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03465-457120



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hbcollege@gmail.com

Date: 05/07/2023

#### **URGENT MEETING NOTICE**

**Meeting:** It is hereby concerned to all that a meeting is going to be held on 05/07/2023 at 02:00pm in Principal's Chamber. All the Faculty members of the Department of English are requested to attend the meeting positively. The agenda of the meeting is -

AGENDA: 1. To organise an Add on course on Communicative English.

Head

Department of English
Hiralal Bhakat College
Nalhati, Birbhum

Signature of The Convenor



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Date: 05/07/2023

## MEETING RESOLUTIONS: ADD- ON COURSE ON COMMUNICATIVE ENGLISH

#### **Resolutions:**

- 1. The add-on course on Communicative English will commence on [10/08/2023] and conclude on [31/01/2024].
- 2. The course will comprise six expert sessions, focusing on:
  - Verbal expression of creative thoughts and ideas
  - Reducing mother tongue influence on English speaking
  - Facing interview boards
  - Fluency and pronunciation
  - Constructing complete and correct sentences
  - Public speaking and debating

#### 3. The following experts will conduct sessions:

- 1. Dr. Suddhasattwa Banerjee, Associate Professor, Department of English, Hiralal Bhakat College. (Verbal Expression)
- 2. Shri Sanatan Roy, Visiting Faculty, Department of English, Hiralal Bhakat College (Mother Tongue Influence)
- 3. Dr. Srirupa Ray, Assistant Professor, Department of Commerce, Hiralal Bhakat College. (Interview Skills)
- 4. Smt. Debarati Chatterjee, SACT, Department of English, Hiralal Bhakat College (Fluency and Pronunciation)
- 5. Smt. Sudipta Singha, Assistant Professor, Department of English ,Hiralal Bhakat College (Sentence Construction)
- 6. Shri. Jahan Saikh, Visiting Faculty, Alumni, Department of English, Hiralal Bhakat College. (Public Speaking and Debating)

- 4. The course will be open to all undergraduate students of Hiralal Bhakat College and extended to undergraduate students from other colleges as well.
- 5. Registration fees will be......./payable by 30/07/2023
- 6. A certificate of completion will be awarded to participants attending at least ..........% of sessions.
- 7. The organizing committee will comprise-

**Convenor**: Dr. Suddhasattwa Bannerjee, Associate Professor, Department of English, Hiralal Bhakat College.

Chairperson: Dr. Nurul Islam, Principal, Hiralal Bhakat College.

- 8. Dr. Suddhasattwa Bannerjee, Associate Professor, Department of English, will finalize expert session schedules by 05/08/2023.
- 9. Smt. Sudipta Singha, Assistant Professor, Department of English and Smt. Debarati Chatterjee, SACT, Department of English, will design promotional materials by 03/08/2023.
- 10. Mr. Gautam Pathak, Clerk, will coordinate registration process by 30/07/2023.
- 11. Course curriculum and materials to be finalized
- 12. Expert session details to be prepared
- 13. The course to be promoted through social media, posters, and announcements
- 14. A Flyer and a brochure of the course to be prepared
- 15. An Attendance Register to be prepared
- 16. An Advertisement notice to be prepared
- 17. A Letter to be sent to IQAC for collaboration

18. A Routine to be prepared

Signature of The Convenor

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Signature of Principal

Dr. Nurul Islam
Principal
Hiralal Bhakat College
Nalhati, Birbhum

To

The Coordinator

**IQAC** 

Hiralal Bhakat College

Nalhati, Birbhum.

Ref.: Appeal to collaborate in An Add-on Course on Communicative English.

Respected Sir,

This is to inform you that **An Add-on Course on Communicative English** is going to be organised by the department of English, Hiralal Bhakat College, Nalhati, Birbhum on and from 10/08/2023 to 31/01/2024.

