

A Report on the work shop “ Importance of Communication Skills in English” Date:

On 8th August 2017 at 11:00 am a workshop on **“ Importance of Communication Skills in English”** has been conducted by Prof. G.R. Sthawarmath as a resource person of A.V. Patil Degree College Aland. In this workshop he has explained the how the communication skills are useful for students in their education and employment. He discussed in the workshop the basic communication skills as their regular activities like ntes preparation, letter correspondence, interaction with teacher in the class room, etc. He has also given a task to the students about how to face the interview in the form of mock.

The workshop was initiated by welcome words by Prof. Shivashankar .H. Dr.Anilkumar Koppalkar Principal briefed about the resource person, lastly the work shop was concluded by the vote of thanks by Prof.M.K.Bothagi, students were attended the workshop.



Prof. G. R. Sthawarmath, Resource person addressing to the students in the workshop.

[Signature]
 HEAD
 Department of English
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 Science and Commerce,
 Shahabad - 585 228.



[Signature]
 PRINCIPAL
 H.R.E.S. S.S. Margol College
 of Arts, Science & Commerce,
 SHAHABAD-585 228


ವ್ಯಕ್ತಿಯು ಕೂಡಲೇ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಬಿ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ



Shahabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
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Students were participated in the workshop.


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Principal

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About the Topic " Importance of Communication Skills in English"

Communication Skills

Being able to communicate effectively is one of the most important life skills to learn. Communication itself is defined as transferring information to produce greater understanding.

It can be done vocally (through verbal exchanges), through written media (books, websites, and magazines), visually (using graphs, charts, and maps), or non-verbally (body language, gestures, pitch of voice, and tone). All of these means of communication skills are essential Soft Skills that are vital for a successful Career.

The Importance of Communication Skills

Having strong communication skills aids in all aspects of life – from professional life to personal life and everything that falls in between. From a business standpoint, all transactions result from communication. Good communication skills are essential to allow others and yourself to understand information more accurately and quickly.

In contrast, poor communication skills lead to frequent misunderstandings and frustration. In a 2016 LinkedIn survey conducted in the United States, communication topped the list of the most sought-after soft skills among employers.

How to Improve Your Communication Skills

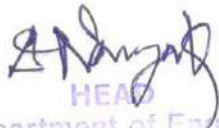
Here are some pointers to look out for when looking to improve your ability to effectively communicate with others:

1. Listening

To become a good communicator, it is important to be a good listener. It is important to practice active listening – pay close attention to what others are saying and clarify ambiguities by rephrasing their questions for greater understanding.

2. Conciseness

Convey your message in as few words as possible. Do not use filler words and get straight to the point. Rambling will cause the listener to tune out or be unsure of what you are talking about. Avoid speaking excessively and do not use words that may confuse the audience.


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3. Body language

It is important to practice good body language, use eye contact, utilize hand gestures, and watch the tone of the voice when communicating with others. A relaxed body stance with a friendly tone will aid in making you look approachable to others.

Eye contact is important in communication – look the person in the eye to indicate that you are focused on the conversation. But make sure to not stare at the person as it can make him or her uncomfortable.

4. Confidence

Be confident in what you say and in your communication interactions with others. Being confident can be as easy as maintaining eye contact, maintaining a relaxed body stance, and talking with concision. Try not to make statements sound like questions and avoid trying to sound aggressive or demeaning.

5. Open-mindedness

In situations where you disagree with what someone else has to say, whether it be with an employer, a co-worker, or a friend, it is important to sympathize with their point of view rather than simply try to get your message across. Respect the opinion of others and never resort to demeaning those who do not agree with you.

6. Respect

Respecting what others have to say and acknowledging them is an important aspect of communication. Being respectful can be as simple as paying attention to what they have to say, using the person's name, and not being distracted. By respecting others, the other person will feel appreciated, which will lead to a more honest and productive conversation.

7. Using the correct medium

There are several different forms of communication to use – it is important to choose the right one. For example, communicating in person about serious matters (layoffs, salary changes, etc.) is more appropriate than sending an email regarding the matter.


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To,

Date: 14-08-2017

The Principal
H.K.E.S
A.V. Patil College of
Arts, Science & Commerce,
Tq.ALAND

Respected Sir,

Sub: Requisition to invite Prof.G.R.Sthawarmath to
Conduct a Workshop on English-reg.

A foresaid subject herewith inviting Prof.G.R. Sthwarmath Head,
Dept of English as a recourse person on **“Importance of
Communication Skills in English”** held on Date: 08-08-2017 at
Auditorium Hall. So those kindly convey the information to the
concerned and make the work shop successful.

Thanking you.




Yours Faithfully
PRINCIPAL
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NOTICE

Date: 04-08-2017

All the B.A, B. Sc & B.Com I, III, & V Semester Students are hereby informed that under the Department of English one day Work Shop will be held on **"Importance of Communication Skills in English"** on Date: 08-08-2017, 11:00 AM at Auditorium Hall.

Hence Interested Students register their names H.O.D of English on or before Date: 08-08-2017.


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Attendance Certificate

This is to certify that **Sri. G.R. Sthawarmath** Asst Prof of English of H.K.E.S A.V.Patil College of Arts, Science & Commerce Aland has attended the workshop as a Resource Person on "**Importance of Communication Skills in English**" held on Date: 08-08-2017.



