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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.

Trinity College of Engineering and Technology

Peddapalli-505 172-T.S.

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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.

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- 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	Anuchen	Anusha.
2	15UD1A0405	GOSKI PRAVALIKA	ECE	111	The state of the s	The state of the s		CHILDREN CONTROLL	Control of the contro	Pravaleko
3	15UD1A0409	MAHANTHI RASHMITHA	ECE	111	A CONTRACTOR OF THE PARTY OF TH					Rashmitha
4	15UD1A0415	POGULA AMULYA	ECE	UI	Amulga					Amerlye
5	15UD1A0416	THIPPARABOINA RAMYA	ECE	111	0	Ramya	Ramya	Ramya	1	Ramya
6	15UD1A0417	VODNALA SWATHI	ECE	III	Swaths	Swaths	0	swoothi	- //	<i>U</i> .
7	15UD1A0418	PERKA ROJA	ECE	111	Roja	Roja	Roja	Roja	Roja	Rafa
8	16UD5A0405	NADEM SWAPNA	ECE	Ш	SLODANO	Soapra	Signapro	SWOPIO	Swapna	SIEDOPIO
9	16UD5A0406	VELMAREDDY SUPRIYA	ECE	111	- A	Sursiya				
10	16UD5A0407	D MANEESHA	ECE	111	Maresh	Mohrath	1 /	1 0	i I U	Maneshe
11	15UD1A0201	AAVULA RAMYA	EEE	III	Anuha	Anusha	A	Anresha		
12	15UD1A0205	BARLA ANUSHA	EEE	111	Ramya		Ramua			Ramye
13	15UD1A0207	BOJANAPALLI ALEKYA	EEE	111	Alek Ger	Aletya		Alekyon		Alebya
14	15UD1A0209	EDULLA DILEEP	EEE	111	Diveer	Willeep	Dilleep	Dilloep	Dilleep	Dilleop
15	15UD1A0221	MUDETTULA ANUSHA	EEE	Ш	Anuha	Auch	Anihe	Λ 4	Anesha	Amerka
16	15UD1A0223	OJJA ANJANAPRIYA	EEÉ	411	Anjana			Anjana		
17	15UD1A0225	POLDASARI RAMYA	EEE	111	Ranxa	Dow You	Ranker	Ranker		
18	15UD1A0234	ABDUL AMAIR	EEE	111	SignyA	Amaia	Amrio		Amais	Amaix
19	15UD1A0235	GAMPA SAI KIRAN	EEE	111	3 Ai kilan					
20	16UD5A0209	KATUKURI THARUN RAJ	EEE	-111	Thaan	Thosen	Thown	Thaoun	Thesun	Troour
21	15UD1A0509	KONTHAM SONIYA	CSE	Ш	Gon 1401	Sonise	5000190	Sonita	Suring	Oprille
22	15UD1A0510	NAGAPURI RAVALI	CSE	111/		L Pauledon	Pavali	Ravali	Roubli	Ravali.

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23	15UD1A0511	PADALA SHIREESHA	CSE		Shireesha Shireesha Shireesha Shireesha Shireesha
24	15UD1A0514	RAVULA ASHRITHA	CSE	III	Ashritha Ashritha Ashritha Ashritha Ashritha Ashritha
25	15UD1A0516	SUDHAGONI NIKITHA	CSE	111	Nikitha Nikitha Nikitha Nikitha Nikitha
26	15UD1A0517	THOGARI UMARANI	CSE	III	Umaran Omarani comarani umarani umarani umarani
27	15UD1A0518	VEGGALAM MADHUSRI	CSE	101	Madhuri madhuri madhuri madhuri madhuri madhuri
28	16UD1A0210	DARSHANALA ANIL	EEE	11	And And And And And And
29	16UD1A0211	DASARI EASHA	EEE		Facha Eacha Facha Facha Facha Facha
30	16UD1A0212	DEVARA RAMESH	EEE	[]	Rometh Rameth Rameth Kameth Rameth Rameth
31	16UD1A0213	DUTA PRAVALIKA	EEE	11 -	Pravalika Pravalik Pravalika Pravalika Pravalika Pravalika
32	16UD1A0214	EDLA NIHARIKA	EÈE	li li	Nahorika Wihasika Nahasika Nahasika Alanjika
33	16UD1A0215	GODUGU VENU	EEE	- 11	Venu Venu Venu Venu Venu Venu
34	16UD1A0220	GURRAM KRISHNAMURALI	EEE	l1	Krishra Krishna Krishna Krishna Krishna Krishna Krishna
35	16UD1A0221	KANNURI VISHNUVARDHAN	ĒEE	II	Vishna Viehna Viehna Dishna Dishna Dishna
36	16UD1A0225	MASU SUCHITHRA	EEE	П	suchi Guchi Guchi Cuchi Cuchi Sachi
37	16UD1A0226	MEKALA SUSMITHA	EEE	II	Sumi Sumi Sumi Sumi Sumi Sumi
38	16UD1A0227	MIYAPURAM SAISHIVARAM	EEE	II I	Salshin Saithin Les hin Eishira Saishire Saithire
39	16UD1A0228	MOHAMMAD RIZWANA	EEE	II	Dizum Rizu Rizum Riza Rizam Rizam
40	16UD1A0230	MUTHUNOORI SAMATHA	EEE	11	Samatha Samatha Samatha Samatha Samatha
41	16UD1A0231	MUTHYALA GANESH	EEE	ll l	Ganesh Ganesh Ganesh Ganesh Ganesh
42	16UD1A0232	MUTHYALA KARTHIK	EEE	H.	Kartlish Kurthish Kurthish Karthish Keisthis Kathish
43	16UD1A0240	RACHARLA TEJASWINI	EEE	- 11	Jeju Jeju Jeju Jeju Jeju Jeju
44	16UD1A0241	REDDY RAMYA	EEE	Н	Ramya Ramya Ramya Ramya Ramya Ramya
45	16UD1A0242	SHEGOKAR ASHA DEVIDAS	EEE	11	Asha Asha Asha Asha Asha Asha
46	17UD5A0504	DASARI SRINIVAS	CSE	11	Szinivaz Szinivas Szinivas Szinivas Szinivas Szinivas
47	17UD5A0505	KALAKOTI VISHNUVARDHAN	CSE	II.	NEChni Vishny Vishny Vishny Vishny Vishny
48	17UD5A0506	KALUVALA VAMSHIKRISHNA	CSE	11_	Vanti vandi Vandi Vandi Vandi Vandi
49	17UD5A0507	KALVALA ANJANI PRASAD	CSE	II.	Anjani Anjani Anjani Anjani Anjani Anjani
50	17UD5A0508	KUDIKALA SANJAY	CSE	II	Sanfay Canfay Sanfay Canfay Sanfay Sanfay
51	17UD5A0509	MANTHANI ABHILASH	CSE	11	Alone Alone Alone Alone Alone Alone
52	17UD5A0510	MEDIPALLI ARAVIND	CSE	11	Dovand Arrenel Arow Arownel Aroxend Aravind.
53	17UD5A0516	VEYIKANDLA SHRAVANKUMAR	CSE	- 11	Gravan Gravan Spavan Gravan Fravan Sravan
54	17UD5A0517	GAJAVENI SANJAY	CSE	II	(Sangay Sanjay) Sanjay Sanjay Sanjay Sanjay
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Date: 22/09/2018