You are hereby requested to allow a collaboration with IQAC, Hiralal Bhakat College, Nalhati, Birbhum in this regard for further advancement of academic excellence.

Thanking you.

Date- 05/07/2023.

Yours truly,

Convenor

Dr. Suddhasattwa Bannerjee

Associate Professor

The department of English,

Hiralal Bhakat College, Nalhati, Birbhum



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Date:25/07/2023

To
The Convenor

Department of English

Hiralal Bhakat College

Nalhati, Birbhum.

Subject: Confirmation of collaboration.

Dear Sir/ Madam,

It is hereby intimidated that IQAC, Hiralal Bhakat College, Nalhati, Birbhum does hereby confirm that a collaboration in **An Add-on Course on Communicative English from 10/08/2023 to 31/01/2024**, has been established following your letter dated 05/07/2023.

Kindly consider it as a formal declaration of collaboration in this regard and oblige.

Thanking you,

Yours Sincerely,

Dr. Suddhasattwa Banerjee

Coordinator, IQAC

Hiralal Bhakat College

Nalhati, Birbhum.

Coordinator, IQAC Hiralal Bhakat College Nalhati Birbhum



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## **Advertisement Notice**

### IMPROVE YOUR ENGLISH COMMUNICATION SKILLS!

Hiralal Bhakat College Nalhati, Birbhum

**Introducing Add-on Course:** 

#### **COMMUNICATIVE ENGLISH**

Session 2023-24

In collaboration with the Internal Quality Assurance Cell (IQAC), the Department of English, Hiralal Bhakat College, invites students to enroll in the Add-on Course: Communicative English.

#### Course Objectives:

- Enhance spoken English skills
- Develop effective writing and presentation techniques
- Improve listening and comprehension abilities
- Build confidence in communication

#### Course Highlights:

- Interactive classes with experienced faculty
- Focus on practical application
- Personalized feedback and assessment
- Certificate upon completion

Eligibility: All UG students

Duration: 10/08/2023 to. 31-01-2024

Registration: dates and procedure

#### Contact detail:

Department of English Hiralal Bhakat College Nalhati, Birbhum, 731220, WB Phone number- 7001800643/ 9836782254 email address: <a href="mailto:hbcengdept@gmail.com">hbcengdept@gmail.com</a>

Don't miss this opportunity to upgrade your English communication skills! Register now!

(Dr. Nurul Islam)

Principal Principal Iiraiai Bhakat Coileg Nathati, Birbhum



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NOTICE TO STUDENTS

Date-01/08/2023

#### Add-on Course on Communicative English

#### Department of English, Hiralal Bhakat College

#### Room No. 23

#### Class Schedule for Month 1

The following expert sessions are scheduled for the 1st month of the Add-on Course on Communicative English:

Date Time Speaker Topic

10/08/2023 10:00 a.m. Suddhasattwa Banerjee Verbal Expression

of Creative Thoughts and Ideas in English

17/08/2023 10:00 a.m. Sanatan Roy Reducing Mother

Tongue Influence on English Speaking

22/08/2023 2:00 p.m. Srirupa Roy Facing an Interview

Board

24/08/2023 10:00 a.m. Debarati Chatterjee Developing Fluency

and Proper Pronunciation in English

29/08/2023 2:00 p.m. Sudipta Singha Constructing Complete

and Correct Sentences in English

31/08/2023 10:00 a.m. Jahan Sk Public Speaking and

Debating in English

Important: All registered students are required to attend these sessions punctually. Your active participation is essential for maximizing benefits from this course.

For any queries, please contact the Department of English, Hiralal Bhakat College.

Thank you for your cooperation.

Signature of The Convenor

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Signature of Principal

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NOTICE TO STUDENTS

Date-31/08/2023

Add-on Course on Communicative English

Department of English, Hiralal Bhakat College

Room No. 23

Class Schedule for Month 2

The following expert sessions are scheduled for the 2nd month of the Add-on Course on Communicative English:

Date

Time

Speaker

**Topic** 

08/09/2023:

(10 a.m.)

