

# **Yashoda Girls' Arts & Commerce College, Nagpur**



## **Short Term Course**

### **Certificate Course in Functional English**

**Session: 2017-2018**

**Department of English**

**Duration: 3 Months**

**Co-ordinator: Dr. Amol Raut**



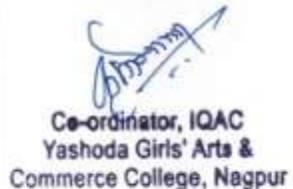
# Yashoda Girls' Arts & Commerce College

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur  
NAAC Accreditation B++ with 2.82 CGPA

Sneh Nagar, Wardha Road, Nagpur. 440015

## IQAC Brief Report of Add-on Course

Academic Year- 2017-2018

Name of Add-on Course	Certificate course in Functional English	
Academic year of course	2017-2018	
Department conducting the course	Department English	
Duration of the course	3 Months	
Number of students completing the course	21 Students	
Brief Report	Certificate course in Functional English was undertaken by the department of English for 3 days in which total 21 students were participated. All the students completed the course and also appeared for the examination conducted at the end of the course. They have been given grades. The certificates are also given to them. The duration of the course was from April to June 2017.	
Number of Beneficiaries:	Students: 21	
Criterion No: I	Metric No: 1.2.1 & 1.2.2	
Signature of Activity Co-ordinator	Signature and Stamp of IQAC Co-ordinator	Signature & Stamp of Principal
	 Co-ordinator, IQAC Yashoda Girls' Arts & Commerce College, Nagpur	 PRINCIPAL Yashoda Girls Arts & Commerce College, Sneh Nagar, Nagpur- 44

Nagpur, 29 - 12/19/2017

From,  
Amol Raut  
Department of English

To  
The Principal  
Machoda Girls Arts & Commerce College  
Nagpur

Subject: Application for permission to start Certificate course in functional skills in English from current academic session - 2017 - 2018.

Sir,

As instructed in the PGAC meeting, I would like to introduce a certificate course in functional skills in English for Arts faculty students. The said course will commence from the present academic session. It will be of three months and will focus on equipping essential English skills.

It is requested to grant permission to start the said course

Thank you,

Yours faithfully,  
Amol Raut  
29/12/2017

Perimetraul  
Amol Raut

29/12/2017  
PRINCIPAL  
Machoda Girls Arts & Commerce College  
Nagpur-45

**NOTICE STC- 2017-2018 –CERTIFICATE COURSE IN FUNCTIONAL SKILLS IN ENGLISH-Notice  
to the students**

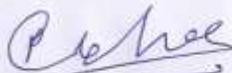
*Purushottam Kahaparde Health & Education Society's*  
**Yashoda Girls' Arts & Commerce College**  
Sneh Nagar, Wardha Road, Nagpur-440015  
*Accredited 'B++' with 2.82 CGPA for First Cycle by NAAC*

**Department of English**  
*Spectrum Students' Forum*

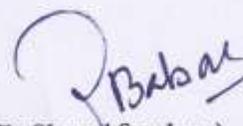
*in association with*  
**Skill Cookie**  
*Announces*

**Certificate Course - Functional Skills English**  
**Academic Session – 2017 - 2018**

The students are hereby informed that **Department of English** has initiated the **Spoken Skills Course** in association with *Skill Cookie* for 3 months with no entry fee. Those who are interested should **enrol** their names with Ms Poonam Pache (Student Representative) of B A Semester I or with respective Teacher of English or on or before **September 15, 2017**. The **Certificate Course - Functional Skills English** timings will 12 noon onwards and timetable in detail will be intimated shortly.

