

**Markanda National College Shahabad Markanda**

**Ladwa Road Shahabad**



## **Value Added Course**

**Session -2021-22**

<b>Title</b>	<b>:</b>	<b>Communication Skill in English</b>
<b>Code</b>	<b>:</b>	<b>CC21</b>
<b>Certification</b>	<b>:</b>	<b>Grading Pattern</b>
<b>Duration</b>	<b>:</b>	<b>30 Hours</b>
<b>Mode of Assessment</b>	<b>:</b>	<b>Pen and Paper</b>
<b>Offered By</b>	<b>:</b>	<b>Department of English Markanda National College Shahabad Markanda</b>

**Course Coordinator: Ms. Jaswinder Kaur**

**Principal  
Markanda National College  
Shahabad Markanda (Haryana)**

**Markanda National College Shahabad Markanda**

**Ladwa Road Shahabad**

The final certificate of completion will be awarded in grade point system given below.

<b>S. No</b>	<b>Percentage of Marks</b>	<b>Grade</b>
<b>1</b>	<b>85 % and above</b>	<b>A+</b>
<b>2</b>	<b>75% to 84%</b>	<b>A</b>
<b>3</b>	<b>65% to 74%</b>	<b>B</b>
<b>4</b>	<b>50% to 64 %</b>	<b>C</b>
<b>5</b>	<b>40% to 50 %</b>	<b>D</b>
<b>6</b>	<b>Below 40%</b>	<b>No Grade</b>

**Course Title: Communication Skills in English**

**Duration: 30 hours**

**Course Description:**

This course is designed to equip the students with essential communication skills in English needed for academic and professional settings. Students will learn effective writing, reading, listening and speaking skills.

**Course Objectives:**

- Write clear, coherent and organized texts for a variety of purposes
- Read academic texts effectively with good comprehension
- Listen actively and take organized notes
- Speak clearly and confidently in formal presentations and discussions
- Use English grammar and vocabulary appropriately for context

**Course Contents:**

**1. Writing Skills (8 hours)**

- Paragraph writing
- Essay writing
- Writing email, memos, letters
- Summarizing texts
- Paraphrasing techniques

**2. Reading Skills (5 hours)**

- Active reading strategies
- Reading comprehension
- Critical evaluation of texts

**3. Listening Skills (5 hours)**

- Active listening
- Note-taking
- Following spoken instructions

**4. Speaking Skills (8 hours)**

- Group discussion norms
- Formal presentations
- Situational dialogues

**5. Grammar and Vocabulary Building (4 hours)**



## RECEIPT SUMMARY FOR

ACCOUNTHEAD

Communication Skill in English

ADMISSION NO	NAME	CLASS	AMOUNT
3172510077	RAWAL KUMAR	B.A. III (Boys)	500
120211002120	MUSKAN	B.A. II (Girls)	500
220211152001	KOMAL	M.A. II (GIRLS)	500
220211152003	NITIKA	M.A. II (GIRLS)	500
220211152004	PAYAL	M.A. II (GIRLS)	500
220211152005	JAGWINDER	M.A. II (GIRLS)	500
220211152006	BALKRISHAN	M.A. II (BOYS)	500
220211152007	KOMALPREET	M.A. II (GIRLS)	500
221211152003	GURUPREET	M.A. I (GIRLS)	500
221211152005	JANVI	M.A. I (GIRLS)	500
221211152008	SHWETA	M.A. I (GIRLS)	500
221211152011	PRIYANKA	M.A. I (GIRLS)	500
221211152013	RAJNI	M.A. I (GIRLS)	500
1212112002024	SEEMA	B.A. I (Girls)	500
1212112002163	YASH	B.A. I (Boys)	500
TOTAL AMOUNT			7500

Total No. of Records

15

Ash Kumar  
Taswinder  
Kaur



01744-240152

# MARKANDA NATIONAL COLLEGE

Shahabad Markanda - 136 135 (Kurukshetra)

Ref. No.

