



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



MANGALMAI
GROUP OF INSTITUTIONS



Certification Course
on
Communicative Application in English
From- 15th November 2021





12th November, 2021

SYLLABUS

Certification Course on “Communicative Application in English”

Duration: 30 Hours

UNIT 1: LISTENING AND SPEAKING SKILLS

- Variations of modern English: British, American, and Indian
- Basic sounds
- Deviations in British and American and other varieties.

UNIT-II: VERBAL COMMUNICATION

- Conversation-Basic techniques
- How to begin, interrupt, hesitate and end
- How to express time, age, feelings and emotion
- How to respond Using language in various contexts/situations
- Talking about oneself and others –
- Attending an interview
- Addressing an audience
- Using ICT and audio aid
- Compering
- Group discussion.

UNIT-III: NON-VERBAL COMMUNICATION

- Body language and postures
- Orientation
- Eye contact, Facial expression & Dress code-
- Self-concept, Self-image, Self-esteem & Attitudes.

UNIT-III: READING AND WRITING SKILLS



- Skimming and scanning
- Writing short messages
- E-mails
- Preparing notes and reports based on visuals, graphs and diagrams
- Official/business related letters
- Preparing ,agenda, minutes & Curriculum Vita
- Describing persons, places, incidents and events Shortargumentative essays.

UNIT-IV: ENRICHING VOCABULARY

- Words often confused and misused
- Synonyms Antonyms
- Idioms phrases and phrasal
- Verbs used in day-to-day life
- Corresponding British and American expressions.

UNIT-V: REPORT/ACADEMIC WRITING

- Writing for Specific Purposes Scientific writing
- Preparation of project proposals
- Writing of summaries and reviews of movies and books in English/regional languages.

SUGGESTED ACTIVITIES

Teachers could encourage the students at the following tasks:

1. Translation of short and simple passages
2. Providing captions for photos and pictures.
3. Symposium-Presenting different aspects of a debatable topic.



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Schedule of Certification Course on “Communicative Application in English”

Duration:30 hours

Sr.No.	Resource Person	Topic Covered	Date & Time
1.	Mr.Sunil Kumar Raghav	<ul style="list-style-type: none">• Variations of modern English: British, American, and Indian• Basic sounds• Deviations in British and American and other varieties.	15 th November,2021 3:00p.m.-5:00p.m.
2.	Ms.Vandana	<ul style="list-style-type: none">• Conversation-Basic techniques• How to begin interrupt, hesitate and end	16 th November,2021 3:00p.m.-5:00p.m.
3.	Ms.Vandana	<ul style="list-style-type: none">• How to express time, age, feelings and emotion	18 th November,2021 3:00p.m.-5:00p.m.
4.	Mr.Sunil Kumar Raghav	<ul style="list-style-type: none">• How to respond Using language in various contexts/situations• Talking about oneself and others –• Attending an interview	19 th November,2021 3:00p.m.-5:00p.m.
5.	Ms.Vandana	<ul style="list-style-type: none">• Addressing an audience• Using ICT and audio aid	22 nd November,2021 3:00p.m.-5:00p.m.
6.	Mr.Sunil Kumar Raghav	<ul style="list-style-type: none">• Compering• Group discussion	23 rd November,2021 3:00p.m.-5:00p.m.
7.	Mr.Sunil Kumar Raghav	<ul style="list-style-type: none">• Body language and	24 th November,2021



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		<p>postures</p> <ul style="list-style-type: none">• Orientation	3:00p.m.-5:00p.m.
8.	Ms.Vandana	<ul style="list-style-type: none">• Eye contact ,Facial expression& Dress code-• Self-concept, Self-image, Self-esteem & Attitudes	25 th November,2021 3:00p.m.-5:00p.m.
9.	Mr.Sunil Kumar Raghav	<ul style="list-style-type: none">• Skimming and scanning• Writing short messages• E-mails	29 th November,2021 3:00p.m.-5:00p.m.
10.	Ms.Vandana	<ul style="list-style-type: none">• Preparing notes and reports based on visuals, graphs and diagrams• Official/business related letters	30 th November,2021 3:00p.m.-5:00p.m.
11.	Ms.Vandana	<ul style="list-style-type: none">• Preparing ,agenda, minutes & Curriculum Vita• Describing persons, places, incidents and events <p>Shortargumentative essays</p>	1 st December ,2021 3:00p.m.-5:00p.m.
12.	Mr.Sunil Kumar Raghav	<ul style="list-style-type: none">• Words often confused and misused• Synonyms Antonyms• Idioms phrases and phrasal• Verbs used in day-to-day life• Corresponding British and American expressions	2 nd December,2021 3:00p.m.-5:00p.m.
13.	Ms.Vandana	<ul style="list-style-type: none">• Writing for Specific Purposes Scientific writing	3 rd December,2021 3:00p.m.-5:00p.m.
14.	Mr.Sunil Kumar Raghav	<ul style="list-style-type: none">• Preparation of project proposals	6 th December,2021 3:00p.m.-5:00p.m.



