



TRINITY COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE & Affiliated to JNTU Hyderabad)

PEDDAPALLY-505172, Dist. Peddapalli. (T.S)

Ph: 08728-224347, Fax: 08728-223959, Mobile No. 8522954369, E-mail: officetcek@gmail.com

Date: 09/10/2017

CIRCULAR

This is to inform to all IV B.Tech students that H&S Department is going to organize a one week program on "Language and Communication Skills" from 11/10/2017-16/10/2017. The interested students can enroll their names at the Coordinator.

Venue: Seminar Hall

Faculty Co-coordinator: Mr. Vamshi Krishna, Assistant Professor
MBA Dept.

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Date: 18/10/2017

PROGRAM REPORT

Name of the Event: Language and Communication Skills

Date: 11/10/2017-16/10/2017

Resource Person: Mr. Mahender
Assistant Professor
H& S Department

Name of Co-coordinator: Mr. Vamshi Krishna Assistant Professor
MBA DEPT

Number of Students Attended: 54 Students

Venue: Seminar Hall

The Department of Humanities and Sciences taught English to B. Tech students in the academic year 2017-18 through English Language Labs. The main goal of the English Language Lab is to improve vocabulary and also to pay attention to important aspects of language like grammar, pronunciation, intonation, and phonetics. Language labs are very helpful for improving how well you can speak. Students can have fun practicing their speaking skills in a more realistic way, without the stress of having all the focus on them like in real-life English conversations. This is better than using scripted role-plays or exercises from textbooks. Students learn without being afraid and this helps them to feel more confident and skilled in the language. The lab was conducted from 11/10/2017 to 16/10/2017 during 2.20 P.M to 3.50 P.M. for one week. 54 students attended this one week session with enthusiasm.

Objectives:

1. Explain why good communication skills are important.
2. Pinpoint what makes such skills hard to master.
3. Describe models and methods of communication.
4. Understand how preconceptions and limited perceptions interfere with communication.
5. Define Nonverbal Communication.

Learning Outcomes:

1. It helps them to know why good communication skills are important.
2. It will help them to enhance such skills hard to master.
3. It will help to describe models and methods of communication.
4. It will make them to understand how preconceptions and limited perceptions interfere with

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Day 1: Vocabulary Building - (11/10/2017)

Learnig Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Mahender he explained the importance of vocabulary learning and it steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (12/10/2017)

Spoken Vs Written Communication session was taken by Mr.Mahender. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.


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Day 3: Body Language and Presentation Skills-(13/10/2017)

Body language and presentation skills session was taken by Mr. Mahender. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

Body language affects the way listeners perceive information.

It helps to engage the audience.

It tells how confident and persuasive a presenter is.

It helps to highlight the idea.

It can nullify all efforts put into presentation.

Day 4: Ice Breaking Activities - (14/10/2017)

This session was taken by Mr. Mahender. He explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Firstly he asked question what is an icebreaker? He elicited the answers from students. Later he explained that the term "icebreaker" comes from "break the ice", which in turn comes from special ships called "icebreakers" that are designed to break up ice in arctic regions. And just as these ships make it easier for other ships to travel, an icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. He explained more about how the participants are meeting for the first time, start with an icebreaker that helps everyone to learn names and personal/professional information.

He explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (15/10/2017)

Reporting Writing session was taken by Mr Mahender. He explained that Reports are generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals. Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example report writing about a school event, report writing about a business case, etc There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.



- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report

Day 6: Verbal and Non Verbal Communication - (16/10/2017)

The differences between Verbal and Non Verbal Communication was explained by Mrs. Asma Verbal Communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. He explained the following important points and makes them to understand the students.

The intended message is transferred to people non-verbally using

- Proxemics (Distance)
- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.
- Verabally using words, which includes
- Speaking, Writing
- Detonation or connotation (feelings associated with meaning of words)
- Tone and volume



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A.Y-2017-2018

Name of the Event: Language and Communication Skills

STUDENTS ATTENDANCE LIST

S No	H.T.NO	NAME OF THE STUDENT	DEPT	YEAR	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct
1	15UD1A0401	AVUNOORI ANUSHA	ECE	III	Anusha	Anusha	Anusha	Anusha	Anusha	Anusha
2	15UD1A0405	GOSKI PRAVALIKA	ECE	III	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika
3	15UD1A0409	MAHANTHI RASHMITHA	ECE	III	Rashmitha	Rashmitha	Rashmitha	Rashmitha	Rashmitha	Rashmitha
4	15UD1A0415	POGULA AMULYA	ECE	III	Amulya	Amulya	Amulya	Amulya	Amulya	Amulya
5	15UD1A0416	THIPPARABOINA RAMYA	ECE	III	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
6	15UD1A0417	VODNALA SWATHI	ECE	III	Swathi	Swathi	swathi	Swathi	Swathi	swathi
7	15UD1A0418	PERKA ROJA	ECE	III	Roja	Roja	Roja	Roja	Roja	Roja
8	16UD5A0405	NADEM SWAPNA	ECE	III	Swapna	Swapna	Swapna	Swapna	Swapna	Swapna
9	16UD5A0406	VELMAREDDY SUPRIYA	ECE	III	Supriya	Supriya	Supriya	Supriya	Supriya	Supriya
10	16UD5A0407	D MANEESHA	ECE	III	Manesha	Manesha	Manesha	Manesha	Manesha	Manesha
11	15UD1A0201	AAVULA RAMYA	EEE	III	Anusha	Anusha	Anusha	Anusha	Anusha	Anusha
12	15UD1A0205	BARLA ANUSHA	EEE	III	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
13	15UD1A0207	BOJANAPALLI ALEKYA	EEE	III	Alekya	Alekya	Alekya	Alekya	Alekya	Alekya
14	15UD1A0209	EDULLA DILEEP	EEE	III	Dileep	Dileep	Dileep	Dileep	Dileep	Dileep
15	15UD1A0221	MUDETTULA ANUSHA	EEE	III	Anusha	Anusha	Anusha	Anusha	Anusha	Anusha
16	15UD1A0223	OJJA ANJANAPRIYA	EEE	III	Anjana	Anjana	Anjana	Anjana	Anjana	Anjana
17	15UD1A0225	POLDASARI RAMYA	EEE	III	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
18	15UD1A0234	ABDUL AMAIR	EEE	III	Amair	Amair	Amair	Amair	Amair	Amair
19	15UD1A0235	GAMPA SAI KIRAN	EEE	III	Sai Kiran	Sai Kiran	Sai Kiran	Sai Kiran	Sai Kiran	Sai Kiran
20	16UD5A0209	KATUKURI THARUN RAJ	EEE	III	Tharun	Tharun	Tharun	Tharun	Tharun	Tharun
21	15UD1A0509	KONTHAM SONIYA	CSE	III	Soniya	Soniya	Soniya	Soniya	Soniya	Soniya
22	15UD1A0510	NAGAPURI RAVALI	CSE	III	Ravali	Ravali	Ravali	Ravali	Ravali	Ravali