Suddhasattwa Banerjee:

Ways for Verbal

**Expression of One's Creative Thoughts and Ideas in English** 

11/09/2023:

(09 a.m.):

Debarati Chatterjee

Ways to Develop

One's Skill of Speaking English Fluently with Proper Pronunciation

14/09/2023:

(3 p.m.):

Srirupa Roy

Ways to Face an

**Interview Board** 

20/09/2023:

(10 a.m.):

Sanatan Roy

Ways to Reduce the

Influence of Mother Tongue on English Speaking

27/09/2023:

(3 p.m.):

Sudipta Singha

Ways to Develop the

Skill of Constructing Complete and Correct Sentences in English while Speaking

29/09/2023:

(10 a.m.):

Jahan Sk

Ways to Develop One's

Skill of Public Speaking and Debating in English

Important: All registered students are required to attend these sessions punctually. Your active participation is essential for maximizing benefits from this course.

For any queries, please contact the Department of English, Hiralal Bhakat College.

Thank you for your cooperation.

Signature of The Convenor

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Signature of Principal

Dr Nurul Islam Principal Hiralal Bhakat College Nalhati, Birbhum



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**NOTICE TO STUDENTS** 

Date-22/09/2023

Add-on Course on Communicative English

Department of English, Hiralal Bhakat College

Room No. 23

Class Schedule for Month 3

The following expert sessions are scheduled for the 3rd month of the Add-on Course on Communicative English:

Date Time Speaker Topic

03/10/2023 10:00 a.m. Suddhasattwa Banerjee Verbal Expression of Creative

Thoughts

04/10/2023 09:00 a.m. Debarati Chatterjee Developing Fluency and Proper

**Pronunciation** 

05/10/2023 03:00 p.m. Srirupa Roy Facing an Interview Board

06/10/2023 10:00 a.m. Sanatan Roy Reducing Mother Tongue Influence

07/10/2023 03:00 p.m. Sudipta Singha Constructing Complete and Correct

**Sentences** 

09/10/2023 10:00 a.m. Jahan Sk Public Speaking and Debating

Important: All registered students are required to attend these sessions punctually. Your active participation is essential for maximizing benefits from this course.

For any queries, please contact the Department of English, Hiralal Bhakat College.

Thank you for your cooperation.

Signature of The Convenor

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Nalhati, Birbhum



Signature of Principal
Principal
Hiralal Bhakat College
Nalhati, Birbhum



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#### NOTICE TO STUDENTS

Date-03/11/2023

**Add-on Course on Communicative English** 

Department of English, Hiralal Bhakat College

Room No. 23

Class Schedule for Month 4

The following expert sessions are scheduled for the 4th month of the Add-on Course on Communicative English:

Date Time Speaker

eaker Topic

06/11/2023 09:00 a.m. Jahan Sk

**Public Speaking and Debating** 

07/11/2023 10:00 a.m. Sanatan Roy

**Reducing Mother Tongue Influence** 

08/11/2023 08:00 a.m. Debarati Chatterjee

**Developing Fluency and Proper** 

**Pronunciation** 

09/11/2023 10:00 a.m. Suddhasattwa Banerjee

Verbal Expression of Creative

**Thoughts** 

22/11/2023 03:00 p.m. Srirupa Roy

y

Facing an Interview Board

23/11/2023 03:00 p.m. Sudipta Singha

**Constructing Complete and Correct** 

Sentences

Important: All registered students are required to attend these sessions punctually. Your active participation is essential for maximizing benefits from this course.

For any queries, please contact the Department of English, Hiralal Bhakat College.

Thank you for your cooperation.