# **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- Lab" from 25/09/2018 - 29/09/2018. The interested students can enroll their names at the Coordinator.

Venue: CP-LAB

Faculty Co-coordinator: Mr. G Ashok Assistant Professor

EEE DEPT

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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:**

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- 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 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 - (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.

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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	samzeen	Samreen	Samreen	Samreeu
2	17UD5A0501	ADRAVENA SRILEKHA	111	CSE	Sriletha	Siletha	Interha	siletha	Siletha
3	17UD5A0503	BUTTI PRASHANTH	III	CSE	Rasharth	Praghasth		Prashath	MAN TO THE REAL PROPERTY.
4	17UD5A0504	DASARI SRINIVAS	III	CSE	Sline	Suin	Brine	Bolin	Brin
5	17UD1A0207	DEVARAYA POURNAMI	11	EEE	Dournami	bournami	poulmani	Dournami	Downami
6	17UD1A0208	DUBASI ABHILASH	11	EEE	<b>ABHIASH</b>	ABHII KOISH	ABHIIASh	ABII Ilash	/
7	17UD1A0209	ELUKATI VIVEK	11	EEE	Vivek	VI NOC	Viver	vivek	Vivek
8	17UD1A0210	GOLUSULA RAMYA	11	EEE	Ramya	Ramya	Ramya	Parnya	Ramya
9	17UD1A0237	MOLUMURI ROJA	11	EEE	Roja	Roja	Roja	Roja	Roja
10	17UD1A0238	SANIYA NIFAAZ	11	EEE	Nifaax	Nifaax	Nitaax	Nitar	Nifaax
11	17UD1A0239	SHABANA	II	EEE	CHAISAMA	SHABANA	- 1/	SHA BANA	
12	18UD5A0201	AERUKONDA SAIKIRAN	11	EEE	saikiran	sas larran		sallthan	saithrar
13	18UD5A0202	CHINDAM SHRAVANI	II.	EEE	Shavani	stravari	shavani	chravaní	Sharani
14	18UD5A0203	DUNNAPOTULA RAMESH	11	EEE	Ramesh	Ramen	Domesh	Ramesh	Raneth
15	16UD1A0410	NALUMASU RAMYA	II.	ECE	Ramya	Rangan	Ramya	Ramya	Ramyo

