

Shri Sarda Education Society's  
(A Linguistic Minority Education Institute)

**Smt Radhabai Sarda Arts, Commerce & Science College**

**Anjangaon Surji, Dist Amravati – 444705**

NAAC Accredited 'A' with CGPA 3.21

**Department of English**

**Certificate Course in English Conversational Skills**

(Academic Session: 2023-2024)

**Summary Report**

Course conducted: "A Certificate Course in English Conversational Skills"

Students Benefitted: 40

Course conducted: From 5<sup>th</sup> of January to 9<sup>th</sup> of February, 2024.

**Objective:**

- ✓ To make students equipped with necessary vocabulary to be fluent in everyday conversational skills.
- ✓ To adequate students with strategies to take part in situational conversation.
- ✓ To teach basics of grammar essential for everyday English.

English, being the global language, the course dealt with dynamic aspects of conversational skills of the students. An optimal utilization of available resources had been made so as to provide a platform to the students for maximum practice and exposure to English language. The course will prove beneficial for the students. The Certificate Course entitled "A Certificate Course in English Conversational Skills" was conducted by the Department of English in the academic Session 2023-24 from 5<sup>th</sup> of Janaury to 9<sup>th</sup> of February, 2024. The duration of the course was 30 days (1 hour everyday) in which forty students were admitted.

*Dr. Beena V. Rath*

**Head of the Department**

Dr. Beena V. Rath  
Professor & Head, Dept. of English  
Smt. R.S. College, Anjangaon Surji

*Malini*

**Teacher-in-Charge**

*Beena*

**Principal**

Smt. Radhabai Sarda College  
of Arts, Commerce & Science  
Anjangaon Surji



## Permission Letter

To  
The Principal,  
Smt Radhabai Sarda Arts, Commerce &  
Science College, Anjangaon Surji

Subject: Regarding permission to conduct Certificate Course entitled English Conversational Skills during the academic session 2023-2024.

Hon'ble Sir,

With reference to the above subject, I request you to grant us permission to conduct the said course in the Department of English. The duration of the course will be of 30 hours (1 hour X 30 working days). The syllabus of the course is enclosed herewith for your kind consideration. The course will be fruitful for the students to enhance their conversational skills.


With regards,

Date: 22.12.2023

Place: Anjangaon Surji

  
Principal  
Smt. Radhabai Sarda College  
of Arts, Commerce & Science  
Anjangaon Surji

Yours faithfully,

  
Dr Navita N Malani  
Assistant Professor  
Department of English



Enclosures:

1. Syllabus of the Certificate Course.

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**Certificate Course in English Conversational Skills**  
**Course Content**  
(Academic Session: 2023-2024)

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Unit	Topic	Distribution of Marks
I	<b>Basic Grammar</b> 1. Parts of speech 2. Basic sentence pattern 3. Tenses 4. Prepositions 5. Modal auxiliaries	10 Marks
II	<b>Vocabulary Section</b> 1. One word for many 2. Words in daily use 3. Idioms and Proverbs 4. Phrasal Verbs	10 Marks
III	<b>Talking about oneself/others</b> 1. Asking Questions 2. Short responses 3. Describing things/people 4. Expressing ability/inability/preferences 5. Talking about future plans	15 Marks
IV	<b>Everyday Conversation</b> 1. Introducing Someone/yourself 2. Invitation 3. Thanking 4. Apologizing 5. Complementing 6. Telephone Conversation	15 Marks

### **Books Recommended :**

Communication Skills For Professionals And Students : Dr. Amitabh Kishor Dwivedi

Effective Communication And Soft Skills by Bhatnagar, Pearson India

Communication Skills by Bretag, McGraw Hill

Communication Skills and Personality Development by Dhenge, S.A., Patel, V.G, Murai, A.M, Kadam, J.R.)