  
**Ms Poonam Pache**  
(Students' Representative)

  
**(Dr Amol Raut)**  
Course Coordinator

  
**(Dr Sharad Samhare)**  
Principal  
**Yashoda Girls Arts & Commerce College**  
Sneh Nagar, Nagpur-15

STC- 2017-2018 –CERTIFICATE COURSE IN FUNCTIONAL SKILLS IN ENGLISH- List of Admitted Students with signature

A-15/9/2017

Academic Session 2017-2018

Department of English Spectrum Students' Forum Announces  
In association with Skill Cookie

Certificate Course Functional Skills English in  
List of Students Enrolling for Certificate Course - Functional Skills English

Serial No	Name of the Students	Faculty	Semester & Grade	Contact Number	Signature
1	Sushama B. Raut	Art	1-B	9527226659	Raut
2	Rashmi V. Hirapure	Art's	1-B	9623204249	Rhirapure
3	Dipali M. Bawariya	Arts	1-A	7558405686	Dipali
4	Mayuri M. Bawariya	Arts	1-A	7558405686	Mayuri
5	Sonali S. Chakole	Arts	1-B	9067781839	Sonali
6	Sevati Tiwari	Art's	1-A	7517874531	Sevati
7	Poonam Pache	Art's	1-A	8381009147	Pache
8	Hemlata Meshram	Art's	1-A	8624829998	Hemlata
9	Samiksha Kodape	Arts	1 <sup>st</sup> A	9075095144	Kodape
10	Smruti Bagale	Arts	1-B	9881584980	Bagale
11	Bodhai G. Sahu	Art's	1 <sup>st</sup> B	9822301894	Bodhai
12	Pooja Dubhe	Art's	1-A	7558778077	PoojaDubhe
13	Pagal Dubhe	Art's	1-A	7218398552	Pagal Dubhe
14	Vaishali Ambedkar	Art's	1-B	9881962309	Vaishali
15	Ranu Hanwant	Arts	III-B	9164657635	Ranwant
16	Nikita Dubhe	Arts	III-B	8600494624	Dubhe
17	Arushi Gajbhiye	Arts	III-A	9850685290	Gajbhiye
18	Damini Mahur	Arts	III-A	9325680039	Mahur
19	Bhagyashri Kumbhar	Arts	III-B	9587461998	Bhagyashri
20	Vaishali Bhojar	Art's	III-B	8408808790	Bhojar
21	Kayali Deshpande	Art's	III-A	8600933742	Kayali

Total 21 Students

15/9/2017

Principal  
Vaishali Girls, Arts & Commerce College  
Snch Nagar, Nergaur-15

**STC- 2017-2018 –CERTIFICATE COURSE IN FUNCTIONAL SKILLS IN ENGLISH-List of enrolled students**

*Purushottam Kahaparde Health & Education Society's*  
**Yashoda Girls' Arts & Commerce College**

Sneh Nagar, Wardha Road, Nagpur-440015  
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Department of English

*Spectrum Students' Forum*

**Department of English - in association with Skill Cookie Announces  
Certificate Course in Functional Skills English - Academic Session – 2017 - 2018**

S No	Name of the Students (Final List)
1.	Sushama B Raut
2.	Rashmi V Hirapure
3.	Dipali M Bawariya
4.	Mayuri m Bawariya
5.	Sonali S Chakole
6.	Swati Tiwari
7.	Poonam Pache
8.	Hemlata Meshram
9.	Samiksha Kodape
10.	Sneha Bagade
11.	Bedabai G Sahu
12.	Pooja Dube
13.	Payal Dahake
14.	Vaishali Ambedare
15.	Ranu Hunwat
16.	Nikita Dahane
17.	Arushi Gajbhiye
18.	Damini Mohature
19.	Bhagyashri Kumbhare
20.	Vaishali Bhoyar
21.	Sayeli Deshmukh

*Amol Raut*  
(Dr Amol Raut)  
Course Coordinator

*Sharad Sambare*  
(Dr Sharad Sambare)  
Principal

Yashoda Girls Arts & Commerce College  
Sneh Nagar, Nagpur-15

Department of English

Registration Form

Certificate Course in Functional Skill in English

1. Name (in Block Letters) Bagde Sneha Jaiden  
(Surname) (First Name) (Father/Husband's Name)
2. Address: Eakmate Nager Nagpur
3. Landline & Mobile No: 772105233
4. Email ID: \_\_\_\_\_
5. Educational Qualification: Bcom ~~SEM~~ B A Sem II  
*Kindly attach the true copies 12th Std and / or Degree mark sheet.*
6. How would you grade your English Language Proficiency?  
Excellent [ ] Very Good [ ] Good [ ] Average [ ] Yes [ ] Poor [] No [ ]
7. Father Occupation.....Mali.....
8. Salary Per month.....3000 ₹.....