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23	15UD1A0511	PADALA SHIREESHA	CSE	III	Shireesha	Shireesha	Shireesha	Shireesha	Shireesha	Shireesha
24	15UD1A0514	RAVULA ASHRITHA	CSE	III	Ashritha	Ashritha	Ashritha	Ashritha	Ashritha	Ashritha
25	15UD1A0516	SUDHAGONI NIKITHA	CSE	III	Nikitha	Nikitha	Nikitha	Nikitha	Nikitha	Nikitha
26	15UD1A0517	THOGARI UMARANI	CSE	III	Umarani	Umarani	Umarani	Umarani	Umarani	Umarani
27	15UD1A0518	VEGGALAM MADHUSRI	CSE	III	Madhusri	Madhusri	Madhusri	Madhusri	Madhusri	Madhusri
28	16UD1A0210	DARSHANALA ANIL	EEE	II	Anil	Anil	Anil	Anil	Anil	Anil
29	16UD1A0211	DASARI EASHA	EEE	II	Easha	Easha	Easha	Easha	Easha	Easha
30	16UD1A0212	DEVARA RAMESH	EEE	II	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh
31	16UD1A0213	DUTA PRAVALIKA	EEE	II	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika
32	16UD1A0214	EDLA NIHARIKA	EEE	II	Niharika	Niharika	Niharika	Niharika	Niharika	Niharika
33	16UD1A0215	GODUGU VENU	EEE	II	Venu	Venu	Venu	Venu	Venu	Venu
34	16UD1A0220	GURRAM KRISHNAMURALI	EEE	II	Krishna	Krishna	Krishna	Krishna	Krishna	Krishna
35	16UD1A0221	KANNURI VISHNUVARDHAN	EEE	II	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu
36	16UD1A0225	MASU SUCHITHRA	EEE	II	Suchi	Suchi	Suchi	Suchi	Suchi	Suchi
37	16UD1A0226	MEKALA SUSMITHA	EEE	II	Susmi	Susmi	Susmi	Susmi	Susmi	Susmi
38	16UD1A0227	MIYAPURAM SAISHIVARAM	EEE	II	Saishiva	Saishiva	Saishiva	Saishiva	Saishiva	Saishiva
39	16UD1A0228	MOHAMMAD RIZWANA	EEE	II	Rizwan	Rizwan	Rizwan	Rizwan	Rizwan	Rizwan
40	16UD1A0230	MUTHUNOORI SAMATHA	EEE	II	Samatha	Samatha	Samatha	Samatha	Samatha	Samatha
41	16UD1A0231	MUTHYALA GANESH	EEE	II	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh
42	16UD1A0232	MUTHYALA KARTHIK	EEE	II	Karthik	Karthik	Karthik	Karthik	Karthik	Karthik
43	16UD1A0240	RACHARLA TEJASWINI	EEE	II	Teju	Teju	Teju	Teju	Teju	Teju
44	16UD1A0241	REDDY RAMYA	EEE	II	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
45	16UD1A0242	SHEGOKAR ASHA DEVIDAS	EEE	II	Asha	Asha	Asha	Asha	Asha	Asha
46	17UD5A0504	DASARI SRINIVAS	CSE	II	Srinivas	Srinivas	Srinivas	Srinivas	Srinivas	Srinivas
47	17UD5A0505	KALAKOTI VISHNUVARDHAN	CSE	II	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu
48	17UD5A0506	KALUVALA VAMSHIKRISHNA	CSE	II	Vamshi	Vamshi	Vamshi	Vamshi	Vamshi	Vamshi
49	17UD5A0507	KALVALA ANJANI PRASAD	CSE	II	Anjani	Anjani	Anjani	Anjani	Anjani	Anjani
50	17UD5A0508	KUDIKALA SANJAY	CSE	II	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay
51	17UD5A0509	MANTHANI ABHILASH	CSE	II	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
52	17UD5A0510	MEDIPALLI ARAVIND	CSE	II	Aravind	Aravind	Aravind	Aravind	Aravind	Aravind
53	17UD5A0516	VEYIKANDLA SHRAVANKUMAR	CSE	II	Shravan	Shravan	Shravan	Shravan	Shravan	Shravan
54	17UD5A0517	GAJAVENI SANJAY	CSE	II	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay

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Date: 01/10/2018

PROGRAM REPORT

Name of the Event: "Language and Communication Skills- Lab"

Date: 25/09/2018- 29/09/2018

Resource Person: Mr. Mahender
Assistant Professor
H& S Department

Name of Co-coordinator: Mr. G Ashok, Assistant Professor
EEE DEPT

Number of Students Attended: 42 Students

Venue: CP-LAB

The Department of Humanities and Sciences taught English to B. Tech students in the academic year 2018-19 through English Language Labs. The main goal of the English Language Lab is to improve vocabulary and also to pay attention to important aspects of language like grammar, pronunciation, intonation, and phonetics. Language labs are very helpful for improving how well you can speak. Students can have fun practicing their speaking skills in a more realistic way, without the stress of having all the focus on them like in real-life English conversations. This is better than using scripted role-plays or exercises from textbooks. Students learn without being afraid and this helps them to feel more confident and skilled in the language. The lab was conducted from 25/09/2018 to 29/09/2018 during 2.20 P.M to 3.50 P.M. for one week. 42 students attended this one week session with enthusiasm.

Objectives:

1. Explain why good communication skills are important.
2. Pinpoint what makes such skills hard to master.
3. Describe models and methods of communication.
4. Understand how preconceptions and limited perceptions interfere with communication.
5. Define Nonverbal Communication.

Learning Outcomes:

1. It helps them to know why good communication skills are important.
2. It will help to makes such skills hard to master.


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4. It will make them to understand how preconceptions and limited perceptions interfere with communication.



Day 1: Vocabulary Building - (25/09/2018)

Learning Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Mahender. He explained the importance of vocabulary learning and its steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (26/09/2018)

Spoken Vs Written Communication session was taken by Mr. Mahender. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills-(27/09/2018)

Body language and presentation skills session was taken by Mr. Mahender. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

Body language affects the way listeners perceive information.

It helps to engage the audience.

It tells how confident and persuasive a presenter is.

It helps to highlight the idea.

It can nullify all efforts put into presentation.

M. Zaveri
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Day 4: Ice Breaking Activities - (28/09/2018)

This session was taken by Mr. Mahender. He explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Firstly he asked question what is an icebreaker? He elicited the answers from students. Later he explained that the term "icebreaker" comes from "break the ice", which in turn comes from special ships called "icebreakers" that are designed to break up ice in arctic regions. And just as these ships make it easier for other ships to travel; an icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. He explained more about how the participants are meeting for the first time; start with an icebreaker that helps everyone to learn names and personal/professional information.

He explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (29/09/2018)

Reporting Writing session was taken by Mr. Mahendar He explained that Reports are generally involved presenting your investigation and analysis of information or an issue, recommending actions and making proposals. Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example report writing about a school event, report writing about a business case, etc there are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report