Principal

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List of Participants

2017-18

Sl. No.	Name	Class	University Reg. No.	Signature
1	Mehrunisa. S.	B.A-I	1815441	Mehrunisa
2	Rahul. Rajendra	B.A-I	1815442	Rahul
3	Pramila. Sarmikant	B.A-I	1815443	Pramila
4	Sabira Begum. B.	B.A-I	1815444	Sabira
5	Sangeeta. Somanna	B.A-I	1815445	Sangeeta
6	Jagadevappa. S.	B.A-I	1815446	Jagadevappa
7	Kiran Kumar. P.	B.A-I	1815447	Kiran
8	Mohan. Hirabai	B.A-I	1815448	Mohan
9	Parashuram. H.	B.A-I	1815449	Parashuram
10	Saraswati. K.	B.A-I	1815450	Saraswati
11	Shilpa Shilpa. Bhimrao	B.A-III	1714404	Shilpa
12	Nandita. S	B.A-III	1714405	Nandita
13	Sangeeta. N	B.A-III	1714406	Sangeeta
14	Ambika. S.	B.A-III	1714407	Ambika
15	Sharanabasaappa	B.A-III	1714410	Sharanabasaappa
16	Bhagisathi. A.	B.A-III	1714408	Bhagisathi
17	Pooja. B.	B.A-V	1615555	Pooja
18	Satadipin. Patel	B.A-V	1615558	Patel
19	Jyoti. P.	B.A-V	1615561	Jyoti
20	Santoshi	B.A-V	1615562	Santoshi
21	Jayashree. P.	B.A-V	1615568	Jayashree
22	Kashibai. S.	B.A-V	1615570	Kashibai
23	Ashwini. B.	B.A-V	1615572	Ashwini
24	Kajal Bheemashankar	B.A-V	1615572	Bheemashankar
25	Naseer Danu	B.A-V	1615579	Naseer

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2017-18

Sl. No.	Name	Class	University Reg. No.	Signature
1	Yamuna. K.	B.COM-I	1848539	Yamuna
2	Vaishali. Nayak	B.COM-I	1848600	Vaishali
3	Nelofar. S.	B.COM-I	1848603	Nelofar
4	Surgesh. S.	B.COM-I	1848604	Surgesh
5	Javeda. S.	B.COM-I	1848605	Javeda
6	Vishwanath. N	B.COM-I	1848618	Vishwanath
7	Arunprasad. Narasimh	B.COM-I	1848619	Arunprasad
8	Arshi. H	B.COM-I	1848629	Arshi
9	Radhika. V.	B.COM-I	1848637	Radhika
10	Sahin. P.	B.COM-I	1848640	Sahin
11	Neha. T	B.COM-II	1736539	Neha
12	Chandrabhanti. M.	B.COM-II	1736543	Chandrabhanti
13	Kumar. D.	B.COM-II	1736545	Kumar
14	Asma.	B.COM-II	1736555	Asma
15	Pooja. M.	B.COM-II	1736556	Pooja
16	Anjaneya. B.	B.COM-II	1736572	Anjaneya
17	Shrisha Ankita. S.	B.COM-II	1738574	Ankita
18	Renuka. R.	B.COM-V	1634771	Renuka
19	Vijayakumar H.	B.COM-V	1634775	Vijayakumar
20	Shradha. A	B.COM-V	1634778	Shradha
21	Deepa. S.	B.COM-V	1634793	Deepa


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A Report on the work shop “Barriers to Effective Communication Skills in English”

A workshop on **“ Barriers of Effective Communication Skills in English”** was jointly conducted by Department of English and College IQAC Cell, on 24-09-2018 at 11-30 AM. Prof. G.R. Sthawarmath of A.V. Patil Degree College Aland, was present as a resource person. In this workshop he elaborately taught about what are the barriers of communication skills in English and also needs to be aware of the barriers to effective communication and how to avoid or overcome them.

Further he explained about the modern technology often helps to reduce the impact of physical barriers, and the advantages and disadvantages of each communication channel should be understood so that an appropriate channel can be used to overcome the physical barriers. This workshop was useful for the students in their education and employment and students to develop effective communication skills in English. All the presented students were interacted and asked the questions and cleared their doubts.

The workshop was initiated by welcome talk by Prof. Shivashankar .H. Dr.Anilkumar Koppalkar Principal briefed about the resource person, lastly the work shop was concluded by the vote of thanks by cultural adviser Prof.M.K.Bothagi.



Prof. G. R. Sthawarmath, Resource person and other guest were on the dais.

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ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಹಡೆದ)
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Students were actively hearing the topic meticulously in the workshop.


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About the Topic“ Barriers to Effective Communication Skills in English”

Barriers to Effective Communication

There are many reasons why interpersonal communications may fail. In many communications, the message (what is said) may not be received exactly the way the sender intended. It is, therefore, important that the communicator seeks feedback to check that their message is clearly understood.

The skills of Active Listening, Clarification and Reflection may help but the skilled communicator also needs to be aware of the barriers to effective communication and how to avoid or overcome them.

There are many barriers to communication and these may occur at any stage in the communication process. Barriers may lead to your message becoming distorted and you therefore risk wasting both time and/or money by causing confusion and misunderstanding.


Effective communication involves overcoming these barriers and conveying a clear and concise message.

Common Barriers to Effective Communication:

- **The use of jargon.** Over-complicated, unfamiliar and/or technical terms.
- **Emotional barriers and taboos.** Some people may find it difficult to express their emotions and some topics may be completely 'off-limits' or taboo. Taboo or difficult topics may include, but are not limited to, politics, religion, disabilities (mental and physical), sexuality and sex, racism and any opinion that may be seen as unpopular.
- **Lack of attention, interest, distractions, or irrelevance to the receiver. Differences in perception and viewpoint.**
- **Physical disabilities such as hearing problems or speech difficulties.**
- **Physical barriers to non-verbal communication.** Not being able to see the non-verbal cues, gestures, posture and general body language can make communication less effective. Phone


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calls, text messages and other communication methods that rely on technology are often less effective than face-to-face communication.