Undertaking

I have gone through the syllabus carefully and understand that –

- I. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English 2017-2018 the end of the course.
- II. I will not cause disciplinary problems I also agree to return the books borrowed from the departmental library within 15 days and not damage the books in any way.

Date: 15/9/2017

Sneha  
Signature of Student

Department of English

Registration Form

Certificate Course in Functional Skill in English

1. Name (in Block Letters) Sahu Bedhai Gopi  
(Surname) (First Name) (Father/Husband's Name)
2. Address: 27/A Sijata Layout Bhamti Near Ganase Layout  
Kohamba Nagpur
3. Landline & Mobile No: 7447237019
4. Email ID: \_\_\_\_\_
5. Educational Qualification: B Com ~~Secs~~ B A Secs II  
*Kindly attach the true copies 12thStd and / or Degree mark sheet.*
6. How would you grade your English Language Proficiency?  
Excellent [ ] Very Good [ ] Good [ ] Average [ ] Yes [ ] No [  ] Poor [ ]
7. Father Occupation..... Labour .....
8. Salary Per month..... 3000 .....

Undertaking

I have gone through the syllabus carefully and understand that -

- I. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English 2017-2018 at the end of the course.
- II. I will not cause disciplinary problems I also agree to return the books borrowed from the departmental library within 15 days and not damage the books in any way.

Date:

15/9/2017

Signature of Student

Bedhai

Department of English

Registration Form

Certificate Course in Functional Skill in English

1. Name (in Block Letters) Bawariya. Dipali, manoj  
(Surname) (First Name) (Father/Husband's Name)
2. Address: Rameshwari Ring Road Rahate Nagae Nagpur.
3. Landline & Mobile No: 8007014983
4. Email ID: \_\_\_\_\_
5. Educational Qualification: B.A I (sem II)  
*Kindly attach the true copies 12thStd and / or Degree mark sheet.*
6. How would you grade your English Language Proficiency?  
Excellent [ ] Very Good [ ] Good [ ] Average [ ] Yes [ ] Poor [ ] No [ ]
7. Father Occupation..... Mali
8. Salary Per month..... 8,000

Undertaking

I have gone through the syllabus carefully and understand that –

- I. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English .....at the end of the course.
- II. I will not cause disciplinary problems I also agree to return the books borrowed from the departmental library within 15 days and not damage the books in any way.

Date: 15/2/2017

Dipali  
Signature of Student

### **About the Course**

This course focuses on equipping students/participants with the essentials of English required for both Good Listening and Speaking Skills in the first stance, and Reading and Writing in one more slot. This course can help in better communication in required job environment and in groups. With the coming out of the global market-place, the English language has found its place as the global medium of communication. Most of us would like to believe that fluency in English is the capability not only to read and write, but listening and speaking also. Far too often this is neglected in the learning of a language

### **Course Objectives:**

- To improve the four skills of Listening, Speaking, Reading, and Writing
- To furnish foundation for necessary phonetics, vocabulary & fine grammar
- To use the language in detailed situations
- To furnish advance learners' comprehension, interaction session & fluency
- To equip the learners with strategies to improve their communication skills
- To certify the training is useful to the learners to succeed in the valid one.