CO-ORDINATOR



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A.Y-2018-2019

Name of the Event: Language and Communication Skills

STUDENTS ATTENDANCE LIST

S No	H.T.NO	NAME OF THE STUDENT	DEPT	YEAR	25/09	26/09	27/09	28/09	29/09
1	16UD1A0538	SAMREEN	III	CSE	Samreen	Samreen	Samreen	Samreen	Samreen
2	17UD5A0501	ADRAVENA SRILEKHA	III	CSE	Srilekha	Srilekha	Srilekha	Srilekha	Srilekha
3	17UD5A0503	BUTTI PRASHANTH	III	CSE	Prashanth	Prashanth	Prashanth	Prashanth	Prashanth
4	17UD5A0504	DASARI SRINIVAS	III	CSE	Srinu	Srinu	Srinu	Srinu	Srinu
5	17UD1A0207	DEVARAYA POURNAMI	II	EEE	pournami	pournami	pournami	pournami	pournami
6	17UD1A0208	DUBASI ABHILASH	II	EEE	ABHILASH	ABHILASH	ABHILASH	ABHILASH	ABHILASH
7	17UD1A0209	ELUKATI VIVEK	II	EEE	Vivek	Vivek	Vivek	Vivek	Vivek
8	17UD1A0210	GOLUSULA RAMYA	II	EEE	Ramyra	Ramyra	Ramyra	Ramyra	Ramyra
9	17UD1A0237	MOLUMURI ROJA	II	EEE	Roja	Roja	Roja	Roja	Roja
10	17UD1A0238	SANIYA NIFAAZ	II	EEE	Nifaaz	Nifaaz	Nifaaz	Nifaaz	Nifaaz
11	17UD1A0239	SHABANA	II	EEE	SHABANA	SHABANA	SHABANA	SHABANA	SHABANA
12	18UD5A0201	AERUKONDA SAIKIRAN	II	EEE	Saikiran	Saikiran	Saikiran	Saikiran	Saikiran
13	18UD5A0202	CHINDAM SHRAVANI	II	EEE	Shravani	Shravani	Shravani	Shravani	Shravani
14	18UD5A0203	DUNNAPOTULA RAMESH	II	EEE	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh
15	16UD1A0410	NALUMASU RAMYA	II	ECE	Ramyra	Ramyra	Ramyra	Ramyra	Ramyra

16	17UD1A0401	ANJUM	II	ECE	Anjum	Anjum	Anjum	Anjum	Anjum
17	17UD1A0402	BOLLAM AKANKSHA	II	ECE	Akanksha	Akanksha	Akanksha	Akanksha	Akanksha
18	17UD1A0403	BUGGA AISHWARYA	II	ECE	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya
19	17UD1A0404	CHILAKANI MANASA	II	ECE	Manasa	Manasa	Manasa	Manasa	Manasa
20	17UD1A0405	EMPALLI KAVYA	II	ECE	kavya	kavya	kavya	kavya	kavya
21	17UD1A0406	GADADASU AKHILA	II	ECE	Akhila	Akhila	Akhila	Akhila	Akhila
22	17UD1A0407	KANDUNURI ANUSHA	II	ECE	Anusha	Anusha	Anusha	Anusha	Anusha
23	17UD1A0408	KASARAPU RAMYA	II	ECE	Ramya	Ramya	Ramya	Ramya	Ramya
24	17UD1A0409	KATKURI SRAVANTHI	II	ECE	Sravanthi	Sravanthi	Sravanthi	Sravanthi	Sravanthi
25	17UD1A0416	MUKKERA SUSHMA	II	ECE	Sushma	Sushma	Sushma	Sushma	Sushma
26	17UD1A0417	MUSKE DIVYA	II	ECE	Divya	Divya	Divya	Divya	Divya
27	17UD1A0418	NAGARALA THIRUMALA	II	ECE	Thirumala	Thirumala	Thirumala	Thirumala	Thirumala
28	17UD1A0419	NARLA MANEESHA	II	ECE	Maneesha	Maneesha	Maneesha	Maneesha	Maneesha
29	17UD1A0420	NARLA RAJESHWARI	II	ECE	Rajeshwari	Rajeshwari	Rajeshwari	Rajeshwari	Rajeshwari
30	17UD1A0421	NERELLA YAMUNA	II	ECE	Yamuna	Yamuna	Yamuna	Yamuna	Yamuna
31	17UD1A0422	PALLE SIRI CHANDANA	II	ECE	chandana	chandana	chandana	chandana	chandana
32	17UD1A0423	PERKA MANASA	II	ECE	manasa	manasa	manasa	manasa	manasa
33	17UD1A0501	AKULA RAMYA	II	CSE	Ramya	Ramya	Ramya	Ramya	Ramya
34	17UD1A0502	ASRAPARVEEN	II	CSE	Asraparveen	Asraparveen	Asraparveen	Asraparveen	Asraparveen
35	17UD1A0503	BEJGUM SAMATHA	II	CSE	Samatha	Samatha	Samatha	Samatha	Samatha
36	17UD1A0504	BODA PRAVALIKA	II	CSE	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika
37	17UD1A0505	BODDUNA RAJESH KUMAR	II	CSE	Rajesh	Rajesh	Rajesh	Rajesh	Rajesh

38	16UD1A0404	KANAKA ANASUYA	III	ECE	Anasuya	Anasuya	Anasuya	Anasuya	Anasuya
39	16UD1A0405	KANUKUTLA SANDHYA	III	ECE	Sandhya	Sandhya	sandhya	Sandhya	sandhya
40	16UD1A0406	MARELLI SAISRUTHI	III	ECE	Saisruthi	Saisruthi	Saisruthi	Saisruthi	Saisruthi
41	16UD1A0221	KANNURI VISHNUVARDHAN	III	EEE	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu
42	16UD1A0222	MAMIDI JHANSI	III	EEE	Jhansi	Jhansi	Jhansi	Jhansi	Jhansi

M. Z. Prasad



TRINITY COLLEGE OF ENGINEERING AND TECHNOLOGY

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Date: 18/11/2019

PROGRAM REPORT

Name of the Event: "Language and Communication Skills- Lab"

Date: 11/11/2019 to 16/11/2019

Resource Person: Mr. Mahender
Assistant Professor
H& S Department

Name of Co-coordinator: Mrs. J Swathi Assistant Professor
CSE DEPT

Number of Students Attended: 58 Students

Venue: CP-LAB

The Department of Humanities and Sciences taught English to B. Tech students in the academic year 2019-20 through English Language Labs. The main goal of the English Language Lab is to improve vocabulary and also to pay attention to important aspects of language like grammar, pronunciation, intonation, and phonetics. Language labs are very helpful for improving how well you can speak. Students can have fun practicing their speaking skills in a more realistic way, without the stress of having all the focus on them like in real-life English conversations. This is better than using scripted role-plays or exercises from textbooks. Students learn without being afraid and this helps them to feel more confident and skilled in the language. The lab was conducted from 11/11/2019 to 16/11/2019 during 2.20 P.M to 3.50 P.M. for one week. 58 students attended this one week session with enthusiasm.

Objectives:

1. Explain why good communication skills are important.
2. Pinpoint what makes such skills hard to master.
3. Describe models and methods of communication.
4. Understand how preconceptions and limited perceptions interfere with communication.
5. Define Nonverbal Communication.

Learning Outcomes:

1. It helps them to know why good communication skills are important.
2. It will help to makes such skills hard to master.
3. It will help to describe models and methods of communication.
4. It will make them to understand how preconceptions and limited perceptions interfere with


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Day 1: Vocabulary Building - (11/11/2019)

Learning Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Mahender. He explained the importance of vocabulary learning and its steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (12/11/2019)

Spoken Vs Written Communication session was taken by Mr. Mahender. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills-(13/11/2019)

Body language and presentation skills session was taken by Mr. Mahender. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

Body language affects the way listeners perceive information.

It helps to engage the audience.

It tells how confident and persuasive a presenter is.

It helps to highlight the idea.

It can nullify all efforts put into presentation.


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Day 4: Ice Breaking Activities - (14/11/2019)

This session was taken by Mr. Mahender. He explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Firstly he asked question what is an icebreaker? He elicited the answers from students. Later he explained that the term "icebreaker" comes from "break the ice", which in turn comes from special ships called "icebreakers" that are designed to break up ice in arctic regions. And just as these ships make it easier for other ships to travel; an icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. He explained more about how the participants are meeting for the first time; start with an icebreaker that helps everyone to learn names and personal/professional information.

He explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (15/11/2019)

Reporting Writing session was taken by Mr. Mahendar He explained that Reports are generally involved presenting your investigation and analysis of information or an issue, recommending actions and making proposals. Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example report writing about a school event, report writing about a business case, etc there are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report

Day 6: Verbal and Non Verbal Communication - (16/11/2019)

The differences between Verbal and Non Verbal Communication was explained by Mr. Mahendart Verbal Communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. He explained the following important points and makes them to understand the students.


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The intended message is transferred to people non-verbally using

- Proxemics (Distance)
- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.
- Verabally using words, which includes
- . Speaking
- Writing
- Detonation or connotation (feelings associated with meaning of words)
- Tone and volume



CO-ORDINATOR



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A.Y-2019-2020

Name of the Event: Language and Communication Skills- Lab

STUDENTS ATTENDANCE LIST

S No	H.T.NO	NAME OF THE STUDENT	DEPT	YEAR	11-Nov	11-Dec	13/11	14/11	15/11	16/11
1	17UD1A0201	AKULA MAMATHA	III	EEE	Mamatha	Mamatha	Mamatha	Mamatha	Mamatha	Mamatha
2	17UD1A0202	ARRAMSHETTI DILEEP	III	EEE	Dileep	Dileep	Dileep	Dileep	Dileep	Dileep
3	17UD1A0203	AVULA SRIDHAR	III	EEE	Sridhar	Sridhar	Sridhar	Sridhar	Sridhar	Sridhar
4	17UD1A0205	BURTHI PAWAN KALYAN	III	EEE	Pawan	Pawan	Pawan	Pawan	Pawan	Pawan
5	17UD1A0206	DASI SRINATH	III	EEE	Srinath	Srinath	Srinath	Srinath	Srinath	Srinath
6	17UD1A0207	DEVARAYA POURNAMI	III	EEE	Pournami	Pournami	Pournami	Pournami	Pournami	Pournami
7	17UD1A0219	MATHANGI SRIHARI	III	EEE	Srihari	Srihari	Srihari	Srihari	Srihari	Srihari
8	17UD1A0220	MATLA PAVANKUMAR	III	EEE	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar
9	17UD1A0221	MATTA SWARNA	III	EEE	Swarna	Swarna	Swarna	Swarna	Swarna	Swarna
10	17UD1A0224	NETHETLA PAVAN KALYAN	III	EEE	Pavan Kalyan	Pavan Kalyan	Pavan Kalyan	Pavan Kalyan	Pavan Kalyan	Pavan Kalyan
11	17UD1A0402	BOLLAM AKANKSHA	III	ECE	Akanksha	Akanksha	Akanksha	Akanksha	Akanksha	Akanksha
12	17UD1A0403	BUGGA AISHWARYA	III	ECE	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya
13	17UD1A0404	CHILAKANI MANASA	III	ECE	Manasa	Manasa	Manasa	Manasa	Manasa	Manasa
14	17UD1A0405	EMPALLI KAVYA	III	ECE	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
15	17UD1A0406	GADADASU AKHILA	III	ECE	Akhila	Akhila	Akhila	Akhila	Akhila	Akhila
16	17UD1A0407	KANDUNURI ANUSHA	III	ECE	Anusha	Anusha	Anusha	Anusha	Anusha	Anusha
17	18UD5A0406	G RAMYA	III	ECE	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
18	18UD5A0407	D SOUMYA	III	ECE	Soumya	Soumya	Soumya	Soumya	Soumya	Soumya
19	18UD5A0409	G MANASA	III	ECE	Manasa	Manasa	Manasa	Manasa	Manasa	Manasa
20	17UD1A0501	AKULA RAMYA	III	CSE	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
21	17UD1A0502	ASRAPARVEEN	III	CSE	Parveen	Parveen	Parveen	Parveen	Parveen	Parveen

V. Jayaram
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22	17UD1A0503	BEJGUM SAMATHA	III	CSE	Samatha	Samatha	Samatha	Samatha	Samatha	Samatha
23	17UD1A0504	BODA PRAVALIKA	III	CSE	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika
24	17UD1A0506	BODDUPALLY SOUMYA	III	CSE	Soumya	Soumya	Soumya	Soumya	Soumya	Soumya
25	17UD1A0507	BONDUGULA SHARANYA	III	CSE	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay
26	17UD1A0508	BOORLA AJAY SHARANYA	III	CSE	Sharanya	Sharanya	Sharanya	Sharanya	Sharanya	Sharanya
27	18UD5A0504	NALLALA KEERTHANA	III	CSE	Keerthana	Keerthana	Keerthana	Keerthana	Keerthana	Keerthana
28	18UD5A0505	SIRISHETTY SAI SRUCHETAN	III	CSE	Sruchetan	Sruchetan	Sruchetan	Sruchetan	Sruchetan	Sruchetan
29	18UD5A0506	THOTA AJAY	III	CSE	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay
30	18UD5A0507	DHARMAGADDA UDAY KUMAR	III	CSE	Uday	Uday	Uday	Uday	Uday	Uday
31	18UD1A0203	DASARAPU RAJKUMAR	II	EEE	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar
32	18UD1A0204	GANDAM VENNELA	II	EEE	Vennela	Vennela	Vennela	Vennela	Vennela	Vennela
33	18UD1A0205	JANAGAMA SANDHYA	II	EEE	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya
34	18UD1A0206	KANAKA SUJATHA	II	EEE	Sujatha	Sujatha	Sujatha	Sujatha	Sujatha	Sujatha
35	18UD1A0207	KODEM MANIK RAJ	II	EEE	Manikraj	Manikraj	Manikraj	Manikraj	Manikraj	Manikraj
36	18UD1A0208	KODURUPAKA VYSHNAVI	II	EEE	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi
37	18UD1A0209	KORANDLA JYOTHI	II	EEE	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi
38	18UD1A0210	LANKADASARI SAITEJA	II	EEE	Praneeth	Praneeth	Praneeth	Praneeth	Praneeth	Praneeth
39	19UD5A0215	BONKURI PRANEETH	II	EEE	Praneeth	Praneeth	Praneeth	Praneeth	Praneeth	Praneeth
40	19UD5A0216	BONTHALA SRIVANI	II	EEE	Srivani	Srivani	Srivani	Srivani	Srivani	Srivani
41	19UD5A0217	BOSHALA MADHUSHA	II	EEE	Madhusha	Madhusha	Madhusha	Madhusha	Madhusha	Madhusha
42	19UD5A0218	BUSA KEERTHI YADAV	II	EEE	Keerthi	Keerthi	Keerthi	Keerthi	Keerthi	Keerthi
43	19UD5A0219	DUDAPAKA SHASHIKUMAR	II	EEE	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar
44	19UD5A0403	CHOPPARI SHRAVANI	II	ECE	Shravani	Shravani	Shravani	Shravani	Shravani	Shravani
45	19UD5A0404	GADDAM SHIRISHA	II	ECE	Shirisha	Shirisha	Shirisha	Shirisha	Shirisha	Shirisha
46	19UD5A0405	JETTI PRIYANKA	II	ECE	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka
47	19UD5A0406	KANAKAM ANAMIKA	II	ECE	Anamika	Anamika	Anamika	Anamika	Anamika	Anamika
48	19UD5A0407	KANTIPUDI AKHILESHWARI	II	ECE	Akshu	Akshu	Akshu	Akshu	Akshu	Akshu
49	19UD5A0408	ORUGANTI RAVALIKA	II	ECE	Ravalika	Ravalika	Ravalika	Ravalika	Ravalika	Ravalika
50	18UD1A0524	RATHNA ESHWAR	II	CSE	Eshwar	Eshwar	Eshwar	Eshwar	Eshwar	Eshwar
51	18UD1A0525	RAYABARAPU NIKHIL	II	CSE	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
52	18UD1A0526	SIRANGI SAI KUMAR	II	CSE	Saikumar	Saikumar	Saikumar	Saikumar	Saikumar	Saikumar