- **Language differences and the difficulty in understanding unfamiliar accents.**
- **Expectations and prejudices which may lead to false assumptions or stereotyping.** People often hear what they expect to hear rather than what is actually said and jump to incorrect conclusions. Our page [The Ladder of Inference](#) explains this in more detail.
- **Cultural differences.** The norms of social interaction vary greatly in different cultures, as do the way in which emotions are expressed. For example, the concept of personal space varies between cultures and between different social settings. See our page on [Intercultural Awareness](#) for more information.

A Categorization of Barriers to Communication

Language Barriers

Language and linguistic ability may act as a barrier to communication.

However, even when communicating in the same language, the terminology used in a message may act as a barrier if it is not fully understood by the receiver(s). For example, a message that includes a lot of specialist jargon and abbreviations will not be understood by a receiver who is not familiar with the terminology used.

Regional colloquialisms and expressions may be misinterpreted or even considered offensive. See our page: [Effective Speaking](#) for more information.

Psychological Barriers


The psychological state of the communicators will influence how the message is sent, received and perceived.

For example:

If someone is **stressed** they may be preoccupied by personal concerns and not as receptive to the message as if they were not stressed.

Stress management is an important personal skill that affects our interpersonal relationships. See our pages [Stress: Symptoms and Triggers](#) and [Avoiding Stress](#) for more information.

Anger is another example of a psychological barrier to communication. When we are angry it is easy to say things that we may later regret, and also to misinterpret what others are saying.


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See our pages: What is Anger? and Anger Management for more information.

More generally people with **low self-esteem** may be less assertive and therefore may not feel comfortable communicating - they may feel shy or embarrassed about saying how they really feel, or read unintended negative sub-texts in messages they hear.

Visit our pages on Improving Self-Esteem and Assertiveness for more information.

Physiological Barriers

Physiological barriers to communication may result from the receiver's physical state.

For example, a receiver with reduced hearing may not fully grasp the content of a spoken conversation especially if there is significant background noise.

Physical Barriers

An example of a physical barrier to communication is geographic distance between the sender and receiver(s).

Communication is generally easier over shorter distances as more communication channels are available and less technology is required. The ideal communication is face-to-face.

Although modern technology often helps to reduce the impact of physical barriers, the advantages and disadvantages of each communication channel should be understood so that an appropriate channel can be used to overcome the physical barriers.

Systematic Barriers

Systematic barriers to communication may exist in structures and organizations where there are inefficient or inappropriate information systems and communication channels, or where there is a lack of understanding of the roles and responsibilities for communication. In such organizations, people may be unclear of their role in the communication process and therefore not know what is expected of them.

Attitudinal Barriers

Attitudinal barriers are behaviors or perceptions that prevent people from communicating effectively.

Attitudinal barriers to communication may result from personality conflicts, poor management, **resistance to change** or a **lack of motivation**. To be an effective receiver of messages you should attempt to overcome your own attitudinal barriers to help ensure more effective communication.


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To,

Date: 07-09-2018

The Principal
H.K.E.S
A.V.Patil College of
Arts, Science & Commerce, Tq. ALAND

Respected Sir,


Sub: Requisition to invite Prof.G.R.Sthawarmath to
Conduct a Workshop on English-reg.

Above mentioned subject herewith inviting Prof. G.R.
Sthawarmath Head, Dept of English as a recourse person to the workshop
on "**Barriers to Effective Communication Skills in English**" on Date:
24-09-2018 at Auditorium Hall. at Auditorium Hall. So that kindly
convey the information to the concerned and make them to conduct the
work shop and make it successful.

Thanking you.



Yours Faithfully



PRINCIPAL
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NOTICE

Date: 07-09-2018

All the B.A, B. Sc & B.Com II, IV, & VI Semester Students are hereby informed that under the Department of English one day Work Shop will be held on "**Barriers to Effective Communication Skills in English**" on Date: 24-09-2018 at Auditorium Hall. Hence Interested Students register their names in the Department of English on or before Date. 24-09-2018


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ವ್ಯಾಪಾರ ಮತ್ತು ವಾಣಿಜ್ಯ ಪುಸ್ತಕಗಳ ಸಂಸ್ಥೆ
ಎಸ್. ಎಸ್. ಮರಗೋಳ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಪುಸ್ತಕಗಳ ಸಂಸ್ಥೆ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಜಿ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ



Hyderabad Karnataka Education Society's
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SHAHABAD - 585 228 - Dist. Kalaburagi
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ATTENDANCE CERTIFICATE

We are here by certify that Mr. G.R. Sthawarmath coming from the institution H.K.E.S A.V.Patil College of Arts,Science & Commerce Aland has attended and performed as a resource person of the workshop on“ **Barriers to Effective Communication Skills in English**” Date:24-09-2018 at our Institution successfully.



