

SUDHIRANJAN LAHIRI MAHAVIDYALAYA
DEPARTMENT OF ENGLISH

ROUTINE FOR ADD-ON / VALUE ADDED COURSE IN "CREATIVE WRITING IN ENGLISH"

DATE	TIME	MODULE	FACULTY
15.06.2023	4.40P.M. – 5.40 P.M.	Modes of Creative Writing: Fiction, Poetry, Drama	SC
16.06.2023	4.40P.M. – 5.40 P.M.	Writing for the Media; Non-fiction writing.	SB
19.06.2023	4.40P.M. – 5.40 P.M.	The Art and Craft of Writing.	PB
22.06.2023	4.40P.M. – 5.40 P.M.	Writing a short story: why writers should be readers	PKG
24.06.2023	4.40P.M. – 5.40 P.M.	Finding inspiration; writing atmosphere; time management; plot; character;	SC
26.06.2023	4.40P.M. – 5.40 P.M.	Writing a novel	PD
28.06.2023	4.40P.M. – 5.40 P.M.	Discovering your story; narrative choices; exploring the art of description	PB
30.06.2023	4.40P.M. – 5.40 P.M.	The art of dialogue; finding expression and resolving conflict within the novel	SB
03.07.2023	4.40P.M. – 5.40 P.M.	Drafting and revising the novel; tricks of the trade.	PD
05.07.2023	4.40P.M. – 5.40 P.M.	How to publish a novel.	SC
08.07.2023	4.40P.M. – 5.40 P.M.	Writing articles for newspapers & magazines	PKG
10.07.2023	4.40P.M. – 5.40 P.M.	Finding topics; the feature; the editorial	SB
13.07.2023	4.40P.M. – 5.40 P.M.	Editing your article; finding a market; selling tips;	PB
15.07.2023	4.40P.M. – 5.40 P.M.	News story; interview process;	SC
17.07.2023	4.40P.M. – 5.40 P.M.	Web vs. print media styles.	PD
19.07.2023	4.40P.M. – 5.40 P.M.	Writing non-fiction: Developing the subject.	PKG
21.07.2023	4.40P.M. – 5.40 P.M.	Narrative voice; anonymity vs. authenticity;	PB
24.07.2023	4.40P.M. – 5.40 P.M.	Knowing Your readers.	SB
26.07.2023	4.40P.M. – 5.40 P.M.	Diary writing	SC
31.07.2023	4.40P.M. – 5.40 P.M.	Travelogues.	PD
02.08.2023	4.40P.M. – 5.40 P.M.	Writing poetry: minding the details; the free-write; paring down.	PKG
03.08.2023	4.40P.M. – 5.40 P.M.	Grounding a poem in the senses;	PB
05.08.2023	4.40P.M. – 5.40 P.M.	Different Styles of Poetry Writing	SB
07.08.2023	4.40P.M. – 5.40 P.M.	Writing Jingles	PD
09.08.2023	4.40P.M. – 5.40 P.M.	Writing thematic poetry	SC
11.08.2023	4.40P.M. – 5.40 P.M.	Writing for children	PKG
12.08.2023	4.40P.M. – 5.40 P.M.	Picture books	SB
14.08.2023	4.40P.M. – 5.40 P.M.	Writing Memoirs	PB
16.08.2023	4.40P.M. – 5.40 P.M.	Writing Blogs	PD
18.08.2023	4.40P.M. – 5.40 P.M.	Examination (MCQ) + Certificate Distribution	PKG

*** SC- Shubhaiyu Chakraborty-
SB- Dr. Shilpi Basak

PB- Probin Biswas
PD- Priyanka Dutta

PKG- Dr. Prabir Kumar Ghosh

** Routine subject to change in case of emergency/ extraordinary circumstance.

Shubhaiyu Chakraborty
Head of the Dept.

Head

Department of English



Prabir Kumar Ghosh
Dr. Prabir Kumar Ghosh
Course Coordinator

ATTESTED
[Signature]
DR. DIPANKAR GHOSH
PRINCIPAL
Sudhiranjan Lahiri Mahavidyalaya
MAJDIA, NADIA



Sudhiranjan Lahiri Mahavidyalaya

Add on Course – Dept. of English

Course Title – Soft Skill

Sudhiranjan Lahiri Mahavidyalaya recently introduced an Add -on course on 'Soft Skill'. It is a course of 30 hours and will continue upto six weeks. The main objective of the certification course is to assist everyone aspiring for jobs today has to prove one's mettle in various situations where one requires to be armed with different skills, which, collectively come under Soft Skills. One may be armed with good competence of one's subject but one cannot compete with his peer groups unless one has the potential of performance. Performance can be ensured with the demonstration of certain abilities that can help a professional communicate, corroborate, convince, evaluate and look into the continuing as well as the upcoming trends of the corporate world from time to time.