53	18UD1A0527	THALLAPALLY THRISHA	II	CSE	Thrisha	Thrisha	Thrisha	Thrisha	Thrisha	Thrisha
54	18UD1A0537	MAREDUGONDA SONIA	II	CSE	SONIA	SONIA	SONIA	SONIA	SONIA	SONIA
55	18UD1A0538	MD ASHRAF	II	CSE	ASHRAF	ASHRAF	ASHRAF	ASHRAF	ASHRAF	ASHRAF
56	18UD1A0539	PINGILI SNEHA	II	CSE	SNEHA	SNEHA	SNEHA	SNEHA	SNEHA	SNEHA
57	18UD1A0540	SUMAYYA AZIZI	II	CSE	AZIZI	AZIZI	AZIZI	AZIZI	AZIZI	AZIZI
58	19UD5A0501	BAJANA LAVANYA	II	CSE	LAVANYA	LAVANYA	LAVANYA	LAVANYA	LAVANYA	LAVANYA

M. Zaver



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Date: 10/05/2021

PROGRAM REPORT

Name of the Event: "Language and Communication Skills- Lab"

Date: 03/5/2021 - 08/5/2021

Resource Person: Mr. Mahender
Assistant Professor
H& S Department

Name of Co-coordinator: Mr. Shiva Kumar Assistant Professor
EEE DEPT

Number of Students Attended: 58 Students

Venue: CP-LAB

The Department of Humanities and Sciences taught English to B. Tech students in the academic year 2020-21 through English Language Labs. The main goal of the English Language Lab is to improve vocabulary and also to pay attention to important aspects of language like grammar, pronunciation, intonation, and phonetics. Language labs are very helpful for improving how well you can speak. Students can have fun practicing their speaking skills in a more realistic way, without the stress of having all the focus on them like in real-life English conversations. This is better than using scripted role-plays or exercises from textbooks. Students learn without being afraid and this helps them to feel more confident and skilled in the language. The lab was conducted from 03/5/2021 - 08/5/2021 during 2.20 P.M to 3.50 P.M. for one week. 84 students attended this one week session with enthusiasm.

Objectives:

1. Explain why good communication skills are important.
2. Pinpoint what makes such skills hard to master.
3. Describe models and methods of communication.
4. Understand how preconceptions and limited perceptions interfere with communication.
5. Define Nonverbal Communication.

Learning Outcomes:

1. It helps them to know why good communication skills are important.
2. It will help to makes such skills hard to master.
3. It will help to describe models and methods of communication.
4. It will make them to understand how preconceptions and limited perceptions interfere with


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Day 1: Vocabulary Building - (03/05/2021)

Learning Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Mahender. He explained the importance of vocabulary learning and its steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (04/05/2021)

Spoken Vs Written Communication session was taken by Mr. Mahender. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills-(05/05/2021)

Body language and presentation skills session was taken by Mr. Mahender. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

Body language affects the way listeners perceive information.

It helps to engage the audience.

It tells how confident and persuasive a presenter is.

It helps to highlight the idea.

It can nullify all efforts put into presentation.

M. T. Goveel

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Day 4: Ice Breaking Activities - (06/05/2021)

This session was taken by Mr. Mahender. He explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Firstly he asked question what is an icebreaker? He elicited the answers from students. Later he explained that the term "icebreaker" comes from "break the ice", which in turn comes from special ships called "icebreakers" that are designed to break up ice in arctic regions. And just as these ships make it easier for other ships to travel; an icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. He explained more about how the participants are meeting for the first time; start with an icebreaker that helps everyone to learn names and personal/professional information.

He explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (07/05/2021)

Reporting Writing session was taken by Mr. Mahendar He explained that Reports are generally involved presenting your investigation and analysis of information or an issue, recommending actions and making proposals. Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example report writing about a school event, report writing about a business case, etc there are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report

Day 6: Verbal and Non Verbal Communication - (08/05/2021)

The differences between Verbal and Non Verbal Communication was explained by Mr. Mahendart Verbal Communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. He explained the following important points and makes them to understand the students.

The intended message is transferred to people non-verbally using

- Proxemics (Distance)
- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.
- Verbally using words, which includes
 - . Speaking
 - Writing
 - Detonation or connotation (feelings associated with meaning of words)
 - Tone and volume



CO-ORDINATOR



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A.Y-2020-2021

Name of the Event: Language and Communication Skills

STUDENTS ATTENDANCE LIST

S No	H.T.NO	NAME OF THE STUDENT	DEPT	YEAR	03/05	04/05	05/05	06/05	07/05	08/05
1	16UD1A0227	M.SAI SHIVA RAM	III	EEE	shiva ram	shiva ram	shiva ram	shiva ram	shiva ram	shiva ram
2	16UD1A0229	M.SAMATHA	III	EEE	Samatha	Samatha	Samatha	Samatha	Samatha	Samatha
3	18UD1A0221	BANDI HARIKA	III	EEE	Harika	Harika	Harika	Harika	Harika	Harika
4	18UD1A0222	KUMBOJI ANUSHA	III	EEE	Anusha	Anusha	Anusha	Anusha	Anusha	Anusha
5	18UD1A0223	MANDA HEMANTH	III	EEE	Hemant	Hemant	Hemant	Hemant	Hemant	Hemant
6	18UD1A0224	RAVULA HEMANTH	III	EEE	Hemant	Hemant	Hemant	Hemant	Hemant	Hemant
7	19UD5A0201	ASAPWAR KARTIK	III	EEE	Kartik	Kartik	Kartik	Kartik	Kartik	Kartik
8	19UD5A0202	CHERUKU SHIVA KUMAR	III	EEE	Shiva	Shiva	Shiva	Shiva	Shiva	Shiva
9	19UD5A0203	EARLA SAHITHYA	III	EEE	Sahithya	Sahithya	Sahithya	Sahithya	Sahithya	Sahithya
10	19UD5A0216	BONTHALA SRIVANI	III	EEE	Srivani	Srivani	Srivani	Srivani	Srivani	Srivani
11	19UD5A0217	BOSHALA MADHUSHA	III	EEE	Madhus	Madhus	Madhus	Madhus	Madhus	Madhus
12	19UD5A0218	BUSA KEERTHI YADAV	III	EEE	Keerthi	Keerthi	Keerthi	Keerthi	Keerthi	Keerthi
13	19UD5A0219	DUDAPAKA SHASHIKUMAR	III	EEE	Shashi kumar	Shashi kumar	Shashi kumar	Shashi kumar	Shashi kumar	Shashi kumar