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Signature of The Convenor

Head English

College

Department of College

Hiralai English

Hiralai English



Signature of Principal

Dr Nurul Islam

Principal

Hiralal Bhakat College

Nalhati, Birbhum



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NOTICE TO STUDENTS

Date-16/12/2023

**Add-on Course on Communicative English** 

Department of English, Hiralal Bhakat College

Room No. 23

Class Schedule for Month 5

The following expert sessions are scheduled for the 5th month of the Add-on Course on Communicative English:

Date Time Speaker **Topic** 18/12/2023 09:00 a.m. Jahan Sk **Public Speaking and Debating** 19/12/2023 10:00 a.m. Sanatan Roy **Reducing Mother Tongue Influence** 20/12/2023 08:00 a.m. Debarati Chatterjee **Developing Fluency and Proper Pronunciation** 21/12/2023 10:00 a.m. Suddhasattwa Banerjee Verbal Expression of Creative **Thoughts** 22/12/2023 03:00 p.m. Sudipta Singha **Constructing Complete and Correct Sentences** 31/12/2023 03:00 p.m. Srirupa Roy Facing an Interview Board

Important: All registered students are required to attend these sessions punctually. Your active participation is essential for maximizing benefits from this course.

For any queries, please contact the Department of English, Hiralal Bhakat College.

Thank you for your cooperation.

Signature of The Convenor

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Head
Department of English
Hiralal Bhakat College
Nalhati, Birbhum



Signature of Principal

Dr Nurul Islam

Principal

Hiralal Bhakat College

Nalhati, Birbhum



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NOTICE TO STUDENTS

Date-22/12/2023

Add-on Course on Communicative English

Department of English, Hiralal Bhakat College

Room No. 23

Class Schedule for Month 6: Final Assessments

The following expert sessions are scheduled for the final month of the Add-on Course on Communicative English:

**Topic** Time Speaker Date

**Public Speaking and Debating** 04/01/2024 09:00 a.m. Jahan Sk Reducing Mother Tongue Influence 09/01/2024 10:00 a.m. Sanatan Roy

**Developing Fluency and Proper** 16/01/2024 08:00 a.m. Debarati Chatterjee

**Pronunciation** 

Verbal Expression of Creative 19/01/2024 10:00 a.m. Suddhasattwa Banerjee

**Thoughts** 

**Constructing Complete and Correct** 24/01/2024 03:00 p.m. Sudipta Singha

Sentences

31/01/2024 03:00 p.m. Srirupa Roy Facing an Interview Board

All registered students are required to attend these sessions punctually.

For any queries, please contact the Department of English, Hiralal Bhakat College.

Thank you for your cooperation.

Signature of The Convenor

Att Aje

Head Department of English Hiralal Bhakat College Nalhati, Birbhum

Signature of Principal Islam Nalhati, Birbhum



## HIRALAL BHAKAT COLLEGE NALHATI, BIRBHUM

#### A Brief Report

**ON** 

Add-on Course: Communicative English.

# Offered by Department of English in collaboration with IQAC, Hiralal Bhakat College, Nalhati, Birbhum, 731220, WB.

Session: 2023-24.

Title: Add-on Course: Communicative English.

Date: 10/08/2023 to 31/01/2024

Time: 02:00pm to 03:00pm

Venue: Room no-23, Hiralal Bhakat College.

#### **Organizing Committee:**

Convenor: Dr. Suddhasattwa Bannerjee, Associate Professor, Department of English, Hiralal Bhakat College.

Chairperson: Dr. Nurul Islam, Principal, Hiralal Bhakat College.

#### Faculty-Member:

Dr. Suddhasattwa Bannerjee, Associate Professor, Department of English, Hiralal Bhakat College.

Smt. Sudipta Singha, Assistant Professor, Department of English, Hiralal Bhakat College.

Dr. Srirupa Ray, Assistant Professor, Department of Commerce, Hiralal Bhakat College.

Smt. Debarati Chatterjee, Guest faculty, Department of English, Hiralal Bhakat College.

Shri. Sanatan Roy, Visiting Faculty, Department of English, Hiralal Bhakat College.