Principal
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List of Participants

2018-19

Sl. No.	Name	Class	University Reg. No.	Signature
1	Datta Kratti	I-B.A	1913841	Datta
2	Hanamant G	I-B.A	1913844	Hanamant
3	Shivraj Parabwar	I-B.A	1913826	Shivraj
4	Keerthi Shankar	I-B.A	1913 828	Shankar
5	Kaishana D.	I-B.A	1913832	Kaishana
6	Priyadarshini. C.	I-B.A	1913835	Priyadarshini
7	Pooja. J	I-B.A	1913836	Pooja
8	Muskan. Shails	I-B.A	1913843	Muskan
9	Yasmin Firdos	I-B.A	1913840	Yasmin
10	Mohan. H	III-B.A	1815448	Mohan
11	Rekha. S	III-B.A	1815451	Rekha
12	Sachin. B	II-B.A	1815454	Sachin
13	Rahul. R	III-B.A	1815451	Rahul
14	Pranita. L	III-B.A	1815454B	Pranita
15	Arsubai	III-B.A	1815452	Arsubai
16	Ansubai	IV-B.A	1815453	Ansubai
17	Bhagirathi. A	IV-B.A	1714408	Bhagirathi
18	Nandita	IV-B.A	1714406	Nandita
19	Sharanabasappa	IV-B.A	1714410	Sharanabasappa
20	Ambika	IV-B.A	1714407	Ambika
21	Shilpa. B	IV-B.A	1714404	Shilpa
22	NAZNEEN Begum	IV-B.A	1714409	Nazneen
23				

[Signature]
HEAD

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[Signature]

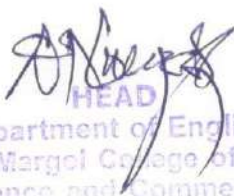
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List of Participants

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Sl. No.	Name	Class	University Reg. No.	Signature
01	Soniya	Bsc I	91950094	Soniya
2	Rohit M	Bsc I	91950103	M Rohit
3	Prasad. V	Bsc I	919510109	Prasad
4	Pooja. S	Bsc I	919510117	Pooja
5	Santosh. S	Bsc I	919510125	Santosh
6	Harish. M	Bsc I	91950122	Harish
7	Aakash	Bsc I	91950165	Aakash
8	PAVAN Kumar	Bsc I	91950099	Pavan
9	Pagveen banu	Bsc I	91950137	Pagveen
10	Saba Nazmeen	Bsc I	91950121	Saba
11	Mouneshwari. C	Bsc I	91950108	Mouneshwari
12	Mamata. J.P.	Bsc I	91950157	Mamata
13	Prerna. H	Bsc I	91950148	Prerna
14	Priyank. D	Bsc I	91950150	Priyank
15	Mahalaxmi. S.	Bsc III	1866453	Zeenath
16	Zeenath. N	Bsc III	1866456	Zeenath
17	Kabeer S	Bsc III	1866464	Kabeer
18	Sagar. H. R	Bsc III	1866479	Sagar
19	Bahana. S	Bsc V	1749586	Bahana
20	Veena. M	Bsc V	1749594	Veena
21	Amreen	Bsc V	1749581	Amreen
22	Deepika. S	Bsc V	1749571	Deepika
23	Padmashree	Bsc V	1538084	Padmashree


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2018-19.

Sl. No.	Name	Class	University Reg. No.	Signature
01	Ashok. B	Bcom I	91936947	Ashok
02	Shouki R. G	Bcom I	91936951	Shouki
03	Vijay. S	Bcom I	91936960	Vijay
04	Renuka. S	Bcom I	91936971	Renuka
05	Kiran B	Bcom I	91936985	Kiran
06	Anil Kumar	Bcom I	1936988	Shobha
07	Shobha	Bcom I	91936969	Shobha
08	Sagar. B	Bcom II	1848627	Sagar
09	Malikarjun. S	Bcom II	1848636	Malik
10	Radika. V	Bcom II	1848637	Radika
11	Sudha. D.	Bcom II	1848606	Sudha
12	Vidyaashree. P.	Bcom II	1848613	Sudha
13	Arati	Bcom II	1848629	Zara
14	Zara Nqwarz	Bcom II	1848634	Arati
15	Mohammed Fayyum	Bcom II	1848602	Abdul
16	Abdul Rashid	Bcom II	1848609	A. Rashid
17	Zaheer Pasha	Bcom II	1848614	Zaheer
18	Rohan D.	Bcom II	1848626	Rohan
19	aswini. M	Bcom I	1848646	Aswini
20	Amar. B	Bcom I	1853902	Amar
21	Konaja Patel	Bcom I	1848639	Thy
22	Ambica. T.	Bcom I	1848644	Ambica
23	Hafeeza Begum	Bcom I	1848647	Begum
24	Sachin P.	Bcom I	1848640	Sachin

[Signature]
HEAD

Department of English
S. S. Margol College of Arts,
Science and Commerce,
Shahabad - 585 228.



[Signature]
PRINCIPAL

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SHAHABAD-585 228



A Report on the work shop "Verbal and Non-Verbal Communication"

A workshop on "Verbal and Non-Verbal Communication in English" was jointly organized by the College IQAC Cell and Department of English, on 23rd September 2019 at 11:30 AM in the Auditorium Hall. Prof. G.R. Sthawarmath of H.K.E.S, A.V. Patil Degree College Aland, was invited as a resource person to this workshop.

He talked about the Importance of Verbal and Non Verbal Communications in English. Verbal communication is perhaps the most obvious and understood mode of communication, and it is certainly a powerful tool in the communication tool box. Simply verbal communication is the sharing of information between two individuals. Besides he told to the students the some types of nonverbal communication and the effects they can have on the success of their communication, mainly facial expression, gesture, proximity, touch, eye contact and appearance. Presented students were asked questions on the topic and got cleared their doubts.