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14	19UD5A0220	EEDULAKANTI RAMYA	III	EEE	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
15	19UD5A0221	EERLA MOHAN	III	EEE	Mohan	Mohan	Mohan	Mohan	Mohan	Mohan
16	19UD5A0222	ERRAM ARUNDHATHI	III	EEE	Aru	Aru	Aru	Aru	Aru	Aru
17	19UD5A0223	GADASI HARMITHA	III	EEE	harmitha	harmitha	harmitha	harmitha	harmitha	harmitha
18	19UD5A0224	GODISHALA AVINASH	III	EEE	Avinash	Avinash	Avinash	Avinash	Avinash	Avinash
19	19UD5A0225	GODUGU SAIPRIYA	III	EEE	Saipriya	Saipriya	Saipriya	Saipriya	Saipriya	Saipriya
20	19UD5A0226	GORLA RAJ KUMAR	III	EEE	Raj	Raj	Raj	Raj	Raj	Raj
21	19UD5A0227	GORRE RAJENDER	III	EEE	Rajender	Rajender	Rajender	Rajender	Rajender	Rajender
22	19UD5A0228	GOSKULA AJAY	III	EEE	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay
23	17UD1A0435	K.AJAY	III	ECE	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay
24	17UD5A0413	M.KALYANI	III	ECE	K	K	K	K	K	K
25	18UD1A0401	AGGIMALLA SHIRISHA	III	ECE	shirisha	shirisha	shirisha	shirisha	shirisha	shirisha
26	18UD1A0402	AMPATI MANISHA	III	ECE	manisha	manisha	manisha	manisha	manisha	manisha
27	18UD1A0403	ARINI AKHILA	III	ECE	Akhila	Akhila	Akhila	Akhila	Akhila	Akhila
28	18UD1A0404	BASAVENI DEEPIKA	III	ECE	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika
29	18UD1A0405	BH. SANDEEP	III	ECE	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep
30	18UD1A0406	BUDDARTHI HARISH	III	ECE	Harish	Harish	Harish	Harish	Harish	Harish
31	18UD1A0407	CHOPPARI SAIDIVYA	III	ECE	Saidivya	Saidivya	Saidivya	Saidivya	Saidivya	Saidivya
32	18UD1A0408	DEVARAKONDA ANIL	III	ECE	Anil	Anil	Anil	Anil	Anil	Anil
33	19UD5A0411	THALLAPELLI PRASANNA	III	ECE	prasanna	prasanna	prasanna	prasanna	prasanna	prasanna

34	17UD1A0539	K.SAI KIRAN	III	CSE	Saikiran	Saikiran	Saikiran	Saikiran	Saikiran	Saikiran
35	18UD1A0501	ADAPA SOWMYA	III	CSE	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya	Sowmya
36	18UD1A0502	ARUKALA SREEJA	III	CSE	Sreeja	Sreeja	Sreeja	Sreeja	Sreeja	Sreeja
37	18UD1A0503	AVVA SANTHOSHI	III	CSE	Santhoshi	Santhoshi	Santhoshi	Santhoshi	Santhoshi	Santhoshi
38	18UD1A0505	CHEGONDA MOUNIKA	III	CSE	Mounika	Mounika	Mounika	Mounika	Mounika	Mounika
39	18UD1A0506	CHELUKALA SANJANA	III	CSE	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana
40	18UD1A0507	CHINNAKKA MAMATHA	III	CSE	Mamatha	Mamatha	Mamatha	Mamatha	Mamatha	Mamatha
41	18UD1A0508	GADDAM AKHILA	III	CSE	Akhila	Akhila	Akhila	Akhila	Akhila	Akhila
42	18UD1A0509	GURRALA SRAVANI	III	CSE	Sravani	Sravani	Sravani	Sravani	Sravani	Sravani
43	19UD1A0207	ERAVENI AISHWARYA	II	EEE	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya
44	19UD1A0208	JADI ADITHYA	II	EEE	Adithya	Adithya	Adithya	Adithya	Adithya	Adithya
45	19UD1A0209	KOPPULA SHRUTHI	II	EEE	Shruthi	Shruthi	Shruthi	Shruthi	Shruthi	Shruthi
46	19UD1A0210	KOTHA SAIMAHESH	II	EEE	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
47	19UD1A0211	MOHAMMED ZEESHAN	II	EEE	Zeeshan	Zeeshan	Zeeshan	Zeeshan	Zeeshan	Zeeshan
48	19UD1A0212	PURELLA RAMYA	II	EEE	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
49	19UD1A0213	RADHARAPU ANJALI	II	EEE	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
50	19UD1A0214	SAMREEN BEGUM	II	EEE	Begum	Begum	Begum	Begum	Begum	Begum
51	19UD1A0215	SHAIK SAMEERUDDIN	II	EEE	Sameeruddin	Sameeruddin	Sameeruddin	Sameeruddin	Sameeruddin	Sameeruddin
52	19UD1A0216	THIKKA PREETHI	II	EEE	Preethi	Preethi	Preethi	Preethi	Preethi	Preethi
53	19UD1A0217	ANDE SHARATH CHANDRA	II	EEE	Sharath Chandra	Sharath Chandra	Sharath Chandra	Sharath Chandra	Sharath Chandra	Sharath Chandra

54	19UD1A0406	BOLLAM ALEKHYA	II	ECE	Alekhyam	Alekhyia	Alekhyia	Alekhyia	Alekhyia	Alekhyia
55	19UD1A0407	BORAKUNTA SNEHA	II	ECE	sneha	sneha	sneha	sneha	sneha	sneha
56	19UD1A0408	CHALIMADUGU SHRAVYA	II	ECE	shravya	shraya	shraya	shraya	shraya	shraya
57	19UD1A0409	CHINTHAM VENKATESH	II	ECE	venkatesh	venka tesh	venka tesh	venka tesh	venka tesh	venka tesh
58	19UD1A0410	DEVANANDI SHYAMALATHA	II	ECE	shyama latha	shyama latha	shyama latha	shyama latha	shyama latha	shyama latha
59	19UD1A0411	DURGAM SNEHA	II	ECE	sneha	sneha	sneha	sneha	sneha	sneha
60	19UD1A0412	ERIKILLA ANURUPA	II	ECE	Anuru pa	Anuru pa	Anuru pa	Anrupa	Anuru pa	Anuru pa
61	19UD1A0414	KUNTA SUPRAJA	II	ECE	supraja	supra ja	supra ja	supra ja	supra ja	supra ja
62	19UD1A0415	MONARI RAKESH	II	ECE	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh
63	19UD1A0416	POOSALA SHWETHA	II	ECE	shwe tha	shwe tha	shwe tha	shwe tha	shwe tha	shwe tha
64	19UD1A0417	SHANKARI MANISHA	II	ECE	mani sha	mani sha	mani sha	mani sha	mani sha	mani sha
65	19UD1A0418	SURAM AKSHAYA	II	ECE	Akshaya	Akshaya	Akshay	Akshay	Akshay	Akshay
66	19UD1A0419	UYYALA VYSHNAVI	II	ECE	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi
67	19UD1A0420	UZMA THARUNNUM	II	ECE	tharunnum	tharunnum	tharunnum	tharunnum	tharunnum	tharunnum
68	19UD1A0421	VILASAGARAM HARISH	II	ECE	Harish	Harish	Harish	Harish	Harish	Harish
69	19UD1A0422	ZEENATH KOUSAR	II	ECE	kousar	kousar	kousar	kousar	kousar	kousar
70	19UD1A0521	MEDAM SANDHYA	II	CSE	sandhya	sandhya	sandhya	sandhya	sandhya	sandhya
71	19UD1A0522	NARRA AKHILA	II	CSE	Akhila	Akhila	Akhila	Akhila	Akhila	Akhila
72	19UD1A0523	NAYINI LAXMI PRASANNA	II	CSE	laxmi	laxmi	laxmi	laxmi	laxmi	laxmi
73	19UD1A0524	ODELA SOWMYA	II	CSE	Soumya	Soumya	Soumya	Soumya	Soumya	Soumya

