

A report on Communication Competence course for Non -Teaching staff

A one week Communication Competence course was organized by the Communication skills teachers Mr.Vishal Bodhale, Mr.Renjit Varghese and Ms.Jeffi Thomas for the non teaching staff of Don Bosco Institute of Technology from 21st December 2017 to 3rd January 2018 .

Objective: To make the learners proficient in functional English communication

Areas of focus: Speaking skills (Day to day interaction), Grammatical correctness, Writing skills (Letter, Email)

No of participants: 13

Syllabus

Session	Module	Content	Duration
1	Interview	Pre Test (using Clarity software-Elementary level) Personal interview (self introduction, assessment of weak areas and needs)	2 hours
2	Introduction and Functional Vocabulary	Ice- breaking session, Vocabulary-Lesson and practice, Assignment	2 hours
3	Basic Grammar	Sentence structuring for everyday use, practice, Assignment	2 hours
4	Basic Grammar	Sentence structuring for everyday use, practice, Assignment	2 hours
5	Public Relations	Situation based role play-(meeting) Assessment	2 hours
6	Writing emails/ letters	Tips for effective writing	2 hours
7	Assessment	Entire syllabus(final innterview and letter writing)	2 hours

General observations:

1. Participants were keen to take up the course. Most of them were looking forward to a course of this nature.
2. Though the syllabus was meant to focus on different things, it was realised that the learners needed more help in grammar.
3. Participants expressed the need to have a follow up of these sessions. Members of the staff who couldn't attend expressed their wish to attend such a course.