### **Expected Learning Outcomes**

- Eliminating Mother Tongue Influences – Indian-ism
- Articulating Words
- Maximizing on your natural style
- Correct Grammar
- Eliminating Redundancies
- Using the right word at the right time
- Softening a negative message
- Presenting with Greater Clarity and Confidence
- Handling Questions and Objections Positively
- Being Concise
- Framing effective questions
- Choosing the right tone
- Structuring paragraphs and sentences
- Writing to keep the reader engage

*Shutok*

*CHE*



Purushottam Khaparde Health & Education Society's



## Yashoda Girls' Arts & Commerce College, Nagpur

■ Recognized by Government of Maharashtra ■ Affiliated to RTM Nagpur University, Nagpur  
SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA  
■ Tel : 0712 - 2290637 ■ Fax No. : 0712 - 2290368 ■ www.ygongp.org ■ Email : ygc.agg@rediffmail.com

YGC No./ Add on/course/committee/as 2017-2018

Date 16/6/2017

Academic Session – 2017-2018

### NOTICE

#### Constitution of Committee for Designing Curriculum for Add- on- course on Functional Skills in English

As per the decision of the Internal Quality Assurance Cell of the Institution to introduce Add-on- Course on **Functional Skills in English** for 3 Months for the students of Arts Faculty with the specific purpose to bridge the gap and supplement the advanced learning contents, a committee of faculty members and experts is being constituted for framing the curriculum for the said Add-on- Course. The names of the committee members are as under:-

- |                            |          |                                     |
|----------------------------|----------|-------------------------------------|
| 1. Prin. Dr Sharad Sambare | Chairman |                                     |
| 2. Dr K J Sibi             | Member   | S S Jaiswal College, Arjuni Morgaon |
| 3. Dr Shailesh Bahadure    | Member   | Dr Ambedkar College, Nagpur         |
| 4. Dr Amol Raut            | Member   |                                     |

All the committee members are hereby informed that:-

1. They should frame the syllabus remaining committed to curriculum standards.
2. The duration of the Add-on-Course should be kept in mind while framing the syllabus.
3. The syllabus should be framed in an organized, efficient manner taking into proper consideration the specific objectives of the course and the course outcomes (COs).



*[Signature]*  
Principal  
PRINCIPAL  
Yashoda Girls Arts & Commerce College,  
Sneh Nagar, Nagpur- 15

Note: Copy forwarded for information and action to all the committee members.

**Unit 1: Listening**

Listening and responding to simple narratives, statements, questions, straightforward explanations and instructions (both face-to face and on the telephone) Listening and responding to spoken language and following detailed explanations and multi-step instructions of varying length.

**Unit 2: Speaking**

Speaking to communicate basic information, feelings and opinions on familiar topics using appropriate formality, both face-to-face and on the telephone Speaking to communicate straight forward and detailed information, ideas and opinions clearly, adapting speech and content to take account of the listener(s), medium, purpose and situation.

**Unit 3: Reading**

To apply relevant reading strategy, distinguish between facts and opinions, decipher facts and make inferences

**Unit 4: Writing**

Writing to communicate basic information, feelings and opinions on familiar topics.

**Required Materials**

Where required materials will be fabricated to teach the student a particular strategy will be sourced from newspapers, audio-visuals, use of Smart Board, etc,

*Ashutosh*

*Op*

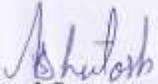
- **Evaluation Pattern based on Spoken Skills -**

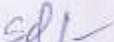
Engaging in conversations with one or more people in a given situation making relevant points and responding to what others say to reach a shared understanding about familiar / unfamiliar topics in an informal exchange connected with ordering at a restaurant, booking tickets, asking directions, and discussing a match.

- Class Room Interaction
- Classroom Activities
- **Basic Skills**
  - Listening
  - Speaking
  - Reading
  - Writing

- *NOTE: Students with less than 75% attendance will not be allowed to take the exam.*

Proposal submitted for your kind consideration and approval...