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16	17UD1A0401	ANJUM	П	ECE	Anjum	Anjum	Anjum	Anjum	Anjum
17	17UD1A0402	BOLLAM AKANKSHA	IŤ	ECE	Akankh				Akankha
18	17UD1A0403	BUGGA AISHWARYA	Ш	ECE		Anhour			
19	17UD1A0404	CHILAKANI MANASA	II	ECE		Managa			
20	17UD1A0405	EMPALLI KAVYA	Ш	ECE	karya	Kavya	kavya	karya	kavya
21	17UD1A0406	GADADASU AKHILA	II	ECE	Akhila	Akhila	Athila	Alchib	Athile
22	17UD1A0407	KANDUNURI ANUSHA	11	ECE	Anushy	Anohy	Anuh	Anuska	Anuly
23	17UD1A0408	KASARAPU RAMYA	11	ECE	Ramye	Parmya	Ramya		0
24	17UD1A0409	KATKURI SRAVANTHI	11	ECE	Szavanthi		11	4/	Stavanth
25	17UD1A0416	MUKKERA SUSHMA	П	ECE	Susima	Sushna	Sushna	- 1	Sushma
26	17UD1A0417	MUSKE DIVYA	11	ECE	Dima	Divya	Divya	Dinya	nivya
27	17UD1A0418	NAGARALA THIRUMALA	П	ECE	Thirmale	Thieumal	Threund	Thiomal	Trimunda
28	17UD1A0419	NARLA MANEESHA	Ш	ECE	Marrey	Manela	Manuel	Maney	Maneel
29	17UD1A0420	NARLA RAJESHWARI	11	ECE	Rajchwari	Pajrhwani	Rajelwon		
30	17UD1A0421	NERELLA YAMUNA	ff	ECE	Yanema	Yanua	Yannaha	panune	yamira
31	17UD1A0422	PALLE SIRI CHANDANA	II	ECE	chandow	Chamdane	Chonden	chanden	chandone
32	17UD1A0423	PERKA MANASA	11	ECE	manasa	Menaya	manasa	mornay a	manasa
33	17UD1A0501	AKULA RAMYA	Ш	CSE	Ramya	Ramua	Ramua	Ramya	Ramya
34	17UD1A0502	ASRAPARVEEN	Ш	CSE	Ashay	Assay	Asses	U	Assal
35	17UD1A0503	BEJGUM SAMATHA	Ш	CSE	Samatha	Samatha	Samalhe		Samatha
36	17UD1A0504	BODA PRAVALIKA	11	CSE	Pravalle	Pravalite	pravalita	pravalibe	pravaliba
37	17UD1A0505	BODDUNA RAJESH KUMAR	Ш	CSE	por	Pail	Pail	Rony	Pay
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38	16UD1A0404	KANAKA ANASUYA	Ш	ECE	Anasuya	-Anaswya	Anasuya	Anarya	Anasuya
39	16UD1A0405	KANUKUTLA SANDHYA	III	ECE	sandhya	V		Sandhya	-
40	16UD1A0406	MARELLI SAISRUTHI	111	ECE	Seusnahi		0.5	1	sousmuth
41	16UD1A0221	KANNURI VISHNUVARDHAN	III	EEE	Vihou	1 Khum	vidum	Vishuw	vichuw
42	16UD1A0222	MAMIDI JHANSI	III	EEE	Janshi	Janshi	Jernshi	Janhi	Janshi



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

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

Date: 08/11/2019

# **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- Lab" from 11/11/2019 to 16/11/2019. The interested students can enroll their names at the Coordinator.

Venue: CP- LAB

Faculty Co-coordinator: Mrs. J Swathi Assistant Professor

**CSE DEPT** 

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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 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 - (12/11/2019)

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	Marrathe	manthe	Manuella	Manatha	Mounthon	mamatha
2	17UD1A0202	ARRAMSHETTI DILEEP	III	EEE	dilect	dleep	Dleep	bitop	dileep	Dileop
3	17UD1A0203	AVULA SRIDHAR	Ш	EEE	Soidate	Soldhaz	Soidhas	Soldia	Stidle	Sxidhaz
4	17UD1A0205	BURTHI PAWAN KALYAN	111	EEE	Pawan	Pawan	Pawan	Pawan	Pawan	Pawan
5	17UD1A0206	DASI SRINATH	111	EEE	Strouth	carnothi	salnath	sylnath	sylnoth	stroth
6	17UD1A0207	DEVARAYA POURNAMI	Ш	EEE	Pour rami	Powmann	Povorami		Pourmami	Favorami
7	17UD1A0219	MATHANGI SRIHARI	111	EEE	Srihari	srihari	8	syîhavî	sylhavi	strihari
8	17UD1A0220	MATLA PAVANKUMAR	111	EEE	Paran kum	•				pevan kum
9	17UD1A0221	MATTA SWARNA	111	EEE						swarna
10	17UD1A0224	NETHETLA PAVAN KALYAN	111	EEE						Pavonkalyan
11	17UD1A0402	BOLLAM AKANKSHA	HI	ECE	U (7/2 )					Akansha
12	17UD1A0403	BUGGA AISHWARYA	III	ECE						Aishwarya
13	17UD1A0404	CHILAKANI MANASA	III	ECE	U	0	//	0	0	Manaja
14	17UD1A0405	EMPALLI KAVYA	III	ECE				Kovya		Kavya
15	17UD1A0406	GADADASU AKHILA	111	ECE	Akhila	ALLIJa	Akhila	Akhila	AKKila	Akhila
16	17UD1A0407	KANDUNURI ANUSHA	III	ECE	17-71	Anusha		Anusha		Anusha
17	18UD5A0406	G RAMYA	Ш	ECE	Ramya	Ranya	Ramya	Kamya	Romya	Ramya
18	18UD5A0407	D SOUMYA	111	ECE	Soumba	souma	Soumia	Soumya	soumya	Soumya
19	18UD5A0409	G MANASA	111	ECE	Manaja	-				Manasa
20	17UD1A0501	AKULA RAMYA	III	CSE			Ranya			Ramya
21	17UD1A0502	ASRAPARVEEN	III	CSE	Pomocer				OFFICE	Parven

