

SOFT SKILL SESSION 2022-2023

Soft Skill/ Language and communication skills	2022-23
Title of the Program/ Event	Certificate Course in Soft Skills , Language and communication skills, Add on course Assamese Department
Organizer	The Department of Assamese of Golaghat Purbanchalik College
Date	17 August 2022 to 10 Nov 2022
No. of Participants	35

Capacity building and skills enhancement initiatives taken by the institution.

<u>SoftSkill</u>

Certificate Course in Soft Skills/ Laugange and communication skills

Soft Skill/ Language and communication skills

The Department of Assamese has been offering a self-financing Three month certificate course in Soft Skills since August 2022. The course is offered for Three months, in an academic year. The classes are conducted in the college on weekdays from 3p.m.-4 p.m. Total number of hours is 50 hours. Classes are taken by the faculty members of the department.

Aims and Objectives: The course aims at making the students understand the fundamental soft skills and of their practical usage. Through this course they learn to communicate effectively and confidently. They also learn how to identify and overcome the barriers in interpersonal relationship in order to obtain best results. Students would find this course immensely useful for building a career and also finding employment as soft skill trainers.

The course has been started keeping in view the crucial role of language skills an soft skills in personal as well as professional life of the younger generation. In the era of globalization, it has become imperative to become





proficient in both soft skills and life skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive world, the Department of English proposes to offer a specially designed Certificate Course in Soft Skills.

Course Outcome: After completing this course, students will be able to:

- Understand the significance and essence of a wide range of soft skills.
- Learn how to apply soft skills in a wide range of social and professional environment.
- Will acquire the skill of employing soft skills to improve interpersonal relationships.
- Learn how to employ soft skills to enhance employability and ensure workplace and career success.

Objectives and Emphasis of the curriculum

- Emphasis of personality development of the students
- To provide correct pronunciation and improved speech style to the students
- Development of speaking and writing style of the Assamese Language

Unit-1

- Qualities of a speaker
- Course on personality development
- Accuracy and clarity of Pronunciation

Unit-2

- Handwriting Practice
- Skills in writing application signature, presentations, letters etc
- Use of Punctuation
- Qualities of good writing

Reference Books:

যোগাযোগ কলঃ নীরাজনা মহস্ত বেজবৰা, বনলতা, ডিব্রুগড়





- অসমীয়া ভাষাৰ উচ্চাৰণঃ গোলোকচন্দ্র গোস্বামী, বীণা লাইব্রেৰী, গুৱাহাটী
- ব্যৱহাৰিক অসমীয়া অভিধানঃ বসন্ত কুমাৰ গোস্বামী, যোৰহাট
- নিকা অসমীয়া ভাষা: মহেশ্বৰ নেওগ, লয়াৰ্ছ, গুৱাহাটী

Evaluation

There are two components of Evaluation: Theory and Practical

- a. Written Test 60 marks
- b. And Practical Examination: 40 marks. Total Marks :100 Total Number of Classes:50













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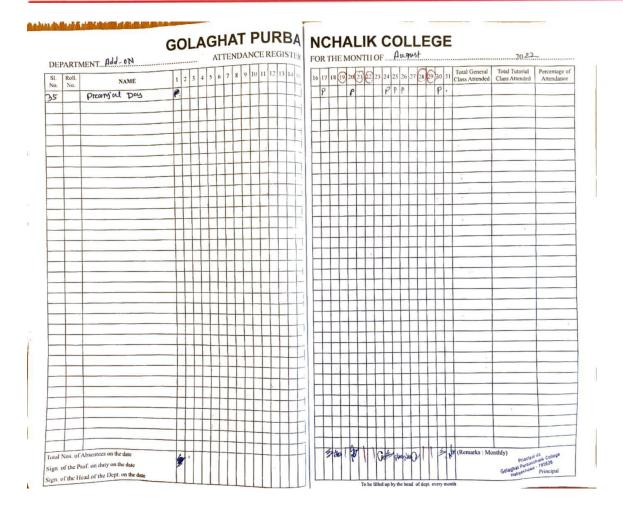
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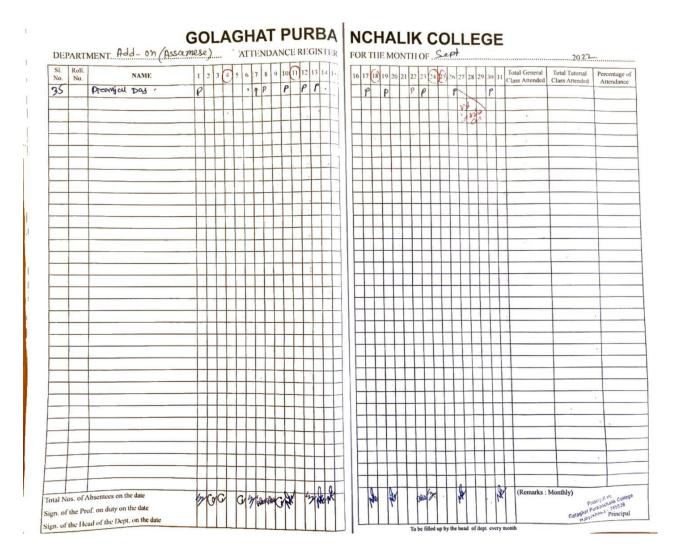
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GOLAGHAT PURBA NCHALIK COLLEGE

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