*Malani.*

**Teacher in Charge**

*Dr. Beena V. Rath*

**Prof & Head**

**Department of English**

*Dr. Beena V. Rath*  
Professor & Head, Dept. of English  
Smt. R.S. College, Anjangaon Surji



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(Affiliated to Sant Gadge Baba Amravati University, Amravati)

NAAC Accredited 'A' with CGPA 3.21

**Dr Bashisth Choubey**  
PRINCIPAL

Phone : 07224 - 295678

Cell No : 9423853815

Cell No : 7620541674

Website: [www.rscollege.ac.in](http://www.rscollege.ac.in)  
E-mail: [smtrscollege@gmail.com](mailto:smtrscollege@gmail.com)



Date: 23.12.2023

### Department of English Certificate Course in English Conversational Skills

#### Notice

All the UG & PG students of the college are hereby informed that **A Certificate Course in English Conversational Skills** is going to be commenced in the college by the Department of English. All those interested students may forward their names to Dr Navita N Malani, Assistant Professor of the Department till 30<sup>th</sup> December, 2023.

Dr Beena Rath

Head, Department of English

*Dr. Beena V. Rath*  
Professor & Head, Dept. of English  
Smt. R.S. College, Anjangaon Surji



Principal

Smt. Radhabai Sarda College  
of Arts, Commerce & Science  
Anjangaon Surji

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**List of the Enrolled Students**

<b>Sr. No.</b>	<b>Name of the student</b>	<b>Class</b>
1	Sakshi Rajesh Solanke	BA I
2	Bhumika Manoj Tambe	BA I
3	Aditya Chandu Ingale	BA I
4	Arbaz Khan Akhil Khan	BA
5	Sahil Prashant Thorat	BA I
6	Vicky Dipak Lavhale	BA I
7	Nikita Vilasrao Shegokar	BA I
8	Munazz Fatema Ahmad Baig	BA I
9	Saniya Bano Ishar Khan	BA I
10	Dhanshri Dipak Khedkar	BA I
11	Divya Vasudev Sapkal	BA I
12	Mira Shridhar Sawale	BA I
13	Gayatri Vitthal Hire	BA I
14	Sakshi Pramod Damdhar	BA I
15	Sakshi Santosh Dhule	BA I
16	Prashika Devendra Jadhav	BA I
17	Kanchan Rajendra Kadu	BA I
18	Shravani Aravinde Turkhade	BA I
19	Poonam Rajesh Wankhade	BA I

20	Rutuja Narendra Khadse	BA I
21	Prachi Ashok Muratkar	BA I
22	Kshitija Rajesh Jain	BA I
23	Sanskriti Kisanrao Thakare	BA I
24	Vaishnavi Sunil Nishane	BA II
25	Arpita Chnadrashekhkar Mehare	BA II
26	Rutuja Vitthalrao Dhole	BA II
27	Vaishnavi Prabhakar Dhawale	BA II
28	Sanika Prabhuddas Potdukhe	BA II
29	Vedanti Jitendra Potdukhe	BA II
30	Sanika Jitendra Khirkar	BA II
31	Bhavana Gopal Rokade	BA II
32	Vaishnavi Ravindra Makode	BA II
33	Pranajli Anil Ghadekar	BA II
34	Pranali Dinesh Pote	BA II
35	Vedika Shrikrushna Aghalate	BA I
36	Sejal Subhashrao Rakshaskar	BA I
37	Anushka Ravsaheb Dandge	BA I
38	Gunjan Sunil Gawai	BA I
39	Bhumika Gajanan Kahar	BA I
40	Sakshi Gajanan Kule	BA I

*Malani.*  
**Teacher-in Charge**

*Dr. Beena V. Rath*  
**Head, Dept. of English**  
 Dr. Beena V. Rath  
 Professor & Head, Dept. of English  
 Smt. R.S. College, Anjangaon Surji

*Beena*  
**Principal**  
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 of Arts, Commerce & Science  
 Anjangaon Surji