22	17UD1A0503	BEJGUM SAMATHA	H	CSE	Samatha	Samatha	Samatha	sa matha	Samatha	samatha
23	17UD1A0504	BODA PRAVALIKA	ш	CSE	travalite	pravalita		1-	1.	pravalito
24	17UD1A0506	BODDUPALLY SOUMYA	111	CSE	1.	Soumya	F.	17.	1 7	
25	17UD1A0507	BONDUGULA SHARANYA Anu	111	CSE	Line		Ajay	1 (1	Ajay	4;ay
26	17UD1A0508	BOORLA AJAY Sharanya	111	CSE	sta obny		7.1	Sharonya	0/ /	sharany
27	18UD5A0504	NALLALA KEERTHANA	111 -	CSE	keelthaha			keertham		The second secon
28	18UD5A0505	SIRISHETTY SAI SRUCHETAN	111	CSE	Struchethal	'S 'suchetair	Serwichela	1.580chetan	Strucketow	spuchetan
29	18UD5A0506	THOTA AJAY	111	CSE	May	Night	Hjagr	diay	djay	Day
30	18UD5A0507	DHARMAGADDA UDAY KUMAR	111	CSE		, ,	Uday	0		
31	18UD1A0203	DASARAPU RAJKUMAR		EEE	11	Rajdom	11	Raj levnos		patter
32	18UD1A0204	GANDAM VENNELA	П	EEE		vennela				
33	18UD1A0205	JANAGAMA SANDHYA	В	EEE	Sondhya	Sandhya	Sandhua	Standhuca	Sandhua	Sandhya
34	18UD1A0206	KANAKA SUJATHA	П	EEE		syjatha				
35	18UD1A0207	KODEM MANIK RAJ	H	EEE		manistry				
36	18UD1A0208	KODURUPAKA VYSHNAVI	П	EEE		SMECHTER	,		100	
37	18UD1A0209	KORANDLA JYOTHI	11	EEE	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi
38	18UD1A0210	LANKADASARI SAITEJA	II .	EEE	Preakeek.	Paraneedy	-	•	-	Rounes
39	19UD5A0215	BONKURI PRANEETH	11	EEE		Promee th				Pranceth
40	19UD5A0216	BONTHALA SRIVANI	- 11	EEE	0	05.405	Sici hai	0000	<b>5</b>	Commo
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41	19UD5A0217	BOSHALA MADHUSHA	11	EEE		Madhusho			Srivani Madhusha	
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	19UD5A0217	BOSHALA MADHUSHA		EEE	Modhusha		Madhusha	nadhusha	Madhusha	Machuska Keerthi
42	19UD5A0217 19UD5A0218	BOSHALA MADHUSHA BUSA KEERTHI YADAV	11	EEE	Modhuska keerthi	Madhusho keer thi	Madhusha Keerthi Icurror	Kepythi Kumar	Madhusha Keethi Kenma	Modhusha Keerthi Kumar
42 43	19UD5A0217 19UD5A0218 19UD5A0219	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR		EEE EEE	Machusha heerithi kuma Shnavarl	Madhusho keer hi kuma Striewans	Madhusha Keexthi Jawaay Shalawaag	hadhusha Keoxthi Laumar Straubos	Keethi Keethi Knowans	Mathuska Keethi Kumar Shrawns
42 43 44	19UD5A0217 19UD5A0218 19UD5A0219 19UD5A0403	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR CHOPPARI SHRAVANI	11 11	EEE EEE EEE	Modhusha heerthi kumor Shravani Shirisha	Madhusho keor Thi	Madhusha keexthi kunner Shalavan Shizisho	hadhusha Keexthi Leuman Shirisha Shirisha	Madhusha Keerthi Cuma Shrovan Shidisha	Moshusha Keethi Lumar Shraupos Shirisha
42 43 44 45	19UD5A0217 19UD5A0218 19UD5A0219 19UD5A0403 19UD5A0404	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR CHOPPARI SHRAVANI GADDAM SHIRISHA	11 11 11	EEE EEE ECE ECE	Modhusha keerthi kumar Shravan Shirisha Priyanka	Madhusha keer Thi kumz Shisha Shisha	Madhusha keexthi keusner Shalawan Shalaban Priyanka	Madhusha Keexthi Laumor Strishos Priyanta	Madhusha Keerthi Cuma Shravans Shirisha Priyauka	Modhuska Kreethi Kumar Chrawns Shirisha Poryanka
42 43 44 45 46	19UD5A0217 19UD5A0218 19UD5A0219 19UD5A0403 19UD5A0404 19UD5A0405	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR CHOPPARI SHRAVANI GADDAM SHIRISHA JETTI PRIYANKA KANAKAM ANAMIKA	11 11 11 11	EEE EEE ECE ECE ECE	Modhusha keerthi kumor Shravani Shirisha Priyanka Aranika	madhusha keor Thi kumar krauans kriyanta	Madhusha keexthi kunner Shinisho Shinisho Priyanka Manifa	Madhusha Keexthi Laumor Strishos Priyanta	Madhusha Keerthi Courned Chrovan Shirisho Priyauta Anamka	Modhuska Kreethi Kumar Chrawns Shirisha Poryanka
42 43 44 45 46 47	19UD5A0217 19UD5A0218 19UD5A0219 19UD5A0403 19UD5A0404 19UD5A0405 19UD5A0406	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR CHOPPARI SHRAVANI GADDAM SHIRISHA JETTI PRIYANKA KANAKAM ANAMIKA		EEE EEE ECE ECE ECE ECE	Modhusha keerthi kumor Shravani Shirisha Priyanka Aranika	Madhusha keer Thi kumar Shisha Shisha Priyanta Ananga Akua	Madhusha keexthi kumov shalanan Shirisho Priyanka mamira	Madhusha Keexthi Kumar Shirisha Priyanta Anamera	Madhusha Keerthi Cuma Shravan Shirisha Priyauta Anamita	Moshuska Keethi Lennar Shirisha Poryonka Ananeka
42 43 44 45 46 47 48	19UD5A0217 19UD5A0218 19UD5A0219 19UD5A0403 19UD5A0404 19UD5A0405 19UD5A0406 19UD5A0407	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR CHOPPARI SHRAVANI GADDAM SHIRISHA JETTI PRIYANKA KANAKAM ANAMIKA KANTIPUDI AKHILESHWARI	11 11 11 11 11	EEE EEE ECE ECE ECE ECE	Modhusha keerthi kumor Shirisha Priyanka Arampa Akus Ravalila	Madhusha keer Thi kumar Shrivans Shishisha Priyanta Ananska Ananska Ravalika	Madhusha keexthi keusner Shirisho Priyanka Manifea Pavolika	Madhusha Keexthi Kumor Shirlisha Priyanta Anamera Masa Ravalita	Madhusha Keerthi Cuma Shravans Shirisha Priyauka Anamsta Ravalika	Modhuska Kreethi Kmar Chrawns Shirisha Poiyomka Amaneka Akur Ravalika
42 43 44 45 46 47 48 49	19UD5A0217 19UD5A0218 19UD5A0219 19UD5A0403 19UD5A0404 19UD5A0405 19UD5A0406 19UD5A0407 19UD5A0408	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR CHOPPARI SHRAVANI GADDAM SHIRISHA JETTI PRIYANKA KANAKAM ANAMIKA KANTIPUDI AKHILESHWARI ORUGANTI RAVALIKA		EEE EEE ECE ECE ECE ECE ECE	Moshusha keerthi kumor Shravari Shirisha Priyanka Aramin Akus Rovalila Eshung Nikhil	Madhusha Keer Thi Icumzi Irravans Shistisha Priyanta Aranska Aranska Ravatika Eshuas Nikhil	Madhusha keexthi shirisho Priyanka manifa Ravolika Eshume Rekhil	Madhusha Keexthi Leuman Shirlisha Priyanta Anamera Adas Rovalita Eshusas Nikhil	Madhusha Keethi Cuma Chrovan Shizisho Priyauka Anamika Rovalika Eshuzas Nikhid	Modhusha Keethi Lennar Shizisha Poiyomka Ananeka Rovalita Eshwas Nikhi
42 43 44 45 46 47 48 49 50	19UD5A0217 19UD5A0218 19UD5A0219 19UD5A0403 19UD5A0404 19UD5A0405 19UD5A0406 19UD5A0407 19UD5A0408 18UD1A0524	BOSHALA MADHUSHA BUSA KEERTHI YADAV DUDAPAKA SHASHIKUMAR CHOPPARI SHRAVANI GADDAM SHIRISHA JETTI PRIYANKA KANAKAM ANAMIKA KANTIPUDI AKHILESHWARI ORUGANTI RAVALIKA RATHNA ESHWAR	11 11 11 11 11 11 11	EEE EEE ECE ECE ECE ECE CSE	Modhusha keerthi kumor Shisisha Priyanka Aramin Akus Ravalila Eshwas	Madhusha Keer Thi Icumzi Irravans Shistisha Priyanta Aranska Aranska Ravatika Eshuas Nikhil	Madhusha keexthi shirisho Priyanka manifa Ravolika Eshume Rekhil	Madhusha Keexthi Leuman Shirlisha Priyanta Anamera Adas Rovalita Eshusas Nikhil	Madhusha Keethi Cuma Chrovan Shizisho Priyauka Anamika Rovalika Eshuzas Nikhid	Modhusha Keethi Lennar Shizisha Poiyomka Ananeka Rovalita Eshwas Nikhi