The workshop was started with invocation song by Prof. Shivashankar Hiremath, Head, Dept of English welcomed the guests and Dr. Anilkumar Koppalkar Principal briefed about the workshop and lastly the work shop was concluded by the vote of thanks by IQAC Coordinator Prof. G. S. Kanni.



Prof. Shivashankar H. giving introduction of the Prof. G. R. Sthawarmath resource person.

Anilkumar Koppalkar
 HEAD
 Department of English
 S. S. Margol College of Arts,
 Science and Commerce,
 Shahabad - 585 228.



[Signature]
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About the Topic "Verbal and Non-Verbal Communication"

Verbal Communication

Verbal communication is perhaps the most obvious and understood mode of communication, and it is certainly a powerful tool in your communication toolbox. Put simply, verbal communication is the sharing of information between two individuals using words.

Spoken versus Written Communication

While we typically focus on speech while talking about verbal communication, it's important to remember that writing is also a form of verbal communication. After all, writing uses words too!

Imagine for a moment that you're a college student who is struggling with material in a class. Rather than simply giving up, you decide that you're going to ask your instructor for the guidance you need to make it through the end of the semester. Now, you have a few choices for using verbal communication to do this. You might choose to call your instructor, if they've provided contact information, or talk to them in person after class or during office hours. You may take a different approach and send them an email. You can probably identify your own list of pros and cons for each of these approaches. But really, what's the difference between writing and talking in these situations? Let's look at four of the major differences between the two:

1. **Formal versus Informal:** We generally use spoken communication informally while we use written communication formally.
2. **Synchronous versus Asynchronous:** Synchronous communication is communication that takes place in real time, such as a conversation with a friend. In contrast, asynchronous communication is communication that is not immediate and occurs over longer periods of time, such as letters, email, or even text messages.
3. **Recorded versus Unrecorded:** Written communication is generally archived and recorded for later retrieval while spoken communication is generally not recorded.

Benefits of Spoken Communication

Spoken communication can be a conversation, a meeting, or even a speech. Spoken communication is powerful in that it allows for input from every part of the social communication model. You encode your thoughts into the spoken word and look to your audience to decode and take the message in. You can ask for feedback directly to confirm understanding of your message.

In a world where we do most of our talking by email and text, spoken communication is a breath of fresh air. Leverage the power of spoken communication to create relationships—you can establish a rapport and a sense of trust with your audience when you speak with them. Spoken communication allows you to bond on a more emotional level with your listeners.


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Spoken communication also makes it easier to ensure understanding by addressing objections and clearing up misunderstandings: you can adjust your message as you communicate it, based on the feedback you're getting from your audience. Spoken communication allows you to walk away from a conversation with a higher degree of certainty that your message was received.

Verbal communication is a powerful tool, and it's made even more powerful when paired with listening and nonverbal communication.

Nonverbal Communication

We've already employed a little bit of nonverbal communication with the active listening skills we've previously discussed: nodding, facial expressions, leaning toward the speaker to show interest—all of those are forms of nonverbal communication. Body language can reinforce your spoken message or it can contradict it entirely.

There's a myth that says that when you speak, only 35 percent of your communication is verbal and 65 percent of it is nonverbal. That's not entirely true because so much depends on the context and situation. It is, however, absolutely true that nonverbal communication can make or break your message.

Here are some types of nonverbal communication and the effects they can have on the success of your communication:

- **Facial expressions:** Your teenage cousin we referred to at the beginning of this section might have told you he was happy, but his apathetic facial expression may have communicated different information. Facial expressions—happy, sad, angry—help you convey your message. Be aware of your facial expression when you talk and particularly when you listen, which is when it's easy to forget.
- **Gestures:** When you speak, a gesture can make your message stronger. Pointing out something you want your listener to look at more closely is an example of nonverbal communication that makes your message understood. Motioning warmly toward a coworker who deserves special recognition, making a fist to show frustration or anger, such gestures help further engage your audience when you speak.
- **Proximity:** How close you are to your audience when you speak sends a nonverbal message. If your size is imposing and you leave a very small distance between you and your listener, it's likely your nonverbal communication will be a bit threatening. On the other hand, giving someone too much space is an awkward nonverbal communication that might confuse your listener.
- **Touch:** Shaking an audience member's hand, putting your hand on his shoulder: these are nonverbal cues that can affect the success of your message. Touch communicates affection, but it also communicates power. You can think about what kind of messages a job applicant may send through a weak handshake versus a firm one after having a job interview.


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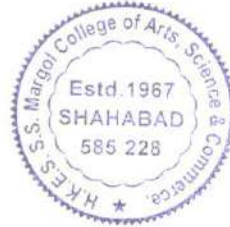

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- **Eye contact:** Making and maintaining eye contact with an audience when you're verbally communicating or listening communicates to the other party that you're interested and engaged in the conversation. Good eye contact often conveys the trait of honesty to the other party.
- **Appearance:** Your clothing, hair, and jewelry are also a part of nonverbal communication. If you put a dachshund pin on your lapel each morning (because you have a pet dachshund), that says something about you as a person. Similarly, the quality and condition of your clothing, how it fits, if it's appropriate for the season—all of these things speak nonverbally about you as a communicator.

Nonverbal communication reveals a lot about you as a communicator and how you relate to other people. It pays to be aware of the elements of your nonverbal communication so you can maximize the impact of your message.


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To,

Date: 20-09-2019

The Principal
 H.K.E.S
 A.V.Patil College of
 Arts, Science & Commerce, Tq. ALAND

Respected Sir,

Sub: Requisition to invite Prof.G.R.Sthawarmath to
 Conduct a Workshop on English-reg.