Learning Objectives: Soft skills training can help people develop skills that can help them function effectively in different situations. Some learning objectives for soft skills training include:

1. Communication
2. Problem solving
3. Emotional maturity
4. Reliability and accountability
5. Self confidence

Course layout

Week 1:

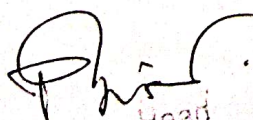
- Day 1 - Introduction to Soft Skills
- Day 2 - Aspects of Soft Skills
- Day 3 - Effective Communication Skills
- Day 4 - Classification of Communication,
- Day 5 – Personality Development

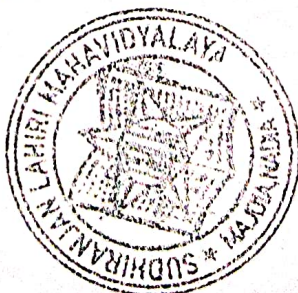
Week 2:

- Day 1 - Positive Thinking
- Day 2 - Telephonic Communication Skills
- Day 3 - Communicating without Words
- Day 4 - Paralanguage
- Day 5 – Group Communication Skills

Week 3:

- Day 1 - Listening Skills, Types of Listening
- Day 2 - Negotiation Skills, Culture as Communication
- Day 3 - Organizational Communication
- Day 4 - Communication Breakdown
- Day 5 – Advanced Writing Skills


Head
Department of English
S.R.L. Mahavidyalaya



এস. জি. এস. ওয়াই /
এস. এইচ. জি. / ক্লাব

মিটিং-এর ক্রমিক সংখ্যা :
মিটিং-এর স্থান :

মিটিং রেজল্যুশন বই

মিটিং-এর তারিখ :
মিটিং-এর সময় :

গ্রাম উন্নয়ন
মাতা কল্যাণ



Week 4:

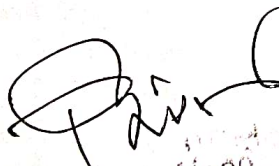
- Day 1 - Business Letters, Business Letters: Format and Style,
- Day 2 - Types of Business Letter
- Day 3 - Principles of Business Writing
- Day 4 - Writing Reports, Types of Report,
- Day 5 - Strategies for Report Writing, Evaluation and Organization of data

Week 5 :

- Day 1 - Structure of Report, Report Style,
- Day 2 - Leadership Skills, Group Discussion,
- Day 3 - Meeting Management,
- Day 4 - Adaptability
- Day 5 - Work Ethics

Week 6 :

- Day 1 - Advanced Speaking Skills, Oral Presentation, Speeches & Debates,
- Day 2 - Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation
- Day 3 - Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing: Effective Résumé,
- Day 4 - Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar
- Day 5 - Examination


Head
Department of English
S.R.L. Mahavidyalaya



Sudhiranjan Lahiri Mahavidyalaya

Add on Course – Dept. of English

Course Title – Communicative English

The course offers a comprehensive understanding of the English language and its four essential skills, serving as a tool for effective spoken and written communication for optimum language proficiency and academic excellence. The modules are strategically designed for enhancing application abilities, such as communicative skills, language skills, interpersonal skills, interview skills, people skills and presentation skills, all geared towards preparing students for employment.

Learning Objectives:

1. To enable students learn correct pronunciation, spelling, meaning and usage of English Vocabularies.
2. To make students frame correct sentences with known vocabularies based on daily routines.

Course layout

Week 1:

- Day 1 - Introduction to the Theory of Communication
- Day 2 - Types of Communication and Modes of Communication
- Day 3 - Four-Fold Skills –The Theoretical Side of the Four Skills
- Day 4 - Reading: A Passive Skill – Its Importance
- Day 5- Fundamentals of Grammar: Part-1

Week 2:

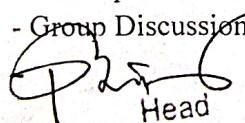
- Day 1 - Ten Important Reading Strategies and Their Benefits
- Day 2 - Importance of Speaking as an Active Skill.
- Day 3 - Fundamentals of Phonetics
- Day 4- Discussion -Strategies for Effective Communication and Speaking Skills.
- Day 5- Fundamentals of Grammar: Part-2