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54	18UD1A0537	MAREDUGONDA SONIA	II	CSE	CANADA ANAGOL ANAGOL ANAGOL APMON APMON
55	18UD1AQ538	MD ASHRAF	li	CSE	DREA DISHRAF ABHRAC ASHRAF ASHRAF A SHRAF
56	18UD1A0539	PINGILI SNEHA	l II	CSE	Suelia suetra gnetra gnetra suetra suetra
57	18UD1A0540	SUMAYYA AZIZI	l1	CSE	Arin Azizi Azizi Azizi Azizi Azizi
58	19UD5A0501	BAJANA LAVANYA		CSE	Cavanya lawanya lawanya lawanya lawanya lawanya

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Date: 30/04/2021

# **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- Lab" from 03/5/2021 - 08/5/2021. The interested students can enroll their names at the Coordinator.

Venue: CP- LAB

Faculty Co-coordinator: Mr. Shiva Kumar Assistant Professor

EEE DEPT

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

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 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 - (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.

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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.

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# The intended message is transferred to people non-verbally using

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- Kinesics (Body language)
- Haptics (Touches)
- Appearance
- Eye contact etc.
- Verabally using words, which includes
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- 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	111	EEE	shivaram	shiva ram	shiva rau	chiva ram	shivaran	shivu ram
2	16UD1A0229	M.SAMATHA	111	EEE	Samultu	Sunth	"Lavetti	Sanielty	Sanulto	Sundly
3	18UD1A0221	BANDI HARIKA	111	EEE	Houle	Houelds	Hamiles	Harrietta	Harrika	Havielm
4	18UD1A0222	KUMBOJI ANUSHA	III	EEE	Anglion	Angleter	Augher	Ansylo	Anglor	Aaglan
5	18UD1A0223	MANDA HEMANTH	III	EEE	Hennuth	Hernanth	Hemunth	Hemand	Honorth	Henaith
6	18UD1A0224	RAVULA HEMANTH	III	EEE	Hemant	Hemouth	Henauth	Hemouth	Hemoutu	Howath
7	19UD5A0201	ASAPWAR KARTIK	111	EEE	Kooding	Karllus	Kaouhi	rapilur	Fooilly	Koribu
8	19UD5A0202	CHERUKU SHIVA KUMAR	III	EEE			shiva		show	shiva
9	19UD5A0203	EARLA SAHITHYA	III	EEE	Saider	Seetvetter	Satur	Saturty	Saluth	Salvitu
10	19UD5A0216	BONTHALA SRIVANI	111	EEE						Shran
11	19UD5A0217	BOSHALA MADHUSHA	111	EEE						mades
12	19UD5A0218	BUSA KEERTHI YADAV	HII	EEE						KAPYTHY
13	19UD5A0219	DUDAPAKA SHASHIKUMAR	111	EEE	Slogus) Viewy -	Shinn	Sherry	& loughon	& breshi	Shelw