Shri. Jahan Saikh, Visiting Faculty, Alumni, Department of English, Hiralal Bhakat College.



# Add-on Course: Communicative English. Offered by Department of English in collaboration with IQAC, Hiralal Bhakat College, Nalhati, Birbhum, 731220, WB.

Session: 2023-24.

Time: 02:00pm to 03:00pm

Venue: Room no-23, Hiralal Bhakat poment mathematic college.

Hiralal Bhakat College, Nalhati, Birbhum, 731220, WB.
Session: 2023-24.

Participants' Details: 6 Faculty Members, 85 Students.

Objective: - The objective of the course is

- -Enhancing verbal expression of creative thoughts and ideas in English
- Reducing mother tongue influence on English speaking
- Developing skills for facing interview boards
- Improving fluency and pronunciation in English speaking
- Constructing complete and correct sentences in English
- Developing public speaking and debating skills in English

#### **Details:**





DATE: 10/08/2023 TO 31/01/2024

TIME: 02:00PM TO 03:00PM

VENUE: ROOM NO-23, HIRALAL BHAKAT COLLEGE.

ADD-ON COURSE: COMMUNICATIVE ENGLISH.

OFFERED BY
DEPARTMENT OF
ENGLISH IN
COLLABORATION
WITH IQAC,
HIRALAL BHAKAT
COLLEGE, NALHATI,
BIRBHUM, 731220,
WB.
SESSION: 2023-24.

CONTACT US departmentofenglishhbccollege

#### Organizing Committee:

Chairperson: Dr. Nurul Islam, Principal, Hiralal Bhakat College, Nalhati, Birbhum, W.B., India.

Convenor: Suddhasattwa Bannerjee, Assistant Professor, Department of English, Hiralal Bhakat College.

## **Expert Faculty-Members:**

- 1.Suddhasattwa Bannerjee, Assistant Professor, Department of English, Hiralal Bhakat College.
- 2. Smt. Sudipta Singha, Assistant Professor, Department of English ,Hiralal Bhakat College.
- 3. Dr. Srirupa Ray, Assistant Professor, Department of Commerce, Hiralal Bhakat College.
- 4. Smt. Debarati Chatterjee, Guest faculty, Department of English, Hiralal Bhakat College.











From 10/08/2023 to 31/01/2024, an Add-on Course on Communicative English was successfully conducted at Hiralal Bhakat College by the Department of English in collaboration with IQAC of Hiralal Bhakat College, Nalhati. The course aimed to provide participants with comprehensive training in communicarive English to enhance their communication skills and confidence in using the language effectively. Each day of the course focused on a specific theme to ensure comprehensive skill development. The course spanned six months from August, 2023 to January, 2024 and covered various aspects of spoken English, including pronunciation, vocabulary expansion, grammar, fluency development, public speaking practice, spoken English skills, effective writing and presentation techniques and listening and comprehension abilities. The course was designed to cater to participants with varying levels of proficiency in English, from beginners to intermediate learners.

Month 1: Add-on Course: Communicative English Offered by: Department of English, Hiralal Bhakat College Room No. 23 Class Schedule with Topics:

 $10/08/2023\colon$  Suddhasattwa Banerjee (10 a.m.) : Ways for Verbal Expression of One's Creative Thoughts and Ideas in English

 $17/08/2023\colon Sanatan$  Roy (10 a.m.) : Ways to Reduce the Influence of Mother Tongue on English Speaking

22/08/2023: Srirupa Roy (2 p.m.): Ways to Face an Interview Board

24/08/2023: Debarati Chatterjee (10 a.m.): Ways to Develop One's Skill of Speaking English Fluently with Proper Pronunciation

29/08/2023: Sudipta Singha (2 p.m.) : Ways to Develop the Skill of Constructing Complete and Correct Sentences in English while Speaking