Above mentioned subject herewith inviting Prof. G.R. Sthwarmath Head, Dept of English as a recourse person to the workshop on. **“Verbal and Non-Verbal Communication”** on Date:23-09-2019 at Auditorium Hall. So that kindly convey the information to the concerned and relieve the concerned to conduct the work shop and make it successful.

Thanking you.



Yours Faithfully

PRINCIPAL

H.K.E.S. S.S. Margol College
 of Arts, Science & Commerce,
 SHAHABAD-585 228

ಎಸ್. ಎಸ್. ಮರಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಪದವಿಪಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕೆ ಬಿ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ



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NOTICE

Date: 20-09-2019

All the B.A, B. Sc & B.Com I, III, & V Semester Students are hereby informed that under the Department of English one day Work Shop will be held on **“Verbal and Non-Verbal Communication”** on Date:23-09-2019 at Auditorium Hall. So that Interested Students register their names in the Department of English on or before Date: 23-09-2019


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Shahabad - 585 228.




Principal
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of Arts, Science & Commerce,
SHAHABAD-585 228

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ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
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Attendance Certificate

This is to certify that Prof. Gangadhar Sthawarmath of HKES A.V.Patil Degree College, Aland, has attended the Workshop as a Resource Person on the topic **“Verbal and Non-Verbal Communication”** on Date:23-09-2019 at Auditorium Hall. He performed his duties excellently.



Principal

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ಎಸ್. ಎಸ್. ಮರಗೋಳ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಬಿ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ



Hyderabad Karnataka Education Society's
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SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
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2019-20

List of Participants

Sl. No.	Name	Class	University Reg. No.	Signature
1	Tyoti S	3A I	A2014367	Tyoti
2	Hemavathi S	3A I	A2014320	Hemavathi
3	pooja P	3A I	A2014373	Pooja
4	Shivukumar B	3A I	A2014376	Shivukumar
5	Akasha B	3A I	A2014380	Akasha
6	Balu N	3A I	A2014383	Balu
7	praveen S	3A I	A2014385	Praveen
8	Moulikan Shank	3A III	1913843	Moulikan
9	Shankarappa E	3A III	1913837	Shankarappa
10	Neelakanta S	3A III	1913830	Neelakanta
11	Ajay S	3A III	1913825	Ajay
12	Vijay Kumar B	3A III	1913829	Vijay
13	Ruttul R	3A V	1815442	Ruttul
14	prameela L	3A V	1815443	Prameela
15	Mohan	3A V	1815448	Mohan
16	R.SHANKAR	3A V	1815451	R.Shankar
17	Ansubai	3A V	1815453	Ansubai
18				
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List of Participants

2019-20

Sl. No.	Name	Class	University Reg. No.	Signature
1	Nikita M	Bcom I	2049359	Nikita
2	Sonam Pawar	Bcom I	2049362	Sonam
3	Shoba	Bcom I	2049363	Shoba
4	Sunila Kumar S	Bcom I	2049367	Sunila
5	Arun S	Bcom I	2049369	Arun
6	AKansha C	Bcom I	2049373	Akansha
7	Kaveri R	Bcom I	2049380	Kaveri
8	Ankitha S	Bcom I	2049384	Ankitha
9	Ramesha T	Bcom I	2049387	Ramesha
10	Mallanara H	Bcom III	91936946	Mallanara
11	Shrini vaa	Bcom III	91936948	Shrini vaa
12	Shruti R	Bcom III	91936951	Shruti
13	Anand C	Bcom III	91936956	C-Anand
14	Ankitha S	Bcom III	91936962	Ankitha
15	Deepale C	Bcom III	91936970	C-Deep
16	Shrideri - C	Bcom III	91936974	Shrideri
17	Varesh	Bcom V	1848610	Varesh
18	Sagar H	Bcom V	1848621	H-Sagar
19	Rishan S	Bcom V	1848624	Rishan
20	Sagar - B	Bcom V	1848627	Sagar
21	Sunil - S	Bcom V	1848630	Sunil
22	Radhika V	Bcom V	1848637	Radhika
23	Firdous Begum	Bcom V	1848637	Firdous
24				
25				


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List of Participants

2019-20

Sl. No.	Name	Class	University Reg. No.	Signature
1	Ambika V	Bsc I	S2065859	Ambika
2	Saniya Begum	Bsc I	S2065866	Shenya
3	Shreya	Bsc I	S2065870	Sanibegum
4	Vinod	Bsc I	S2065873	Vinod
5	Sana Fathima	Bsc I	S2065876	Sana fathima
6	Abhishale	Bsc I	S2065879	Nagaraj
7	Nagaraj	Bsc I	S2065882	Nagaraj
8	MD ARIF	Bsc I	S2065888	Arif
9	Pavan Kumar A	Bsc III	91950099	Sunil
10	Sunil P	Bsc III	91950106	Sunil
11	Anu It	Bsc III	91950113	Anu
12	Pooja S	Bsc III	91950117	Pooja
13	Harish M	Bsc III	91950122	Harish
14	Sonotosh	Bsc III	91950125	Sonotosh
15	MD nadeem	Bsc III	91950130	Nadeem
16	Pooja M	Bsc IV	9866455	Pooja
17	Akshay Rathod	Bsc IV	1866480	Akshay
18	SK Shaik M	Bsc V	1866460	Shaik
19	Vijayesh S	Bsc V	1866475	Vijayesh
20	Nagesh R	Bsc V	1866472	Nagesh
21	Kabeer S	Bsc V	1866474	Kabeer
22				
23				
24				
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A Report on the One Day Work Shop "Importance of Listening Skills"

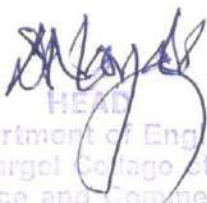
A workshop on "Importance of Listening Skills" was jointly organized by the College IQAC Cell and Department of English, on 27 November 2021 at 11:30 AM in the Auditorium Hall. Prof. G.R. Sthawarmath of H.K.E.S, A.V. Patil Degree College Aland, was invited as a resource person to this workshop.