14	19UD5A0220	EEDULAKANTI RAMYA	111	EEE	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
15	19UD5A0221	EERLA MOHAN	111	EEE	Mohan	Mohan	Mohan	Mohan	Mohan	Mohan
16	19UD5A0222	ERRAM ARUNDHATHI	III	EEE	AW	Aug	AN	Any	Au	Any
17	19UD5A0223	GADASI HARMITHA	III	EEE	hoainitha	harmith	hormitta	hoomitte	hammitta	hamithe
18	19UD5Ad224	GODISHALA AVINASH	III	EEE	Avinash.	Avinach	Avinash	Avinash	Avinash	Avinash
19	19UD5A0225	GODUGU SAIPRIYA	Ш	EEE	Saipriya	Saipaiya	Saipriya	Salipriya	Saipriya	Saipriya
20	19UD5A0226	GORLA RAJ KUMAR	III	EEE	Raj "	Raj	Raj	Raj	Raj .	Raj
21	19UD5A0227	GORRE RAJENDER	111	EEE	Rajender	Rajender	Rajender	Rajender	Rojender	Rajerder
22	19UD5A0228	GOSKULA AJAY	Ш	EEE	Ajay	Ajay	Asay	Ajay	Ajay	Ajay
23	17UD1A0435	K.AJAY	111	ECE	Ajan	Ajay	Azay	Ajay	Ajay	Ajay
24	17UD5A0413	M.KALYANI	111	ECE	R	Pi	P	P	P	P
25	18UD1A0401	AGGIMALLA SHIRISHA	111	ECE	shirisha	shirisha	shirisha	shirisha	Shirisha	shirisha
26	18UD1A0402	AMPATI MANISHA	111	ECE	monisha	manuha	manisha	manisha	manuh	manish
27	18UD1A0403	ARINI AKHILA	181	ECE	Akhila	40.0	Akhila			Akhila
28	18UD1A0404	BASAVENI DEEPIKA	111	ECE	Deepeka	Deepika	Deepika	Deepika	Deepika	Deepika
29	18UD1A0405	BH. SANDEEP	HI	ECE	Sandeep	Sandeep	Sandup	Sandeep	Sander	
30	18UD1A0406	BUDDARTHI HARISH	111	ECE	-		Harish	Harish	Harish	Harish
31	18UD1A0407	CHOPPARI SAIDIVYA	111	ECE	Caidivya	0	0	Lidivya	<b>^</b>	Gidina
32	18UD1A0408	DEVARAKONDA ANIL	III	ECE	Anil	Anil	Anil	Anil	Anil	Anil
33	19UD5A0411	THALLAPELLI PRASANNA	III	ECE	prasanna	prosama	poalanna	VIOLE	prasanne	