 $31/08/2023\colon Jahan\ Sk\ (10\ a.m.)$  : Ways to Develop One's Skill of Public Speaking and Debating in English

Month 2: Add-on Course: Communicative English Offered by: Department of English, Hiralal Bhakat College Room No. 23

Class Schedule with Topics:

08/09/2023: Suddhasattwa Banerjee (10 a.m.) : Ways for Verbal Expression of One's Creative Thoughts and Ideas in English

11/09/2023: Debarati Chatterjee (09 a.m.) : Ways to Develop One's Skill of Speaking English Fluently with Proper Pronunciation

14/09/2023: Srirupa Roy (3 p.m.): Ways to Face an Interview Board

20/09/2023: Sanatan Roy (10 a.m.) : Ways to Reduce the Influence of Mother Tongue on English Speaking

27/09/2023: Sudipta Singha (3 p.m.) : Ways to Develop the Skill of Constructing Complete and Correct Sentences in English while Speaking

29/09/2023: Jahan Sk (10 a.m.) : Ways to Develop One's Skill of Public Speaking and Debating in English

Month 3: Add-on Course: Communicative English Offered by: Department of English, Hiralal Bhakat College Room No. 23

Class Schedule with Topics:

03/10/2023: Suddhasattwa Banerjee (10 a.m.): Ways for Verbal Expression of One's Creative Thoughts and Ideas in English

04/10/2023: Debarati Chatterjee (09 a.m.): Ways to Develop One's Skill of Speaking English Fluently with Proper Pronunciation

05/10/2023: Srirupa Roy (3 p.m.): Ways to Face an Interview Board

 $06/10/2023\colon Sanatan \,Roy\,(10~a.m.)$  : Ways to Reduce the Influence of Mother Tongue on English Speaking

07/10/2023: Sudipta Singha (3 p.m.): Ways to Develop the Skill of Constructing Complete and Correct Sentences in English while Speaking

09/10/2023: Jahan Sk (10 a.m.) : Ways to Develop One's Skill of Public Speaking and Debating in English

Month-4

Add-on Course: Communicative English

Offered by: Department of English, Hiralal Bhakat College

Room No. 23

## **Class Schedule with Topics:**

06/11/2023: Jahan Sk (09 a.m.) : Ways to Develop One's Skill of Public Speaking and Debating in English

07/11/2023: Sanatan Roy (10 a.m.) : Ways to Reduce the Influence of Mother Tongue on English Speaking

08/11/2023: Debarati Chatterjee (08 a.m.) : Ways to Develop One's Skill of Speaking English Fluently with Proper Pronunciation

09/11/2023: Suddhasattwa Banerjee (10 a.m.) : Ways for Verbal Expression of One's Creative Thoughts and Ideas in English

22/11/2023: Srirupa Roy (3 p.m.): Ways to Face an Interview Board

23/11/2023: Sudipta Singha (3 p.m.): Ways to Develop the Skill of Constructing Complete and Correct Sentences in English while Speaking

#### Month-5

Add-on Course: Communicative English

Offered by: Department of English, Hiralal Bhakat College

Room No. 23

#### **Class Schedule with Topics:**

 $18/12/2023\colon Jahan\ Sk\ (09\ a.m.)$  : Ways to Develop One's Skill of Public Speaking and Debating in English

19/12/2023: Sanatan Roy (10 a.m.) : Ways to Reduce the Influence of Mother Tongue on English Speaking

 $20/12/2023\colon Debarati$  Chatterjee (08 a.m.) : Ways to Develop One's Skill of Speaking English Fluently with Proper Pronunciation

21/12/2023: Suddhasattwa Banerjee (10 a.m.) : Ways for Verbal Expression of One's Creative Thoughts and Ideas in English

22/12/2023: Sudipta Singha (3 p.m.) : Ways to Develop the Skill of Constructing Complete and Correct Sentences in English while Speaking