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15.	Ms.Vandana	<ul style="list-style-type: none"> • Writing of summaries and reviews of movies and books in English/regional languages 	7 th December,2021 3:00p.m.-5:00p.m.
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Report

	Report
Name of the Course	Certification Course on “ Communicative Application in English ”
Date	15 th November,2021 to 7 th December,2021
Venue	Seminar Hall, Block C
Organized by	School of Education, MIMT
Participated by	Students of B.Ed I year
Activity - Incharge	Ms. Renu
Resourse Person	Mr.Sunil Kumar Raghav , Ms. Vandana
Objective	<p>On completion of Certification Course on “Communicative Application in English”, the prospective teacher educator will be able to:</p> <ul style="list-style-type: none"> • Use English for interpersonal and international communication. • Engage in all kinds of communication activities- informal, formal/business related and academic. • Enrich vocabulary through various strategies and techniques. • Perform well in language tests and competitive examinations. • Enhance creative writing and presentation skill of report/academic writing.
Content	<p>Planning & Execution: Ms Renu was assigned the responsibility to conduct the course. The proposal was forwarded to the Management to get it approved. It was accepted on 12th November ,2021. Thereafter, Mr.Sunil Kumar Raghav ,Ms. Vandana (Assistant Professor , MIMT) were approached to conduct the course. They were convinced and sent course schedule. The Plan of Action was prepared.</p> <p>Daywise Activity: Day 1 (15th November, 2021)</p> <p>On the First day in Session-1, Mr.Sunil Kumar Raghav discussed about the</p>



significance, variations of modern British, American, and Indian English. Their basic sounds and deviations in British and American and other varieties.

Day 2(16thNovember, 2021)

On the Second day in Session-2, Ms. Vandana trained the students about conversation and their basic techniques. She too explained about how to begin interrupt, hesitate and end in conversation.

Day 3(18th November, 2021)

On the Third day in Session-3, Ms. Vandana explained about how to express time, age, feelings and emotion. Students learned by enjoying the session.

Day 4 (19thNovember, 2021)

On the Fourth day in Session-4, Mr. Sunil Kumar Raghav discussed about how to respond by using language in various contexts/situations. He told the ways of how to talk about oneself and others. In addition to that he too explained the process of how to attend an interview.

Day5 (22nd November, 2021)

On the Fifth day in Session-5 Ms. Ms. Vandana discussed about how to address an audience, method of using ICT and audio aid.

Day 6 (23rd November, 2021)

On the Sixth day in Session-6, Mr. Sunil Kumar Raghav trained the about compering and Group discussion. Students enjoyed the session a lot.

Day 7(24th November, 2021)

On the Seventh day in Session-7,, Mr. Sunil Kumar Raghav told about body language, posters and orientation.

Day 8 (25th November, 2021)

On the Eight day in Session-8, Ms. Vandana told about eye contact, facial expression & dress code to keep in mind for effective communication. She too discussed about self-concept, self-image, self-esteem & attitudes.



Day 9(29th November, 2021)

On the Ninth day in Session-9, Mr.Sunil Kumar Raghav helped students to clear their doubts about skimming and scanning and he too explained them about how to write short messages and E-mails.

Day 10 (30th November, 2021)

On the tenth day in Session-10, Ms. Vandana discussed about the effective way of preparing notes and reports based on visuals, graphs and diagrams, how to write official/business related letters .

Day 11 (1st December, 2021)

On the eleventh day in Session-11, Ms. Vandana discussed about the minutes & Curriculum Vita. He too describe persons, places, incidents and events in writing short argumentative essays.