74	19UD1A0525	PALLE SWATHI	II	CSE	swathi	swathi	swathi	swathi	swathi	swathi
75	19UD1A0526	PARSHAM ANUSHA	II	CSE	Anusha	Anusha	Anusha	Anusha	Anusha	Anusha
76	19UD1A0527	PENUKULA NANDU	II	CSE	Nandu	Nandu	Nandu	Nandu	Nandu	Nandu
77	19UD1A0528	PERALA VISHNUVARDHAN	II	CSE	Vishnu Vardhan	Vishnu Vardhan	Vishnu Vardhan	Vishnu Vardhan	Vishnu Vardhan	Vishnu Vardhan
78	19UD1A0529	POTTA PRATHYUSHA	II	CSE	Prathyusha	Prathyusha	Prathyusha	Prathyusha	Prathyusha	Prathyusha
79	19UD1A0530	PUDARI SINDHU	II	CSE	sindhu	sindhu	sindhu	sindhu	sindhu	sindhu
80	19UD1A0531	RAMAGIRI SWETHA	II	CSE	Swetha	Swetha	Swetha	Swetha	Swetha	Swetha
81	19UD1A0550	SOFIYA PARWEZ	II	CSE	Parwez	Parwez	Parwez	Parwez	Parwez	Parwez
82	19UD1A0551	ZOONA ZAREEN	II	CSE	Zareen	Zareen	Zareen	Zareen	Zareen	Zareen
83	20UD5A0501	ANUMULA RAKESH	II	CSE	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh
84	20UD5A0502	BANDARI SHARANYA	II	CSE	sharanya	sharanya	sharanya	sharanya	sharanya	sharanya

M. Govardhan
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Date: 09/12/2021

CIRCULAR

This is to inform to all B.Tech students that H&S Department is going to organize a one week program on "Language and Communication Skills" from 13/12/2021-18/12/2021. The interested students can enroll their names at the Coordinator.

Venue: CP- LAB

Faculty Co-coordinator: Mr. Ziauddin Assistant Professor

CSE DEPT

M. Ziauddin
Principal

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Date: 21/12/2021

PROGRAM REPORT

Name of the Event: Language and Communication Skills

Date: 13/12/2021-18/12/2021

Resource Person: Mr. Mahender
Assistant Professor
H& S Department

Name of Co-coordinator: Mr. Ziauddin Assistant Professor
CSE DEPT

Number of Students Attended: 54 Students

Venue: CP-LAB

The Department of Humanities and Sciences taught English to B. Tech students in the academic year 2020-21 through English Language Labs. The main goal of the English Language Lab is to improve vocabulary and also to pay attention to important aspects of language like grammar, pronunciation, intonation, and phonetics. Language labs are very helpful for improving how well you can speak. Students can have fun practicing their speaking skills in a more realistic way, without the stress of having all the focus on them like in real-life English conversations. This is better than using scripted role-plays or exercises from textbooks. Students learn without being afraid and this helps them to feel more confident and skilled in the language. The lab was conducted from 13/12/2021-18/12/2021 during 2.20 P.M to 3.50 P.M. for one week. 54 students attended this one week session with enthusiasm.

Objectives:

1. Explain why good communication skills are important.
2. Pinpoint what makes such skills hard to master.
3. Describe models and methods of communication.
4. Understand how preconceptions and limited perceptions interfere with communication.
5. Define Nonverbal Communication.

Learning Outcomes:

1. It helps them to know why good communication skills are important.
2. It will help to makes such skills hard to master.
3. It will help to describe models and methods of communication.
4. It will make them to understand how preconceptions and limited perceptions interfere with



Day 1: Vocabulary Building - (13/12/2021)

Learning Vocabulary or Building Vocabulary is a good activity and learning how to build a better vocabulary can be a pleasurable and profitable investment to the Engineering graduates. The session was taken by Mr. Mahender. He explained the importance of vocabulary learning and its steps to improve the vocabulary. To build the vocabulary, he explained various steps such as synonyms, antonyms, phrasal verbs, idioms, homonyms, homophones, homographs, collocations and one word substitutes etc.

Day 2: Spoken Vs Written Communication - (14/12/2021)

Spoken Vs Written Communication session was taken by Mr. Mahender. He explained the differences between spoken vs written communication and how to develop the skills. The first difference between spoken and written communication is that we generally use spoken communication informally while we use written communication formally. He said writing is generally more formal and speech more informal. He showed videos and ppts related to spoken and written communication skills. Students also actively involved in speaking session and interacted with each other without fear.

Day 3: Body Language and Presentation Skills-(15/12/2021)

Body language and presentation skills session was taken by Mr. Mahender. He explained body language could be a language which conveys affirmative, ambiguous or negative signals depending upon individual perception. On the other hand, the role of body language is underestimated and he explained that-

Body language affects the way listeners perceive information.

It helps to engage the audience.

It tells how confident and persuasive a presenter is.

It helps to highlight the idea.

It can nullify all efforts put into presentation.

Day 4: Ice Breaking Activities - (16/12/2021)

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This session was taken by Mr. Mahender. He explained that an Icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Firstly he asked question what is an icebreaker? He elicited the answers from students. Later he explained that the term "icebreaker" comes from "break the ice", which in turn comes from special ships called "icebreakers" that are designed to break up ice in arctic regions. And just as these ships make it easier for other ships to travel; an icebreaker helps to clear the way for learning to occur by making the learners more comfortable and encouraging conversation. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. Specifically, an icebreaker is an activity designed to help people to get to know each other and usually involves sharing names and other background information. He explained more about how the participants are meeting for the first time; start with an icebreaker that helps everyone to learn names and personal/professional information.

He explained an icebreaker is a team building activity and an energizer overlap. During the activity she asked participants to line up in alphabetical order by first name, participants will learn each other's names (typical of an icebreaker), they'll work together as a team to form the line (teambuilding), and become invigorated by being able to get up and move around the room (an energizer). As a result, the activities in this resource are grouped together according to how they might be used instead of how they are defined.

Day 5: Report Writing - (17/12/2021)

Reporting Writing session was taken by Mr. Mahendar He explained that Reports are generally involved presenting your investigation and analysis of information or an issue, recommending actions and making proposals. Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example report writing about a school event, report writing about a business case, etc there are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

- Decide on the 'Terms of reference'
- Decide on the procedure
- Find the information
- Decide on the structure
- Draft the first part of your report
- Analyse your findings and draw conclusions
- Make recommendations
- Draft the executive summary and table of contents
- Compile a reference list
- Revise your draft report

Day 6: Verbal and Non Verbal Communication - (18/12/2021)

The differences between Verbal and Non Verbal Communication was explained by Mr. Mahendart Verbal Communication is the use of auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice can all contribute to effective verbal communication. Non-verbal communication is a communication between people through non-verbal or visual cues. This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking. Students were well practiced and knew the importance of verbal and non verbal communication at the time of Interviews. He explained the following important points and makes them to understand the students.