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34	17UD1A0539	K.SAI KIRAN	III	CSE	SHKROOM	SAikiran	Sovikison	Soukson	Soukison	<i>Sau</i> Kidow
35	18UD1A0501	ADAPA SOWMYA	III	CSE	Sound	Schoneye	Sample	Sowonya	Sowmya	Scennye
36	18UD1A0502	ARUKALA SREEJA	Ш	CSE	० (९००	Section	3 com	Soceja	6පල්ටිර	6 <b>000</b> 0
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38	18UD1A0505	CHEGONDA MOUNIKA	111	CSE	naonika	Mounika	Mounika	Mounika	ngounita	n 90unii
39	18UD1A0506	CHELUKALA SANJANA	III	CSE	San Jana	San) cala	Sajana	sen)al	sanjaxla	sanjanla
40	18UD1A0507	CHINNAKKA MAMATHA	III	CSE	mormation			momatra		mamal
41	18UD1A0508	GADDAM AKHILA	141	CSE	Akhila	AKLILA	Athi Or	Arhila	Akhila	AKLÛLA
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43	19UD1A0207	ERAVENI AISHWARYA	н	EEE		Aiswarya	Aisthody	Aistway)	Aistrably	4 is Havay
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45	19UD1A0209	KOPPULA SHRUTHI	11	EEE	Shouthi	Shoothi	Shartin	Shouthi	istock	Shouth
46	19UD1A0210	KOTHA SAIMAHESH	H	EEE	nahesh	robeh	maheeh	neheeh	moherh	nahesh
47	19UD1A0211	MOHAMMED ZEESHAN	11	EEE	zeeshan	zeeshan	zeeshow	-zeeshan	0	
48	19UD1A0212	PURELLA RAMYA	II.	EEE	Ramka	Ranya	Ranxa	Ramya	Ranja	Ramx
49	19UD1A0213	RADHARAPU ANJALI	H.	EEE	Aniali	ANjali		. 0-		ANjal
50	19UD1A0214	SAMREEN BEGUM	11	EEE	130gum	Beyon	Begun	Begun	Begum	Beginn
51	19UD1A0215	SHAIK SAMEERUDDIN	11	EEE	Samee Pu Din	Samee Y Ru Din	someerfu	sameer Ru Din	san-cerru Din	sameer Pu
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55	19UD1A0407	BORAKUNTA SNEHA	- 11	ECE	sneha	sneha	snena	sneha	sneha	sneha
56	19UD1A0408	CHALIMADUGU SHRAVYA	11	ECE	Shravya	shraya	shraya.	shraviga	Shranga	Shirava
57	19UD1A0409	CHINTHAM VENKATESH	11	ECE	venkated	venka	venka	venka	venka	venka tesh
58	19UD1A0410	DEVANANDI SHYAMALATHA	11	ECE	shyama	shyama	-	shyama		
59	19UD1A0411	DURGAM SNEHA	11	ECE	sneha	Sneha	sneha		-	
60	19UD1A0412	ERIKILLA ANURUPA	-11	ECE	Anun	Anun	Anus	Annipa	Anusu.	tryn
61	19UD1A0414	KUNTA SUPRAJA	11	ECE	supraja	Supra	3	Suprag	Supra	Suprag
62	19UD1A0415	MONARI RAKESH	31	ECE	Rakesh	Rakesh	n I I	RaHerh		Rakes
63	19UD1A0416	POOSALA SHWETHA	Ш	ECE	shue	Shive	Shue	e . Ald our cas	shue	shipe
64	19UD1A0417	SHANKARI MANISHA	- H	ECE	marja	mani	Mani	Mari	Mani	Mani
65	19UD1A0418	SURAM AKSHAYA	П	ECE	-Akshaya	Akshaya	Akshay	1	Akshay	Akshay
66	19UD1A0419	UYYALA VYSHNAVI	П	ECE	vyshnovi		Vyshaya	vyshina	Vyshno	Vyshna
67	19UD1A0420	UZMA THARUNNUM	11	ECE	Marmin	0	Kaennun	Karaham	Lagra Munn	The gramma
68	19UD1A0421	VILASAGARAM HARISH	II	ECE	Harish	Harish	Hourish	Hoursh	Harish	Harish
69	19UD1A0422	ZEENATH KOUSAR	11	ECE	Jeans	bour	lows	lows	layer	low
70	19UD1A0521	MEDAM SANDHYA	II	CSE	sandhya	Sandhya	Sordhya.	sondhya	sandhya	sandhya
71	19UD1A0522	NARRA AKHILA	П	CSE	AKKIL	Alkhila	AlKhila	Akhille	Alchila	AKATE
72	19UD1A0523	NAYINI LAXMI PRASANNA	П	CSE	larmings	a-mias	Dax SAL	lasimo	launip	lowmile
73	19UD1A0524	ODELA SOWMYA	II	CSE	Sourma	County	Sourryn	Jeyry?	Sourrya	Soumya

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74	19UD1A0525	PALLE SWATHI	II	CSE	Swathi	swathi	swathi	swathi	swathi	swath;
75	19UD1A0526	PARSHAM ANUSHA	П	CSE		Anushon				Anusha
76	19UD1A0527	PENUKULA NANDU	II	CSE	Manale	1 Candy	Nandy	Mande	Monde	Mandu
77	19UD1A0528	PERALA VISHNUVARDHAN	11	CSE	Vishnu Varolhan	Vishnu	Vishny	Vishny	Vishory	Vishou
78	19UD1A0529	POTTA PRATHYUSHA	11	CSE	Prathuyeil					Prathyuch
79	19UD1A0530	PUDARI SINDHU	11	CSE	Sindhu	Sindhu	sindhu	Si'ndhu		sindhu
80	19UD1A0531	RAMAGIRI SWETHA	11	CSE	Swelta	Swether	Swettra			Swether
81	19UD1A0550	SOFIYA PARWEZ	II.	CSE	Borwez	Pannex	Barwest	Banner	Barrez.	Banwez
82	19UD1A0551	ZOONA ZAREEN	- 11	CSE (	Zoreen	Zareen	Zoreen			Zareen
83	20UD5A0501	ANUMULA RAKESH	11	CSE (	Rakesh	$\sim$		Rakesh.		
84	20UD5A0502	BANDARI SHARANYA	II	CSE						sharonya

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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** 

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Trinity College of Engineering and Technology
Peddapalli-505 172-T.S.

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# 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: 21/12/2021

# PROGRAM REPORT

Name of the Event: Language and Communication Skills

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

Resource Person: Mr. M

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 13/12/2021-18/12/2021during 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 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 - (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.