31/12/2023: Srirupa Roy (3 p.m.): Ways to Face an Interview Board

#### Month-6

Add-on Course: Communicative English

Offered by: Department of English, Hiralal Bhakat College

#### Room No. 23

## **Class Schedule with Topics:**

04/01/2024: Jahan Sk (09 a.m.): Final Assessment on Ways to Develop One's Skill of Public Speaking and Debating in English

09/01/2024: Sanatan Roy (10 a.m.): Final Assessment on Ways to Reduce the Influence of Mother Tongue on English Speaking

16/01/2024: Debarati Chatterjee (08 a.m.): Final Assessment on Ways to Develop One's Skill of Speaking English Fluently with Proper Pronunciation

19/01/2024: Suddhasattwa Banerjee (10 a.m.): Final Assessment on Ways for Verbal Expression of One's Creative Thoughts and Ideas in English

24/01/2024: Sudipta Singha (3 p.m.): Final Assessment on Ways to Develop the Skill of Constructing Complete and Correct Sentences in English while Speaking

31/01/2024: Srirupa Roy (3 p.m.): Final Assessment on Ways to Face an Interview Board

#### Outcome:

The six months Add on Course on Communicative English provided participants with a comprehensive training program to improve their spoken English skills and confidence in using the language effectively. Participants expressed satisfaction with the course content, interactive activities, and practical exercises.

They gained confidence in expressing their creative thoughts and ideas in English.

They understand the strategies to minimize mother tongue influence on English speaking.

They learned the effective techniques for facing interview boards and showcasing personality they improved fluency and pronunciation in English speaking.

They acquired ability to construct grammatically correct sentences in English.

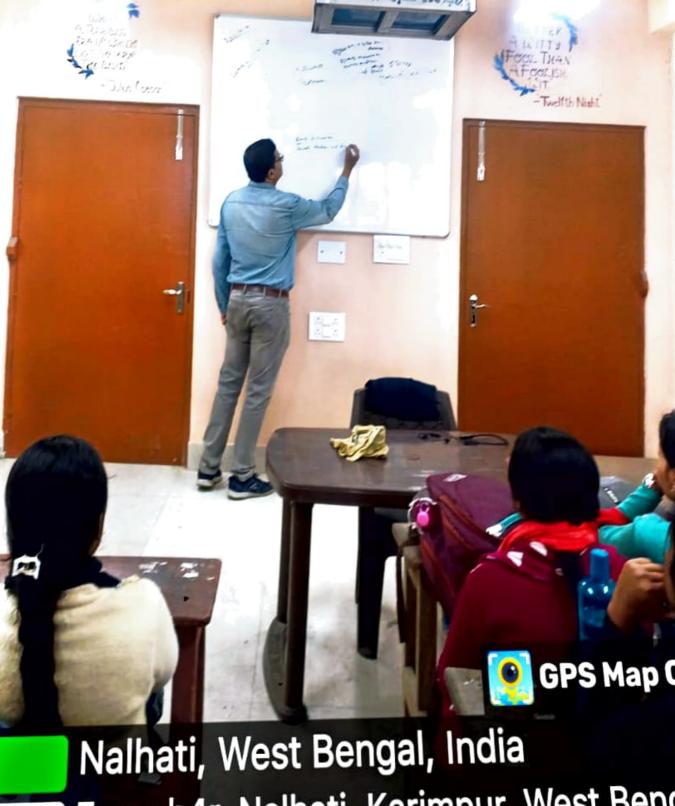
They enhanced public speaking and debating skills.

The Add-on Course on Communicative English successfully equipped participants with essential skills to enhance their English communication, paving the way for improved academic, professional, and personal opportunities.

Budget: 6000/-

Photographs:





Nalhati, West Bengal, India 7rpv+h4r, Nalhati, Karimpur, West Beng 731220, India Lat 24.28632° Long 87.842504°

10/08/23 02:53 PM GMT +05:30