**Smt Radhabai Sarda Arts, Commerce & Science College Anjangaon Surji, Dist. Amravati – 444705**

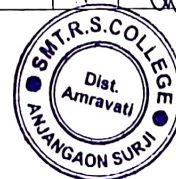
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**Department of English**  
**Certificate Course on English Conversational Skills**

(Academic Session: 2023-2024)

**Attendance Sheet**

Sr. No	Name of the Student	05/01/2024	06/01/2024	08/01/2024	09/01/2024	10/01/2024	11/01/2024	12/01/2024	13/01/2024	15/01/2024	16/01/2024	17/01/2024	18/01/2024	19/01/2024	20/01/2024	22/01/2024	23/01/2024	24/01/2024	25/01/2024	27/01/2024	29/01/2024	30/01/2024	31/01/2024	01/02/2024	02/02/2024	03/02/2024	05/02/2024	06/02/2024	07/02/2024	08/02/2024	09/02/2024	
1	Sakshi Rajesh bolanke	Present	Present	Present	AB	Present	Present	Present	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present
2	Bhumika Manoj Tambe	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present	Present	Present	Present	AB	AB	Present	Present	Present	Present	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present
3	Aditya chandya Ingale	Present	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present	Present	Present	AB	AB	Present	Present	Present	Present	Present
4	Arba2 Khan AKIE Khan	Present	Present	AB	Present	Present	Present	Present	Present	Present	AB	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
5	Sahil Prushant Thorat	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB

















30	Ku. Sanika Jitendra Khikar	<del>SKhikar</del>	<del>SKhikar</del>	<del>SKhikar</del>	<del>SKhikar</del>	<del>SKhikar</del>
31	Ku. Bhavana Gopal Rokade	<del>Berokade</del>	<del>Berokade</del>	<del>Berokade</del>	<del>Berokade</del>	<del>Berokade</del>
32	Ku. Varshavi Ravindra Makode.	<del>Berokade</del>	<del>Berokade</del>	<del>Berokade</del>	<del>Berokade</del>	<del>Berokade</del>
33	Ku. Pranjal Anil Ghadekar	<del>Bhadekar</del>	<del>Bhadekar</del>	<del>Bhadekar</del>	<del>Bhadekar</del>	<del>Bhadekar</del>
34	Bramli Dinesh pote	<del>Xote</del>	<del>Xote</del>	<del>Xote</del>	<del>Xote</del>	<del>Xote</del>
35	Vedika Shrikoush Aghalate.	<del>Ughalate</del>	<del>Ughalate</del>	<del>Ughalate</del>	<del>Ughalate</del>	<del>Ughalate</del>
36	Sejal Subhash Rakshakar	<del>Bakshakar</del>	<del>Bakshakar</del>	<del>Bakshakar</del>	<del>Bakshakar</del>	<del>Bakshakar</del>
37	Anushka Ravsaheb Dandge	<del>DR.Dandge</del>	<del>DR.Dandge</del>	<del>DR.Dandge</del>	<del>DR.Dandge</del>	<del>DR.Dandge</del>





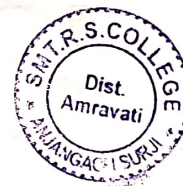
38	Ku. Gunjan Sunil Gawai	Gawai
39	Ku. Bhumi Gajanan Kabar	B.G.kabz
40	Ku. Sakshi Gajanan Kule	Gule

Shalani

**Teacher-in Charge**

B. Pathi

**Head, Dept. of English**  
**Dr. Beena V. Rath**  
**Professor & Head, Dept. of English**  
**Smt. R.S. College, Anjangaon**



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**Principal**  
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**Mark List**