He talked regarding the Importance of listening in language learning mainly we don't actually listen to what we hear. There are so many sounds coming from all corners. While our brain needs to focus to grasp sounds that we hear, we do miss of many other sounds and importantly the intention of the speaker. Active listening skills are about understanding communication beyond the sound.

Besides he explained about focusing on the message and equally on who is providing it and the body language. It is like reading between the words, he told try to understand not only what is spoken but also what has not been. This is a skill worth learning and is a 'must cover' topic for an effective communication skills program.

Lastly told the importance of closed and open questions and it is a highly educational and entertaining exercise on asking open questions. Open questions lead to more information while closed questions lead to a yes/no answer. Open questions are usually much more effective in maximizing communication. Unfortunately, most people tend to ask closed questions and it is always a good idea to highlight the differences and encourage people to ask open questions more often. In addition to practicing asking open questions, this exercise also helps with active listening. Delegates must focus and pay attention to each answer given by a volunteer as they must relate to this immediately through the next question they ask. Hence, this exercise is a great tool to boost communication skills. You can use this exercise for a group of people irrespective of whether they know each other or not. It would still be an effective exercise. All the participants actively involved and asked questions in the interaction.

The workshop was started with invocation song by Prof. Shivashankar Hiremath, Head, Dept of English welcomed the guests and Dr. Anilkumar Koppalkar Principal briefed about the workshop and lastly the work shop was concluded by the vote of thanks by IQAC Coordinator Prof. G. S. Kanni.


 HEAD

Department of English
 S. S. Margol College of Arts,
 Science and Commerce,
 Shahabad - 585 228.

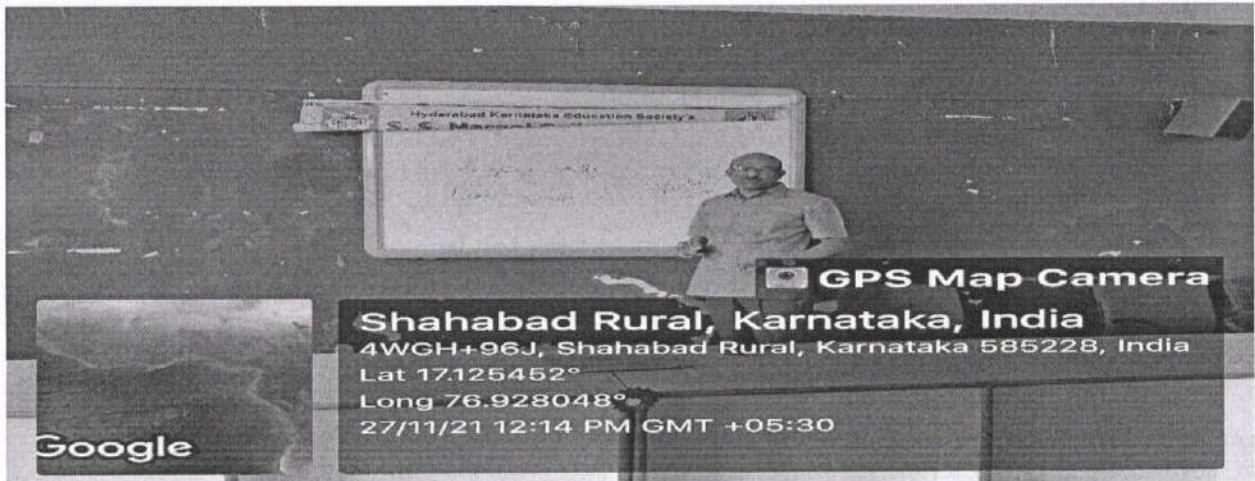



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Dr. Basavaraj Hiremath giving introduction of the Prof. G. R. Sthawarmath resource person.



Prof. G. R. Sthawarmath resource person. Explaining the importance of listening communication skills.

Dr. Hiremath
HEAD
 Department of English
 S. S. Margol College of Arts,
 Science and Commerce,
 Shahabad - 585 228.



Neel
PRINCIPAL
 H.R.E.S. S.S. Margol College
 of Arts, Science & Commerce,
 SHAHADAD-585 228



To,

Date: 20-11-2021

The Principal
H.K.E.S
A.V.Patil College of
Arts, Science & Commerce, Tq. ALAND

Respected Sir,


Sub: Requisition to invite Prof.G.R.Sthawarmath to
Conduct a Workshop on English-reg.

Above mentioned subject herewith inviting Prof. G.R.
Sthawarmath Head, Dept of English as a recourse person to the workshop
on **"Importance of Listening Skills in English"** on Date: 27-11-2021
at Auditorium Hall. So that kindly convey the information to the
concerned and relieve the said to conduct the work shop and make it
successful.

Thanking you.