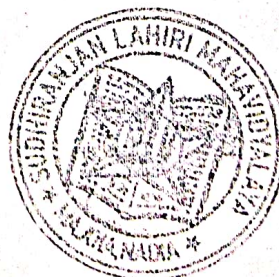
Week 3:

- Day 1 - Listening: Importance and Benefits of Listening Skill
- Day 2 - Different Types of Listening
- Day 3 - Strategies for Improving Listening
- Day 4- Discussion- Grammar, Vocabulary and Phonetics: Tools of Communicative English
- Day 5- Comprehension, Summary and Paraphrasing

Week 4:

- Day 1 -Business English.
- Day 2 - Techniques for Effective Public Speaking
- Day 3 - Group Discussion and Interview Skills


Head
Department of English
S.R.L. Mahavidyalaya




Course Coordinator

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এস. এইচ. জি. / ক্লাব

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং রেজল্যুশন বই

আম ডময়ন সান
মাতা কমিটি/সি

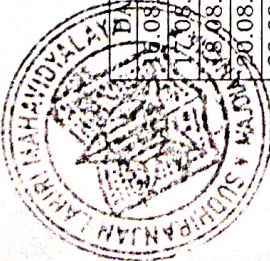
মিটিং-এর তারিখ :

SUDHIRANJAN LAHIRI MAHAVIDYALAYA

DEPARTMENT OF ENGLISH

ROUTINE FOR ADD-ON / VALUE ADDED COURSE IN "SOFT SKILLS"

DATE	TIME	MODULE	FACULTY
20.08.2022	6 P.M. - 7 P.M.	Introduction to Soft Skills	SC
21.08.2022	6 P.M. - 7 P.M.	Aspects of Soft Skills	PB
22.08.2022	6 P.M. - 7 P.M.	Effective Communication Skills	PKG
23.08.2022	6 P.M. - 7 P.M.	Classification of Communication	PB
24.08.2022	6 P.M. - 7 P.M.	Personality Development	SB
25.08.2022	6 P.M. - 7 P.M.	Positive Thinking	PD
26.08.2022	6 P.M. - 7 P.M.	Telephonic Communication Skills	PB
27.08.2022	6 P.M. - 7 P.M.	Communicating without Words	PKG
28.08.2022	6 P.M. - 7 P.M.	Paralanguage	SC
29.08.2022	6 P.M. - 7 P.M.	Group Communication Skills	SB
30.08.2022	6 P.M. - 7 P.M.	Listening Skills, Types of Listening	PD
31.08.2022	6 P.M. - 7 P.M.	Negotiation Skills, Culture as Communication	PB
01.09.2022	6 P.M. - 7 P.M.	Organizational Communication	PKG
02.09.2022	6 P.M. - 7 P.M.	Communication Breakdown	SC
03.09.2022	6 P.M. - 7 P.M.	Advanced Writing Skills	SB
04.09.2022	6 P.M. - 7 P.M.	Business Letters, Business Letters: Format and Style	PD
05.09.2022	6 P.M. - 7 P.M.	Types of Business Letter	PB
06.09.2022	6 P.M. - 7 P.M.	Principles of Business Writing	PKG
07.09.2022	6 P.M. - 7 P.M.	Writing Reports, Types of Report	SC
08.09.2022	6 P.M. - 7 P.M.	Strategies for Report Writing, Evaluation and Organization of data	SB
09.09.2022	6 P.M. - 7 P.M.	Structure of Report, Report Style	PD
10.09.2022	6 P.M. - 7 P.M.	Leadership Skills, Group Discussion	PB
11.09.2022	6 P.M. - 7 P.M.	Meeting Management	PKG
12.09.2022	6 P.M. - 7 P.M.	Adaptability	SC
13.09.2022	6 P.M. - 7 P.M.	Work Ethics	SB
14.09.2022	6 P.M. - 7 P.M.	Advanced Speaking Skills, Oral Presentation, Speeches & Debates	PB
15.09.2022	6 P.M. - 7 P.M.	Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation	PD
16.09.2022	6 P.M. - 7 P.M.	Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing: Effective Résumé	PKG
17.09.2022	6 P.M. - 7 P.M.	Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar	SC
18.09.2022	6 P.M. - 7 P.M.	Examination (MCQ) + Certificate Distribution	PB



SC- Shubhaiyu Chakraborty , PB- Probin Biswas , PKG- Dr. Prabir Kumar Ghosh , SB- Dr. Shilpi Basak , PD- Priyanka Dutta

Probin Biswas

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মিটিং-এর স্থান :

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মিটিং-এর সময় :

গ্রাম উন্নয়ন
মাতা কমিটি

Day 4 - Role & Importance of English as a Means of Communication

Day 5 - English as a Global Language

Week 5:

Day 1 - Presentation Skills and People Skills

Day 2 - Academic & Creative Writing.

