <u>Europion</u>
  - B. Something one wants to happy \_\_\_\_
- 5. He is MLA (Fill in the blank with suitable Article)

### Paragraph writing "

- 1. My favorite Movie
- 2. My college
- 3. My favorite place
- I. my jovouride movier jolly days movie. I like collège dough moviel. About is why. I lêk Ahis moviel. this movies delles the importance of corrier and Wiend Ship.
- 2. I om Aludying in D.N.S orts and science college. I like my collège become of my deacherd. Become friendly were Dearchard one here. it is also on enriched knowledge institution.
- 3. My favourête place is tillage. I like village life. I wanted the experience it and I also wonted to go to korea, "t' 1 my dream. I wanted To bee the peoples of Foreon wonday. I wonted Do orchemence 9+.

#### 'Be' Forms: (am, is, are, was, were)

- 1. This <u>\cdots</u> my college building.
- 2. These trees planted by the students.
- 3. There wepounds, swings, play areas and stone benches.
- 4. The boys ως playing with me yesterday.
- 5. As a child, she called mini at home.

#### 'Do' Form:

- 1. He <u>No</u>not smoke (Do forms)
- 2. They donat well (Do forms)
- 3. I harwritten a letter (Have forms)
- 4. Punith done his home work (Have form)
- 5. The children has been to the cinema last Sunday (Have form)

#### Correct the following sentences

- 1. Measles are a dangerous disease. measles is the dongerous disease.
- 2. The police got the informations. The police had got in joannation
- The sky is blue 3. Sky is blue.
- 4. Manoj did not knew it
- 5. Tales from Shakespeare are written by Charles and mary lamb

The rising sun is silver bright

1. The rising sun is silver <u>bright</u>.

The sun is shining today

(Write the adverb form of the underlined word)

- 2. Brevity is the soul of wit. Hence your answer should be \_ (Write the adjective form of the underlined word)
- 3. Birds <u>build</u> their nests \_\_ nests reveal their craftsmanship. (Write the noun form of the underlined words)
- 4.3/\(\text{Lal\I}\) carry the luggage into the room for you? (Shall/Will/Won't/Shan't)
- 5. Indu and sindure the half (Decorate) Fill in the blanks using present continuous form of the verbs in brackets

- 1. Add a suitable prefix. Able unable
- 2. Add a suitable suffix. Appear-
- A. Watering + when wood I wood watering to the plount's 3. Use the words in your own sentence
- B. Planting -> 7 house planting some planting.

  4. One word substitution
  - A. A person who lives permanently in a foreign country \_\_\_\_\_
  - B. Something one wants to happy \_\_\_\_
- 5. He is on M L A (Fill in the blank with suitable Article)

### Paragraph writing "

- 1. My favorite Movie
- 2. My college
- 3. My favorite place

# @ my jonosite movie!

one of the my janosite movie is the russi. I have had this movie has my journessity javossite because et was one of the story of the Army.

A This movie consist the whole adjuities of Asimy. For example how the oring was woorking at the boarder. And parateding the Nation forom the invaderia.

1914e this Amoure become one of the sopposite movie in my lise.

Rijania. 1st year BA (H-EE) 'Be' Forms: (am,is,are,was,were) 1. This Us my college building. 2. These trees  $\omega a \beta$  planted by the students. 3. There are pounds, swings, play areas and stone benches. 4. The boys <u>uuplaying</u> with me yesterday. 5. As a child, she was called mini at home. 'Do' Form: 1. He dels not smoke (Do forms) 2. They dichit well (Do forms) 3. I ha written a letter (Have forms)

- 4. Punith hasdone his home work (Have form)
- 5. The children have been to the cinema last Sunday (Have form)

Correct the following sentences

- 1. Measles are a dangerous disease. Measles is a dangerous disease
  2. The police got the informations. The police get the informations
  3. Sky is blue. Sky is blue or The Sky is blue
  4. Manoj did not knew it Marij did not know it
  5. Tales from Shall

- 5. Tales from Shakespeare are written by Charles and mary lamb Jales of from IV Shakespeare are written by charles and mary lamb.

  1. The vising and in the interval of the mary lamb.
- 1. The rising sun is silver <u>bright</u>. The sun is shining \_ today Brightly (Write the adverb form of the underlined word)
- 2. Brevity is the soul of wit. Hence your answer should be  $\underline{Santy}$ (Write the adjective form of the underlined word)
- 3. Birds <u>build</u> their nests <u>nests reveal their craftsmanship</u>. Builded (Write the noun form of the underlined words)
- 4.Shall carry the luggage into the room for you? (Shall/Will/Won't/Shan't)
- 5. Indu and sindu \_\_\_ the hall (Decorate) Decorated/Decorating Fill in the blanks using present continuous form of the verbs in brackets

1. Add a suitable prefix. Able \_ Lable '

2. Add a suitable suffix. Appear- Applaulol

A. Watering - Julias matering the plant 3. Use the words in your own sentence

B. Planting - Planting was done in the field.

One word substitution

4. One word substitution

A. A person who lives permanently in a foreign country Residents Or immigrants. B. Something one wants to happy <u>Smiley</u>

5. He is A M L A (Fill in the blank with suitable Article)

### Paragraph writing

- 1. My favorite Movie
- 2. My college
- 3. My favorite place

My Farrowite Movie My fanourite nouve is isher shah. The Monie is a biography of late pro capitain Uikram Batria inho had the kargil war and wen the battle and sawificed ihis life for the nation. The movie is realistic and deals with The situation faced by our Indian Asiny. Capitain Vikram Batra mas postomously Amardid the highest Gallantary Award called Paran Wird Chakera'. The film depicts the Early life and the military life of the rukeram Balia