Yours Faithfully


PRINCIPAL
H.K.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228



NOTICE

Date: 20-11-2021

All the B.A, B. Sc & B.Com I, III, & V Semester Students are hereby informed that under the Department of English one day Work Shop will be held on **“Importance of Listening Skills”** on Date:27-11-2021 at Auditorium Hall. Hence Interested Students register their names H.O.D of English on or before Date: 27-11-2021


HEAD

Department of English
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Principal

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of Arts, Science & Commerce,
SHAHABAD-585 228

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ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಬಿ ಗ್ರೇಡ್ ಕಾಲೇಜ್



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ATTENDANCE CERTIFICATE

We are here by certify that Mr. Gangadhar. Sthawarmath coming from the institution H.K.E.S A.V.Patil College of Arts,Science & Commerce Aland has attended and performed as a resource person of the workshop on **“Importance of Listening Skills in English”** Date:27-11-2021 at Auditorium Hall. at our Institution successfully.




Principal

PRINCIPAL
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ಹೈದರಾಬಾದ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
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ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಜಿ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ



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2021-2022

List of Participants

Sl. No.	Name	Class	University Reg. No.	Signature
1	Kaishana . V	B.A.I	U04GN21A0006	
2	Usha . B	B.A.I	U04GN21A0024	Usha
3	Rahul . D.	B.A.I	U04GN21A0027	Rahul
4	Kiran K	B.A.I	U04GN21A0002	Kiran
5	Megha . S	B.A.I	U04GN21A0030	Megha
6	Barat V.	B.A.I	U04GN21A0012	Barat
7	Vijayalaxmi	B.A.II	A2119005	Lakshmi
8	Umesh N	B.A.II	A2118982	Umesh
9	Geeci . R.	B.A.II	2020397	Geeci
10	Nagaraj . N	B.A.II	2020084	Nagaraj
11	Pallavi P.	B.A.II	2020342	Pallavi
12	Meha . V	B.A.II	2020464	Meha
13	Akash . Y	B.A.II	2020448	Akash
14	Basavaraj . S	B.A.II	2020486	Basavaraj
15	Suryakanth	B.A.II	2020409	Surya
16	Akash . B	B.A.II	2019447	Surya
17	Sudhakar . G	B.A.II	2019404	Sudha
18	Kashibai . G	B.A.II	2014364	(K)
19	Shiffali . R.	B.A.II	2019439	(R)
20	Avantika	B.A.II	A2014369	Avanti
21	Bindu B.	B.A.II	A2014363	BB
22	Manisha . R	B.A.II	A2014365	Manisha
23				
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2021 - 2022

List of Participants

Sl. No.	Name	Class	University Reg. No.	Signature
1	Santhoshi G.	Bcom I	U04GN21C0005	Santhoshi
2	Keerti, R.	Bcom I	U04GN21C0005	Keerti
3	Keupa, M	Bcom I	U04GN21C0014	Keupa
4	Basadh S.	Bcom I	U04GN21C0011	Basadh
5	Laxmi Siderampya	Bcom I	U04GN21C0072	L.S
6	Chetan, S	Bcom I	U04GN210019	Chetan S
7	Pratik, S	Bcom I	U04GN210009	Pratik
8	Mohan, B	Bcom I	U04GN210031	Mohan
9	Monika, M.	Bcom III	C2158988	M. Mah
10	Laxmi D.	Bcom II	C2158204	Laxmi
11	Anjali, N	Bcom III	C2158230	Anjali
12	Anjali, S	Bcom III	C2158254	Anjali S
13	Rajinith G.	Bcom III	C2158222	Rajinith
14	Manjunath, S.	Bcom III	C2158259	Manjunath
15	Subhash.	Bcom III	C2158248	Subhash
16	Sundar, N.	Bcom I	C2049398	Sundar
17	Sunil T	Bcom I	C2049376	Sunil
18	Anil Kumar	Bcom I	C2049409	A. Kumar
19	Apoorva, C	Bcom I	C2049401	Apoorva
20	Nagaraj, C,	Bcom I	C2049452	Nagaraj
21	Rahul, S.	Bcom I	C2049442	S. Rahul
22	Naveen S.	Bcom I	C2049462	Naveen
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Principal

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ಹೈದರಾಬಾದ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರ್ಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಐ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
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SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B COLLEGE

2021-2022

List of Participants

Sl. No.	Name	Class	University Reg. No.	Signature
1	Spna. P	Bsc-I	U04GN2150073	Spna
2	Muskan md	Bsc-II	U04GN2150091	Muskan
3	Somnath. R	Bsc-I	U04GN2150023	Somnath
4	Supriya. K	Bsc-I	U04GN2150018	Supriya
5	Aysha. K	Bsc-I	U04GN2150044	Aysha
6	Siddu. Patil	Bsc-I	U04GN2150027	Siddu
7	Sheha. M.	Bsc-I	U04GN2150031	Sheha
8	Vijay A.R	Bsc-III	S2178967	Vijay
9	Sunil M.	Bsc-III	S2178989	Sunil
10	Sandeesh G	Bsc-III	S2178958	Sandeesh
11	Arti U.	Bsc-III	S2178955	Arti
12	Abhishek. M	Bsc-IV	S2178975	Abhishek
13	Sneha	Bsc-IV	S2178984	Sneha
14	Sanaa begum	Bsc-III	S2178973	Sanaa
15	Abishale	Bsc-V	S2065879	Abishale
16	Ambika. B	Bsc-V	S2065859	Ambika
17	Saikandh G.	Bsc-V	S2065894	Saikandh
18	Vinod. S	Bsc-V	S2065873	Vinod
19	Ravi. V.	Bsc-V	S2065803	Ravi
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