The intended message is transferred to people non-verbally using


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- Proxemics (Distance)
- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.
- Verabally using words, which includes
- . Speaking
- Writing
- Detonation or connotation (feelings associated with meaning of words)
- Tone and volume



CO-ORDINATOR



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A.Y-2021-22

Name of the Event: Language and Communication Skills

STUDENTS ATTENDANCE LIST

S No	H.T.NO	NAME OF THE STUDENT	DEPT	YEAR	13/12	14/12	15/12	16/12	17/12	18/12
1	20UD1A0203	KATKAM NAGESH	II	EEE	Nagesh	Nagesh	Nagesh	Nagesh	Nagesh	Nagesh
2	20UD1A0204	KURSINGA MOUNIKA	II	EEE	Mounika	Mounika	Mounika	Mounika	Mounika	Mounika
3	20UD1A0205	MADE POORNA CHAND	II	EEE	Poornachand	Poornachand	Poornachand	Poornachand	Poornachand	Poornachand
4	20UD1A0206	PANDIRLA AKASH	II	EEE	Akash	Akash	Akash	Akash	Akash	Akash
5	20UD1A0207	PITTALA DIVYA	II	EEE	Divya	Divya	Divya	Divya	Divya	Divya
6	21UD5A0202	BHUKYA GAYATHRI	II	EEE	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri	Gayathri
7	21UD5A0203	GUMPULA SRAVAN	II	EEE	Sraavan	Sraavan	Sraavan	Sraavan	Sraavan	Sraavan
8	21UD5A0204	KANDUKURI SHARANYA	II	EEE	Sharanya	Sharanya	Sharanya	Sharanya	Sharanya	Sharanya
9	21UD5A0205	KONDA VISHNU SATHWIK	II	EEE	Sathwik	Sathwik	Sathwik	Sathwik	Sathwik	Sathwik
10	20UD1A0403	GANDHAM CHANDANA	II	ECE	Chandana	Chandana	Chandana	Chandana	Chandana	Chandana
11	20UD1A0404	GOSIKA SAI VIKRANTH	II	ECE	Vikranth	Vikranth	Vikranth	Vikranth	Vikranth	Vikranth
12	20UD1A0405	KOSARA SAITEJA	II	ECE	Saiteja	Saiteja	Saiteja	Saiteja	Saiteja	Saiteja
13	20UD1A0406	MD LEHAFATH	II	ECE	Lefath	Lefath	Lefath	Lefath	Lefath	Lefath
14	20UD1A0407	MUTTOJU SANTHOSHINI	II	ECE	Santhoshini	Santhoshini	Santhoshini	Santhoshini	Santhoshini	Santhoshini
15	20UD1A0408	SAMPANGI RAJINI	II	ECE	Rajini	Rajini	Rajini	Rajini	Rajini	Rajini
16	21UD5A0404	MATLA SHALINI	II	ECE	Shalini	shalini	shalini	shalini	shalini	shalini
17	21UD5A0405	MUKKERA PRAVALIKA	II	ECE	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika
18	21UD5A0406	VYDYULA VYSHNAVI	II	ECE	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi	Vyshnavi

M. Zou
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19	21UD5A0407	EDUNURI MANANSA KRISHNA	II	ECE	Manasa	Manasa	Manasa	Manasa	Manasa	Manasa
20	21UD5A0408	GUNJAPADUGU AKANKSHA	II	ECE	Akanksha	Akanksha	Akanksha	Akanksha	Akanksha	Akanksha
21	21UD5A0409	KUNA VENKATESH	II	ECE	Venky	Venky	Venky	Venky	Venky	Venky
22	21UD5A0410	RENIKUNTLA SAI CHARAN	II	ECE	Charan	Charan	Charan	Charan	Charan	Charan
23	20UD1A0531	RAMATENKI SONY	II	CSE	Sony	Sony	Sony	Sony	Sony	Sony
24	20UD1A0532	SEEMA	II	CSE	Seema	Seema	Seema	Seema	Seema	Seema
25	20UD1A0533	SHERLA ANUSHA	II	CSE	Anusha	Anusha	Anusha	Anusha	Anusha	Anusha
26	20UD1A0534	SHILAM SAISHIVANI	II	CSE	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani
27	20UD1A0535	SOMARAPU SAMATHA	II	CSE	Samatha	Samatha	Samatha	Samatha	Samatha	Samatha
28	20UD1A0536	SYEDA ESHA NABEELA	II	CSE	Nabeela	Nabeela	Nabeela	Nabeela	Nabeela	Nabeela
29	20UD1A0537	THODETI KEERTHANA	II	CSE	Keerthana	Keerthana	Keerthana	Keerthana	Keerthana	Keerthana
30	20UD1A0538	THOTA ANJALI	II	CSE	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
31	20UD1A0539	THUNDLA RANI	II	CSE	Rani	Rani	Rani	Rani	Rani	Rani
32	20UD1A0560	SHAIK AMEER	II	CSE	Ameer	Ameer	Ameer	Ameer	Ameer	Ameer
33	21UD5A0501	KUTA REDDY PRATHYUSHA	II	CSE	Prathyusha	Prathyusha	Prathyusha	Prathyusha	Prathyusha	Prathyusha
34	21UD5A0502	PEDDAPELLI VINAY	II	CSE	Vinay	Vinay	Vinay	Vinay	Vinay	Vinay
35	21UD5A0503	REDAPAKA RAKESH	II	CSE	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh
36	20UD1A0538	THOTA ANJALI	II	CSE	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
37	20UD1A0539	THUNDLA RANI	II	CSE	Rani	Rani	Rani	Rani	Rani	Rani
38	20UD1A0540	VADLURI VAMSHI	II	CSE	Vamshi	Vamshi	Vamshi	Vamshi	Vamshi	Vamshi
39	20UD1A0541	VANAPARTHI TEJASWINI	II	CSE	Tejaswini	Tejaswini	Tejaswini	Tejaswini	Tejaswini	Tejaswini
40	20UD1A0542	VILASAGARAM RAJKUMAR	II	CSE	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar
41	20UD1A0543	ADICHERLA SUPRIYA	II	CSE	Supriya	Supriya	Supriya	Supriya	Supriya	Supriya
42	20UD1A0544	AKULA SAI TEJA	II	CSE	Teja	Teja	Teja	Teja	Teja	Teja
43	20UD1A0545	ARSHIYA	II	CSE	Arshiya	Arshiya	Arshiya	Arshiya	Arshiya	Arshiya
44	20UD1A0546	BORIGAM SANJANA	II	CSE	Sanju	Sanju	Sanju	Sanju	Sanju	Sanju
45	20UD1A0547	ESTA TEJASWINI	II	CSE	Teju	Teju	Teju	Teju	Teju	Teju
46	20UD1A0548	KAJJAPU ARAVIND	II	CSE	Aravind	Aravind	Aravind	Aravind	Aravind	Aravind
47	20UD1A0557	NOUSHEEN FATHIMA	II	CSE	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima

48	20UD1A0558	PERKA MALLIKA	II	CSE	Mallika	Mallika	Mallika	Mallika	Mallika	Mallika
49	20UD1A0559	REDDY ROHITHA	II	CSE	Rohitha	Rohitha	Rohitha	Rohitha	Rohitha	Rohitha
50	20UD1A0560	SHAIK AMEER	II	CSE	Ameer	Ameer	Ameer	Ameer	Ameer	Ameer
51	21UD5A0501	KUTA REDDY PRATHYUSHA	II	CSE	Reddy	Reddy	Reddy	Reddy	Reddy	Reddy
52	21UD5A0502	PEDDAPELLI VINAY	II	CSE	P. Vinay	P. Vinay	P. Vinay	P. Vinay	P. Vinay	P. Vinay
53	21UD5A0503	REDAPAKA RAKESH	II	CSE	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh
54	21UD5A0504	VINAY	II	CSE	Vinay	Vinay	Vinay	Vinay	Vinay	Vinay

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