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- Decide on the 'Terms of reference'
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**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		EEE	Nagah	Nagerh	Nagerh	Nagest	Nagerh	Magesh
2	20UD1A0204	KURSINGA MOUNIKA	- 11	EEE	maenika	maunika	S	V	U	man ke
3	20UD1A0205	MADE POORNA CHAND	II	EEE	Downadan	potonedan				pornadio
4	20UD1A0206	PANDIRLA AKASH	11	EEE	Alkash	Akash	Akash	Akash	Akash	Akash
5	20UD1A0207	PITTALA DIVYA	ll ll	EEE	Divya	Drya	Divya	Rivya	Divya	Dinya
6	21UD5A0202	BHUKYA GAYATHRI	11	EEE	Soyathi	Grayathri	Crayathin	Crayathr:	Crayathin	Crayathr
7	21UD5A0203	GUMPULA SRAVAN		EEE	Source	Stavan	Syavani		Svananí	Stavank
8	21UD5A0204	KANDUKURI SHARANYA	11	EEE	Charanya	CI	-0		Shyaran	7 1 /
9	21UD5A0205	KONDA VISHNU SATHWIK	II	EEE	Sathwik	Sorthwax	sathwix	Sathwik	Sathwik	Sathwik
10	20UD1A0403	GANDHAM CHANDANA	11	ECE	chandan	Chardan	chandan	olandan	chardous	chandan
11	20UD1A0404	GOSIKA SAI VIKRANTH	II	ECE	Vikoantr	vikranth	vi krant	vikranty	Vikranti	vikranth
12	20UD1A0405	KOSARA SAITEJA	11	ECE	Sartesa	Sartega	Saitefa	Sontja	Saitefa	Safteja
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16	21UD5A0404	MATLA SHALINI	11	ECE	Shalini	shalini	shalini	shalini	shalini	shalin,
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20	21UD5A0408	GUNJAPADUGU AKANKSHA	II	ECE	Akantiha	Aleankelo	Akannsha	Akonksha	Akanksha	Abankel
21	21UD5A0409	KUNA VENKATESH	II	ECE	Venky		Vanley			Venky
22	21UD5A0410	RENIKUNTLA SAI CHARAN	П	ECE	Charan	Chaean	charan	0 1	/ //	Chaean
23	20UD1A0531	RAMATENKI SONY	П	CSE	Dones	Some	Sory	Lony	Sony	Sony
24	20UD1A0532	SEEMA	11	CSE	Seema			Seema	- 6	- A
25	20UD1A0533	SHERLA ANUSHA	- 11	CSE		the state of the s	The second secon			Anusha
26	20UD1A0534	SHILAM SAISHIVANI	П	CSE	Shivari					6 hivan
27	20UD1A0535	SOMARAPU SAMATHA	II	CSE	Samathe		Semath		Samathy	100
28	20UD1A0536	SYEDA ESHA NABEELA	II	CSE	20 State 3		Nabeeb			Mabrela.
	20UD1A0537	THODETI KEERTHANA	П	CSE	Mara		How	, Show	ahow	Horre
29	200D1A0337	MODELLIKELIKITIANA	.11.	CJL	Keethara	Keet	Ver 1	Kee	Keel	red
30	20UD1A0538	THOTA ANJALI	II	CSE	Anple	Anjale	Anjali	Anjali'	Anjali	Anjali'
31	20UD1A0539	THUNDLA RANI	II	CSE	Rani	Kani	Rani	Rani	Rani	Rani
32	20UD1A0560	SHAIK AMEER	II	CSE	AMEER	Ameer	Ameer	Ameer	Ameer	Ameer
33	21UD5A0501	KUTA REDDY PRATHYUSHA	11	CSE	Pathun	Brathle	Prathyu	Prathyu	Prathyu	Prathy
34	21UD5A0502	PEDDAPELLI VINAY	П	CSE	Vinay	Vinay	Vinay		Venay	Vinay
35	21UD5A0503	REDAPAKA RAKESH	II	CSE	Rakesh	Rakesh		1	Rakesh	Rakeil
36	20UD1A0538	THOTA ANJALI	II	CSE	Anjali	Anjali		Anjali	Anjali	Angal
37	20UD1A0539	THUNDLA RANI	II	CSE	Kani	Kani	Kani	Rani	Rani	Kani
38	20UD1A0540	VADLURI VAMSHI	11	CSE	Jamshi	Vamshi	Vamshi		Vanshi	
39	20UD1A0541	VANAPARTHI TEJASWINI	II	CSE	Tajasusini	Tejaswini	Tejaswini	Te aswind	Tejasiwi	Tefasiwin
40	20UD1A0542	VILASAGARAM RAJKUMAR	l1	CSE				Rajkund		
41	20UD1A0543	ADICHERLA SUPRIYA	II	CSE		hepringa		Supriya		Suprice
42	20UD1A0544	AKULA SAI TEJA	II	CSE	Jeja	Teja	Teja	Teja	reja	Teja
43	20UD1A0545	ARSHIYA	H	CSE	Arshiya	Arshiya	Arshiva		Arshiya	Arthiya
44	20UD1A0546	BORIGAM SANJANA	11	CSE	Caria	Sanju	Sanju	Sanju	Sanju	Sanju
45	20UD1A0547	ESTA TĒJASWINI	11	CSE (	Teil	Teju	Teju	Tety	Tely	Teju
46	20UD1A0548	KAJJAPU ARAVIND	II	CSE	Avavind	Aravind		Areavind	Aravind	
	20UD1A0557	NOUSHEEN FATHIMA	II.	CSE -	- fathing					

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48	20UD1A0558	PERKA MALLIKA	ll II	CSE	Mallika	Mallika	Mollika	Mille	Mallila	Mallika
49	20UD1A0559	REDDY ROHITHA	11	CSE	Rohitha		Rohitha			Robitha
50	20UD1A0560	SHAIK AMEER	II	CSE		Amer	Amees	Ameu	A	Amlei
51	21UD5A0501	KUTA REDDY PRATHYUSHA	11	CSE	Reddy	Reddy		Reddy	Reddy	Redely
52	21UD5A0502	PEDDAPELLI VINAY	Ī	CSE	Prinay		(	P. Vinay	P. Vinau	P. Vinay
53	21UD5A0503	REDAPAKA RAKESH	11	CSE	Rakesh	Rakesh	Rakesh	Rakesh	Rakech	Rakesh
54	21UD5A0504	VINAY	11	CSE	Vinay	Viray	Vinay		Vinay-	
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