Date 18.05.2022

## Notice

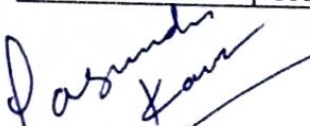
It is hereby informed that classes for the ongoing course **Communication Skills in English** are going to resume from tomorrow i.e. 19.05.2022. All students are requested to attend class in 6<sup>th</sup> lecture (12:45pm. to 1:30pm.) at Room No. 4. Students who have not registered yet, can apply and register even now. They are advised to contact Ms. Jaswinder Kaur, Assistant Prof. in English.


*Ashok Kumar*

Principal

**ATTENDANCE AND RESULT REPORT OF CERTIFICATE COURSE IN  
COMMUNICATION SKILLS IN ENGLISH**

Roll No.	Name	CLASS	Attendance	Marks	Grade
3172510077	RAWAL KUMAR	B.A. III	78%	75	A
120211002120	MUSKAN	B.A. II	88%	81	A
220211152001	KOMAL	M.A. II	93%	76	A
220211152003	NITIKA	M.A. II	88%	78	A
220211152004	PAYAL	M.A. II	86%	78	A
220211152005	JAGWINDER	M.A. II	92%	86	A+
220211152006	BALKRISHAN	M.A. II	100%	85	A
220211152007	KOMALPREET	M.A. II	100%	88	A+
221211152003	GURUPREET	M.A. I	75%	76	A
221211152005	JANVI	M.A. I	79%	87	A+
221211152008	SHWETA	M.A. I	82%	81	A
221211152011	PRIYANKA	M.A. I	82%	81	A
221211152013	RAJNI	M.A. I	88%	87	A+
1212112002024	SEEMA	B.A. I	92%	75	A
1212112002163	YASH	B.A. I	73%	75	A

  
(Course Coordinator)

  
(Principal)



# MARKANDA NATIONAL COLLEGE

SHAHABAD MARKANDA, DIST. KURUKSHETRA, HARYANA (INDIA)

(Affiliated to Kurukshetra University, Kurukshetra)

<https://mnsc.ac.in>

email: [mncshahabad@yahoo.co.in](mailto:mncshahabad@yahoo.co.in)

Ph: +91-01744-240152

Sr. No. 2

Dated: 15/06/2022

## CERTIFICATE

This is to certify that Mr./Miss Balkrishan

S/D/O Krishan Lal

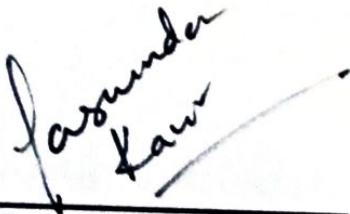
has completed the value Added Certificate course titled

Communication Skills in English

conducted by Department of English

from Jan 2022 to June 2022 for 30 hours.

He/She secured grade A.



Course Coordinator



Principal

Markanda National College  
Principal Signature & Seal

Marks Percentage	85% above	75-84%	65-74%	50-64%	40-50%
Grade	A+	A	B	C	D



# MARKANDA NATIONAL COLLEGE

SHAHABAD MARKANDA, DIST. KURUKSHETRA, HARYANA (INDIA)

(Affiliated to Kurukshetra University, Kurukshetra)

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email: [mncshahabad@yahoo.co.in](mailto:mncshahabad@yahoo.co.in)

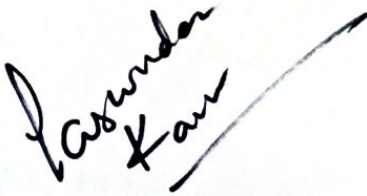
Ph: +91-01744-240152

Sr. No. 1

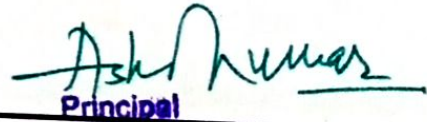
Dated: 15 / 06 / 2022

## CERTIFICATE

This is to certify that Mr./Miss Yash  
S/D/O Bansi hal  
has completed the value Added Certificate course titled  
Communication Skills in English  
conducted by Department of English  
from Jan 2022 to June 2022 for 30 hours.  
He/She secured grade A.



Course Coordinator



Principal

Principal Signature & Seal  
Markanda National College  
Shahabad Markanda (Haryana)

Marks Percentage	85% above	75-84%	65-74%	50-64%	40-50%
Grade	A+	A	B	C	D