Sr. No.	Name of the Student	Class	Theory Exam (Out of 25)	Practical (Out of 25)	Total (Out of 50)
1	Sakshi Rajesh Solanke	BA I	18	20	38
2	Bhumika Manoj Tambe	BA I	20	21	41
3	Aditya Chandu Ingale	BA I	19	22	41
4	Arbaz Khan Akhil Khan	BA	17	20	37
5	Sahil Prashant Thorat	BA I	19	19	38
6	Vicky Dipak Lavhale	BA I	21	20	41
7	Nikita Vilasrao Shegokar	BA I	22	20	42
8	Munazz Fatema Ahmad Baig	BA I	18	19	37
9	Saniya Bano Ishar Khan	BA I	22	23	45
10	Dhanshri Dipak Khedkar	BA I	23	21	44
11	Divya Vasudev Sapkal	BA I	22	21	43
12	Mira Shridhar Sawale	BA I	20	21	41
13	Gayatri Vitthal Hire	BA I	17	19	36
14	Sakshi Pramod Damdhar	BA I	20	22	42
15	Sakshi Santosh Dhule	BA I	22	23	45
16	Prashika Devendra Jadhav	BA I	21	22	43
17	Kanchan Rajendra Kadu	BA I	19	18	37



18	Shravani Aravinde Turkhade	BA I	20	19	39
19	Poonam Rajesh Wankhade	BA I	19	18	37
20	Rutuja Narendra Khadse	BA I	20	21	41
21	Prachi Ashok Muratkar	BA I	22	21	43
22	Kshitija Rajesh Jain	BA I	22	23	45
23	Sanskriti Kisanrao Thakare	BA I	20	22	42
24	Vaishnavi Sunil Nishane	BA II	21	22	43
25	Arpita Chnadrashekhkar Mehare	BA II	20	21	41
26	Rutuja Vitthalrao Dhole	BA II	19	18	37
27	Vaishnavi Prabhakar Dhawale	BA II	20	21	41
28	Sanika Prabhuddas Potdukhe	BA II	22	22	44
29	Vedanti Jitendra Potdukhe	BA II	23	21	44
30	Sanika Jitendra Khirkar	BA II	23	23	46
31	Bhavana Gopal Rokade	BA II	19	20	39
32	Vaishnavi Ravindra Makode	BA II	22	21	43
33	Pranajli Anil Ghadekar	BA II	21	19	40
34	Pranali Dinesh Pote	BA II	20	18	38
35	Vedika Shrikrushna Aghalate	BA I	20	21	41
36	Sejal Subhashrao Rakshaskar	BA I	19	20	39
37	Anushka Ravsaheb Dandge	BA I	20	21	41
38	Gunjan Sunil Gawai	BA I	18	17	35
39	Bhumika Gajanan Kahar	BA I	19	21	40
40	Sakshi Gajanan Kule	BA I	20	21	41

*Mahani.*

Teacher-in Charge

*Dr. Beena V. Rathi*

Head, Dept. of English

Dr. Beena V. Rathi  
Professor & Head, Dept. of English  
Smt. R.S. College, Anjangaon Surji

*Dr. Beena V. Rathi*

Principal

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**Department of English**

**Certificate Course in English Conversational Skills**

**2023-2024**

*Certificate*

This is to certify that Bhumika Manoj Tambe from BA I has attended the Certificate Course in English Conversational Skills conducted from 5 January 2024 to 9 February 2024. His/ Her participation and performance is found up to the mark. Hence the certificate is presented.

*Malani.*

**Teacher in-charge**

*[Signature]*

**Principal**



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**2023-2024**

*Certificate*

This is to certify that Vicky Dipak Lavhale from BA I has attended the Certificate Course in English Conversational Skills conducted from 5 January 2024 to 9 February 2024. His/ Her participation and performance is found up to the mark. Hence the certificate is presented.

*Malani.*

**Teacher in-charge**

*[Signature]*

**Principal**



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**2023-2024**

*Certificate*

This is to certify that Vedanti Jitendra Potdukhe from BA II has attended the Certificate Course in English Conversational Skills conducted from 5 January 2024 to 9 February 2024. His/ Her participation and performance is found up to the mark. Hence the certificate is presented.

*Malani.*

**Teacher in-charge**

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**Principal**