  
(Ashutosh Lawtawar)  
Visiting Faculty

  
(Smt. Antakshari C. Lawtawar)  
Course Coordinator

  
(Dr Amol Raut)  
Co-ordinator

Department of English  
*Spectrum Students' Forum*  
*Academic Session 2017 -2018*  
*In association with Skill Cookie*

*Announces*

**Certificate Course  
Functional Skills English**

Eligibility: 12 Pass Students

**Date of Commencement: Mid September, 2017**

Course Duration – 3 months

Time  
12:00 am - 1:00 pm

Free Course – ( Arts Faculty )

No of Seats: 25

Registration Starts: – September 1, 2017 (10:00 am to 12:00 noon)

Admissions on First-Come-First Served Basis

Contact Faculty  
Amol Raut, *PhD*  
9822277497

Visiting Faculty  
Ashutosh Lawtawar  
7387914813

**Department of English**  
*Spectrum Students' Forum*

# STC- 2017-2018 –CERTIFICATE COURSE IN FUNCTIONAL SKILLS IN ENGLISH- Attendance sheet

Name of the College - Yashoda Girls' Arts & Commerce College  
 Course - Certificate Course in Functional Skills in English  
 Year/ Duration 3 Months - 2017 - 2018 - SEPTEMBER 20, 2017 to FEBRUARY 28, 2018

## ATTENDANCE SHEET / CHART

Sr	Name of the Student	JANUARY 22 - 31, 2018					FEBRUARY 1 - 28, 2018																	
		22	23	24	25	29	30	31	1	2	3	5	6	10	12	14	15	17	20	21	26	27	28	
1	Arushi Gajbhiye	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Bedabai G Sahu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Bhagyashri Kumbhare	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Damini Mohature	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Dipali M Bawariya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Hemlata Meshram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Mayuri M Bawariya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Nikita Dahane	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Payal Dahake	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Pooja Dube	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Poonam Pache	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Ranu Hunwat	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Rashmi V Hirapure	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Samiksha Kodape	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Sayeli Deshmukh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Sneha Bagade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Sonali S Chakole	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Sushama B Raut	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Swati Tiwari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Vaishali Ambedare	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Vaishali Bhojar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Course Coordinator  
 C. 28/02/2018

Principal  
 Yashoda Girls Arts & Commerce College  
 Sneh Nagar, Nagpur-15







Purushottam Khaparde Health &amp; Education Society's

## Yashoda Girls' Arts & Commerce College, Nagpur

Accredited  
B++  
by NAAC

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SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA

• Tel. : 0712-2290637 • Fax No. : 0712-2290368 • Website : www.yashodagirlscollege.edu.in • Email : ygc.ngp@rediffmail.com

YGC No. /

Date \_\_\_\_\_

### A Report on Certificate Course Conducted on Functional Skills in English (September 20, 2017 to February 28, 2018)

The Department of English organized a Certificate Course on Functional Skills in English for the students of B. A Semester I under the initiative of IQAC for 3 months. The objective of this course was to apply basic knowledge required for both Good Listening and Speaking Skills in the first stance, and Reading and Writing in one more slot. This course was designed and implemented to develop better communication among the students required in job market and in daily use. The focus of the course was the four skills - Listening, Speaking, Reading, and Writing. The students were evaluated on hands on activities and on final examination. All the students successfully completed the course during the period September 20, 2017 to February 28, 2018. The lectures are delivered by Mr. Ashutosh Lawtawar, Smt. Antakashari Lawtawar and Dr Amol Raut. The topics were covered as per the syllabus designed by the committee. The course was delivered through lecture and useful sessions. The students were assessed conducting examination at the end of the course. Total 21 students were benefitted and satisfied with the course. After completion of the course certificates were distributed to the participants who completed the course.

#### Course Outcomes:

- The students were able to use the English language in groups and in different situations during the course.
- The students acquired the four basic language skills, including clarity and confidence, framing effective questions as well as handling questions and objections positively.
- The confidence level of students was enhanced while communicating.
- The interaction sessions proved as an enrichment to the objectives of the course.