Day12(2nd December,2021)

On the Twelfth day in Session-12 Mr.Sunil Kumar Raghav discussed about words often confused and misused , synonyms- antonyms different idioms phrases and phrasal. Verbs that we used in day-to-day life and corresponding British and American expressions.

Day 13(3rd December, 2021)

On the next day in Session-13, Ms. Vandana made students understand about how to write for Specific Purposes and Scientific writing.

Day 14 (6th December, 2021)

On the fourteenth session Mr.Sunil Kumar Raghav discussed about preparing project proposals .Students actively participated in it.

Day 15 (7th December, 2021)

On the last day in Session-15 Ms. Vandana too told them about how to write summaries and reviews of movies and books in English or regional languages.

Outcome

The learning outcomes of the Certification Course on “**Communicative Application in English**” are:

- Students able to use language correctly for purpose of communication be it written or spoken.
- It helped to develop a positive attitude in every individual.



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- It developed the communication skills of our students various soft skill and personality development .
191 students of B.Ed I year had done this course. The course was highly interactive and extremely motivated the students.

List of Beneficiaries Certification Course on “Communicative Application in English”

Sr.No.	Name of Students	Sr.No	Name of Students
1	AASHU	30	DHEERAJ KUMAR
2	ABHISHEK KUMAR PATHAK	31	DHEERENDRA
3	ADARSH YADAV	32	DIMPAL KUMAR
4	AJEET SINGH CHAUHAN	33	DIVYA MITTAL
5	AKAANKSHA SINGH	34	DIVYA RANI
6	ALPA KULSHRESHTHA	35	DOLLY
7	AMIT KUMAR JHA	36	DURGESH KUMAR PANDEY
8	ANAMIKA CHOUDHARY	37	GAYATRI PANDAY
9	ANAMIKA RAO	38	GEETIKA SRIVASTAVA
10	ANCHALA CHOUBEY	39	HARENDER SINGH
11	ANJALI SINGH CHAUHAN	40	HARSHIKHA TIWARI
12	ANKITA KUMARI	41	HIMANI LOHANI
13	ANKITA SHARMA	42	INDU SINGH
14	ANNU SINGH	43	JAGRITI SINGH
15	ANURADHA	44	JAHNAVI RAI
16	ARCHANA SAXENA	45	JEETENDAR YADAV
17	ASHUTOSH RANJAN	46	JITENDRA
18	ATUL KUMAR	47	JITENDRA KUMAR SHARMA
19	ATUL KUMAR SINGH	48	JULI SINGH
20	AZAD SINGH YADAV	49	JYOTI BHARADWAJ
21	BHARTI SHARMA	50	KAJAL
22	BHAWNA RAJPUT	51	KAJAL
23	CHANDNI	52	KAJAL GUPTA
24	CHHAVI TYAGI	53	KALPANA
25	CHINU CHHONKAR	54	KAMNA SANEHI
26	DAYASHANKAR	55	KESHAV KUMAR JHA
27	DEEKSHA PANDEY	56	KHYATI CHOUDHARY
28	DEEPTI TIWARI	57	KM ANJALI
29	DEVESH KUMAR	58	KM ANSHU DAGUR



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(Dr. Manoj Kumar Singh)
Principal, MIMT

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Sr.No.	Name of Students	Sr.No	Name of Students
59	KM BEAUTI	91	NAMRTA SINGH
60	KM BEAUTY VERMA	92	NARENDRA PAL SINGH
61	KM KAVITA	93	NEELAM RAWAT
62	KM LAXMI	94	NEHA BHATI
63	KM NANDNI SHARMA	95	NEHA CHOUDHARY
64	KM NEHA KUMARI	96	NEHA GAUTAM
65	KM PRAGATI TIWARI	97	NEHA TIWARI
66	KM PRARTHANA DUBEY	98	NIDHI KUMAR
67	KM RADHA	99	NIDHI SHARMA
68	KM REENA	100	NIDHI SINGH
69	KM SHALINI	101	NISHANT GUPTA
70	KM SWATI CHAURASIA	102	NISHANT SINGH
71	KM.KOMAL	103	NITISH ADHANA
72	KOMAL SHARMA	104	OMENDRA SINGH
73	KOMAL SINGH	105	PAMMI KUMARI
74	KOMAL TRIPATHI	106	PAWAN KUMAR
75	KRISHNA CHOUDHARY	107	PINKI JHA
76	KRITIKA SAXENA	108	PINKY
77	KRITIKA SINGH	109	POOJA GAUTAM
78	KUMARI ARTI KUMARI	110	POOJA KUMARI YADAV
79	LAXMI PRADHAN	111	POOJA SHARMA
80	MAMTA ARYA	112	POOJA SHARMA
81	MANISH KUMAR	113	PRASHANT CHAUBEY
82	MANISH KUMAR DUBEY	114	PRATEEK SHARMA
83	MANISH KUMAR SRIVASTAVA	115	PRAVEEN KUMAR JHA
84	MANISHA	116	PREETI SINGH
85	MANSI ARORA	117	PREM SAGAR
86	MANU KUMAR	118	PREMJEET KUMAR THAKUR
87	MEGHAVI GOSAIN	119	PRITEE TIWARI
88	MINNI	120	PRIYA
89	MOHAMMAD SABIR RAJA	121	PRIYA