Day 3 - Different Styles of Writing

Day 4 - English for Careers

Day 5 - English Speaking Skills

Week 6:

Day 1 Module 16 - Fundamentals of Intonation

Day 2 Module 17 - Content Writing

Day 3 Module 18 - Professional Communication and Jargons

Day 4 Module 19 - Group discussions and Interview skills

Day 5 - Examination



Head
Department of English
S.R.L. Mahavidyalaya




Course Coordinator

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DEPARTMENT OF ENGLISH

ROUTINE FOR ADD-ON / VALUE ADDED COURSE IN "Communicative English"

DATE	TIME	MODULE	FACULTY
09.03.2023	4.40P.M. – 5.40 P.M	Introduction to the Theory of Communication	PB
10.03.2023	4.40P.M. – 5.40 P.M	Types of Communication and Modes of Communication	SC
11.03.2023	4.40P.M. – 5.40 P.M	Four-Fold Skills –The Theoretical Side of the Four Skills	SB
13.03.2023	4.40P.M. – 5.40 P.M	Reading: A Passive Skill – Its Importance	PD
14.03.2023	4.40P.M. – 5.40 P.M	Fundamentals of Grammar: Part-1	PB
15.03.2023	4.40P.M. – 5.40 P.M	Ten Important Reading Strategies and Their Benefits	PKG
16.03.2023	4.40P.M. – 5.40 P.M	Importance of Speaking as an Active Skill	SC
17.03.2023	4.40P.M. – 5.40 P.M	Fundamentals of Phonetics	SB
18.03.2023	4.40P.M. – 5.40 P.M	Discussion -Strategies for Effective Communication and Speaking Skills	PKG
20.03.2023	4.40P.M. – 5.40 P.M	Fundamentals of Grammar: Part-2	PB
21.03.2023	4.40P.M. – 5.40 P.M	Listening: Importance and Benefits of Listening Skill	PD
22.03.2023	4.40P.M. – 5.40 P.M	Different Types of Listening	SC
23.03.2023	4.40P.M. – 5.40 P.M	Strategies for Improving Listening	SB
25.03.2023	4.40P.M. – 5.40 P.M	Discussion- Grammar, Vocabulary and Phonetics: Tools of Communicative English	PKG
27.03.2023	4.40P.M. – 5.40 P.M	Comprehension, Summary and Paraphrasing	PD
28.03.2023	4.40P.M. – 5.40 P.M	Business English.	PB
29.03.2023	4.40P.M. – 5.40 P.M	Techniques for Effective Public Speaking	SC
31.03.2023	4.40P.M. – 5.40 P.M	Group Discussion and Interview Skills	SB
01.04.2023	4.40P.M. – 5.40 P.M	Role & Importance of English as a Means of Communication	PKG
03.04.2023	4.40P.M. – 5.40 P.M	English as a Global Language	PD
04.04.2023	4.40P.M. – 5.40 P.M	Presentation Skills and People Skills	PB
05.04.2023	4.40P.M. – 5.40 P.M	Academic & Creative Writing.	SC
06.04.2023	4.40P.M. – 5.40 P.M	Different Styles of Writing	PKG
08.04.2023	4.40P.M. – 5.40 P.M	English for Careers	SB
10.04.2023	4.40P.M. – 5.40 P.M	English Speaking Skills	PD
11.04.2023	4.40P.M. – 5.40 P.M	Fundamentals of Intonation	PB
12.04.2023	4.40P.M. – 5.40 P.M	Content Writing	SC
13.04.2023	4.40P.M. – 5.40 P.M	Professional Communication and Jargons	PKG
15.04.2023	4.40P.M. – 5.40 P.M	Group discussions and Interview skills	SB
17.04.2023	4.40P.M. – 5.40 P.M	Examination (MCQ) + Certificate Distribution	PD

Note:- SC- Shubhrajyoti Chakraborty PB- Probin Biswas
SB- Dr. Shilpi Basak PD- Priyanka Dutta



Priyanka Dutta
Priyanka Dutta
Course Coordinator

Probin Biswas
Probin Biswas
Head of the Dept.
Head
Department of English
S.R.L. Mahavidyalaya

Roll
No.

স. ওয়াই /
ত. জি. / ক্লাব
এর ক্রমিক সংখ্যা :
টিং-এর স্থান :

মিটিং রেজল্যুশন বই

মিটিং-এর তারিখ :
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গ্রাম উন্নয়ন কমিটি /
মাতা কমিটি