*S. B. D. M.*  
PRINCIPAL  
Yashoda Girls Arts & Commerce College  
Sneh Nagar, Nagpur-18

*Purushottam Kahaparde Health & Education Society's*

**Yashoda Girls' Arts & Commerce College**

Sneh Nagar, Wardha Road, Nagpur-440015

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Department of English

STC Question Paper- Function Skills in English

**All Questions are compulsory**

**Q.1 Answer the following question in short - 20 M**

- a. What are language skills?
- b. What are the four Language Skills?
- c. What are the advantages of building language skills?
- d. Write a note on the habit of communicating impactful

**Q.2 Choose the correct answer from the given options- 30 M**

1. How much listening effect on our communication?
  - a) 20-35%
  - b) 5-15%
  - c) 25-40%
  - d) 40-70%
2. We listen at \_\_\_\_ % efficiency without training?
  - a) 20%
  - b) 25%
  - c) 30%
  - d) 35%
3. How much words could be spoke by a person in a minute?
  - a) 70-80
  - b) 90-100
  - c) 125-150
  - d) 120-140
4. How much time required to shortly memorizing a content?
  - a) Immediately
  - b) 5 minutes
  - c) 10 minutes
  - d)15 minutes
5. A person can think how many words in a minute?
  - a) 150
  - b) 200
  - c) 300
  - d) 400
6. What will be the third stage of listening?
  - a) Responding
  - b) Evaluating
  - c) Understanding
  - d) Remembering



7. Which of these is not step in the listening process??
  - a) To stop talking
  - b) Receiving
  - c) Misinterpreting
  - d) Responding
8. Which of these is the first step in the listening process?
  - a) Stop talking
  - b) Receiving
  - c) Interpreting
  - d) Responding
9. Which of the following is the third step of listening?
  - a) Stop talking
  - b) Receiving
  - c) Interpreting
  - d) Responding
10. \_\_\_\_ is the last step of listening process?
  - a) Stop talking
  - b) Receiving
  - c) Interpreting
  - d) Responding
11. Which of these is based of effective listening?
  - a) Note talking
  - b) Note talking
  - c) Letter talking
  - d) Predicting
12. Which of these should be avoided while note talking?
  - a) Concentration
  - b) Evaluation
  - c) Listening
  - d) Using phrases
13. Which of these is not a deterrent to the listening process?
  - a) Reference material
  - b) Chats
  - c) Scientific text
  - d) Technical text
14. Which of these is not a deterrent to the listening process?
  - a) Lack of interest
  - b) Ego
  - c) Confidence
  - d) Fear
15. What will be the third stage of listening?
  - a) Responding
  - b) Evaluating
  - c) Understanding
  - d) Remembering



16. Listening a \_\_\_\_\_ mental process that play vital rôle in our daily life?  
a) Absorbable  
b) Visible  
c) Invisible  
d) Eco able
17. How many stages of oral processes?  
a) 1  
b) 2  
c) 3  
d) 4
18. Bottom-up and top-down processing are the process of \_\_?  
a) Listening  
b) Hearing  
c) Eco  
d, none of these.
19. When the learner tries to understand what is happening?  
a) Learning of gist  
b) Learning of objective  
c) Hearing  
d) None of these
20. How many kind of media use for broadcasting?  
a) 1  
b) 2  
c) 3  
d) 4
21. All story in the news that explain the news lead?  
a) Body  
b) A lead  
c) Templates  
d) Soul
22. Learner problem in listening except?  
a) Lack of confidence  
b) Limited vocabulary  
c) Fail to recognize signals  
d) Lack of self-respect
23. The speed of news delivery is quit fast in which sort of media?  
a) Television news  
b) Newspaper news  
c) Internet news  
d) Radio news
24. The greatest difficulty with listening is inability to control?  
a) Speaker speed  
b) Language  
c) Both a and b  
d) None of these