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90	MONIKA YADAV	122	PRIYA HARSANA
91	MUKESH KUMAR YADAV	123	PRIYA NEGI

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Sr.No.	Name of Students	Sr.No	Name of Students
124	PRIYA SINGH	157	SHAILY
125	PRIYANKA	158	SHALINI CHANDRA
126	PRIYANKA PAL	159	SHASHIKANT YADAV
127	PURNIMA	160	SHIKHA
128	RAHUL KUMAR GUPTA	161	SHIVAM PATEL
129	RAJAN SINGH	162	SHIVANI YADAV
130	RAJU	163	SHRUTI KUMARI
131	RAKESH KUMAR	164	SHWETA
132	RAM NARESH YADAV	165	SHWETA
133	RASHMI RESHU	166	SHWETA RAI
134	REENA NAGAR	167	SMITA BHARTI
135	REENU	168	SMRITI TRIPATHI
136	REKHA RANI	169	SNEHA KUMARI
137	RENU TIWARI	170	SONAM CHOUDHRY
138	RINKI CHOUDHARY	171	SONIA PANDEY
139	RINKI JHA	172	SONIYA KAMBOJ
140	RITA PAUL	173	SUDIPTA KUMARI RATHA
141	RITIKA SETH	174	SULTANA
142	RUBY KHATOON	175	SUNAINA KUMARI
143	RUPALI BAJPAI	176	SUNIL KUMAR
144	RUPENDRA SINGH KAMAL	178	SUNNY CHAUDHARY
145	SADHANA	179	SUPRIYA GUPTA
146	SAKSHI	180	SURAJ KUMAR
147	SAKSHI	181	SWETA KUMARI
148	SAKSHI SHARMA	182	TANU SHARMA
149	SANDHYA	183	TANYA PRASAD
150	SANDHYA SATYARTHI	184	UMESH VERMA
151	SANGEETA JHA	189	UTKARSH PANDEY
152	SANTOSH KUMAR MISHRA	190	VAISHALI CHAUHAN
153	SARVESH KUMAR	191	VISHAL SINGH
154	SAURABH ADHANA		



155	SEEMA DUBEY		
156	SEEMA SINGH		

(Dr. Manoj Kumar Singh)
Principal, MIMT

Expert Profile

Mr. Sunil Kumar Raghav

Core Skills: English Language, Soft Skill Trainer,

Qualification: M.Ed, MA (English), NET,

Experience: 7 years

Research Area: Soft Skills & Communication,

Ms. Vandana

Core Skills: Soft Skill Trainer, Communicative Language

Qualification: M.Phil, M.Ed, MA (English), NET, CTET

Experience: 5 years

Research Area: Soft Skills & Communication, Educational Psychology



Mangalmai Institute of Management Technology
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Ref. No.: _____

MANGALMAI INSTITUTE OF MANAGEMENT & TECHNOLOGY
8 & 9, KNOWLEDGE PARK-II
GREATER NOIDA



Certificate of Merit

Awarded to Aashu

for Certification Course on "Communicative Application in English."

Date 7th December, 2021

Director

Chairman / Vice Chairman



Mangalmai Institute of Management Technology
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Ref. No.: _____

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Certificate of Merit

Awarded to Abhishek Kumar Pathak
 for Certification Course on "Communicative Application in English."

Date 7th December, 2021

[Signature]
 Director

[Signature]
 Chairman / Vice Chairman



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