25. What to do to explain listening ability?
- a) Provide easiest material
  - b) Hearing news
  - c) Limited vocabulary
  - d) Provide challenging material
26. Which step in the listening process involves assigning meaning to messages?
- a) Understanding
  - b) Responding
  - c) Listening
  - d) Attending
27. The fear of misunderstanding others is called \_\_\_\_\_?
- a) Emotional noise
  - b) Being self-absorbed
  - c) Lisner apprehension
  - d) Responding
28. Which of the following is the best definition of empathy?
- a) Feeling sorry for other
  - b) Feeling what someone else is feeling
  - c) Understand the situation
  - d) Feeling guilty
29. Active listening involves responding in what three ways?
- a) Content, feeling and thought
  - b) Feeling, understanding and thoughts
  - c) Thoughts, skills and understanding
  - d) Mentally, verbally and non-verbally
30. In which stage the listener assesses the information they?
- a) Responding
  - b) Evaluating
  - c) Understanding
  - d) Remembering



*J. N. B. A. Y.*  
Principal  
Rashoda Girls Arts & Commerce  
College, Bhash Nagar, Nagpur-15

Purushottam Kahaparde Health & Education Society's

**Yashoda Girls' Arts & Commerce College**

Sneh Nagar, Wardha Road, Nagpur-440015

Accredited 'B++' with 2.82 CGPA for First Cycle by NAAC

Department of English

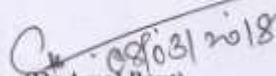
Spectrum Students' Forum

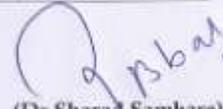
**Department of English - in association with Skill Cookie Announces  
Certificate Course in Functional Skills English - Academic Session - 2017 - 2018**

**Score Sheet - Grade Obtained**

S No	Name of the Students	Obtain Grades
1.	Arushi Gajbhiye	A
2.	Bedabai G Sahu	B
3.	Bhagyashri Kumbhare	B
4.	Damini Mohature	A
5.	Dipali M Bawariya	A
6.	Hemlata Meshram	A
7.	Mayuri M Bawariya	A
8.	Nikita Dahane	B
9.	Payal Dahake	A
10.	Pooja Dube	A
11.	Poonam Pache	A
12.	Ranu Hunwat	B
13.	Rashmi V Hirapure	B
14.	Samiksha Kodape	A
15.	Sayeli Deshmukh	A
16.	Sneha Bagade	B
17.	Sonali S Chakole	B
18.	Sushama B Raut	B
19.	Swati Tiwari	A
20.	Vaishali Ambedare	B
21.	Vaishali Bhojar	B

Total students benefited 21

  
(Dr Amol Raut)  
Course Coordinator

  
(Dr Sharad Sambare)  
Principal

Yashoda Girls Arts & Commerce College  
Sneh Nagar, Nagpur-15



Purushottam Khaparde Health & Education Society, Nagpur

**Yashoda Girls**  
**Arts & Commerce College**  
Sneh Nagar Nagpur 440015

**Internal Quality Assurance Cell**

**Certificate**

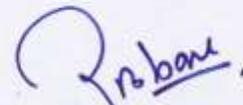


Awards this certificate to

Ku Poonam Pache ..... class BA Sem 2  
on satisfactory completion of the 3 months Add on Course **In Functional Skills in English** run by Department of **English** of this institution during the Academic Session 2017-2018 as per the direction of Internal Quality Assurance Cell from 20/09/2017 to 27/02/2018. She passed the examination in grade A.

  
Course Co-ordinator

  
IQAC Coordinator

  
Principal



Purushottam Khaparde Health & Education Society, Nagpur

**Yashoda Girls  
Arts & Commerce College**

Sneh Nagar Nagpur 440015

**Internal Quality Assurance Cell**

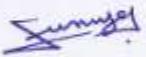
**Certificate**



Awards this certificate to

KU Payal Sahake class BA Sem I  
on satisfactory completion of the 3 months Add on Course **In Functional Skills in English** run by Department of **English** of this institution during the Academic Session 2017-2018 as per the direction of Internal Quality Assurance Cell from 20/09/2017 to 27/02/2018. She passed the examination in grade 'A'

  
Course Co-ordinator

  
IQAC Coordinator

  
Principal