



# NIRMALA COLLEGE OF PHARMACY

Muvattupuzha, Ernakulam (Dist) Kerala - 686661, India

Managed by Nirmala College Society (Reg.No.ER 928-2001), Diocese of Kothamangalam [Approved by PCI, New Delhi, Govt of Kerala and Affiliated to Kerala University of Health Sciences, Thrissur

Accredited by NBA (National Board of Accreditation)Tel:

0485-2836888 , E-mail: [info@nirmalacp.org](mailto:info@nirmalacp.org)



## REPORT COMMUNICATION SKILLS

<b>Date &amp;time</b>	<b>27/8/2019</b>
<b>Venue</b>	<b>Language lab</b>
<b>Faculty in charge</b>	<b>Ms. Poorna Pushkala A</b>
<b>No of students participated</b>	<b>30-Pharm D</b>

To improve the communication capability of our students, with the help of the department of IT and Communication Skills, we conducted a 30-hour programme from 27 August 2019. These classes were given to the first-year Pharm D students. Ms. Poorna Pushkala A, assistant professor in the department of IT and Communication Skills, has taken the classes and activities. The programme follows the syllabus that has been prepared since last year. Activities including the Wordsworth language lab, group discussions, interviews, and translation. Proper assessments are conducted to ensure the development of students.



# Communication skills

## Aim

Improve the student's rational knowledge, quick thinking, communication skills and creativity. These skills are important to gain, just like the technical skills and workplace skills they need to perform well in a position.

## Objectives

1. Know what the required skills are to carry out an effective interview.
2. Know what the required skills are to carry out an effective group discussion.
3. Know what the required skills are to carry out an effective writing.
4. Know what the required skills are to carry out an effective listening.
5. Know what the required skills are to carry out an effective speaking.
6. Know what the required skills are to carry out an effective presentation.

**Total hours: 30**

## Syllabus

### Unit-1 5 hrs

Interview skills

- (a) Introduction
- (b) Purpose of an interview
- (c) Dos and don'ts of an interview
- (d) Interview practice

### Unit-2 5 hrs

Group discussion

- (a) Introduction
- (b) Communication skills in group discussion



- (c) Dos and don'ts of a group discussion
- (d) Group discussion practice

**Unit-3** **5hrs**

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- Effective writing
- (a) Introduction
  - (b) How to present an answer well
  - (c) Subject lines, put the main point first, know your audience, organization of the message
  - (d) When and where not to use written communication
  - (e) Words Worth language lab practice

**Unit-4** **5hrs**

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- Effective listening
- (a) Introduction
  - (b) Self-awareness
  - (c) Active listening skills
  - (d) How to become an active listener
  - (e) Listening in difficult situations
  - (f) Words Worth language lab

**Unit-5** **5hrs**

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- Effective speaking
- (a) introduction
  - (b) Phonetics
  - (c) Speaking practice
  - (d) Words worth language lab

**Unit-6** **5hrs**

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- Effective Presentation
- (a) Introduction
  - (b) Dealing with fears
  - (c) How to give a good presentation
  - (d) Presentation practice

**Prepared By**  
**Ms. Poorna Pushkala A**  
**Assistant Professor**





Date: 15/2/2020

## MARK LIST- TRANSLATION and SPEAKING

Sl.No	Name Of Students	Reg. No:	Course	TRANSLATION (15)
1.	Aleena Benoy	192820289	Pharm D	12
2.	Aleena Elsa Jacob	192820290	Pharm D	14
3.	Amy Thankachan	192820291	Pharm D	10
4.	Aneeta Baiju	192820292	Pharm D	12
5.	Angelin Jaimon Augustine	192820293	Pharm D	12
6.	Anjaly Saji	192820294	Pharm D	10
7.	Anjana Raj	192820295	Pharm D	14
8.	Archa S Nair	192820296	Pharm D	14
9.	Ashna Joy	192820297	Pharm D	12
10.	Aswathy Saji	192820298	Pharm D	12
11.	Dona Basil	192820299	Pharm D	14
12.	Elizabeth Rachal James	192820300	Pharm D	10
13.	Elmy Issac John	192820301	Pharm D	12
14.	Farzana Nazar	192820302	Pharm D	14
15.	Goutam Gopakumar	192820303	Pharm D	14
16.	Jisa Elizabath Sabu	192820304	Pharm D	14
17.	Jismy Jaison	192820305	Pharm D	13
18.	Josna C Jayan	192820306	Pharm D	12
19.	Linette Sabu	192820307	Pharm D	10
20.	Mabel Augustine	192820308	Pharm D	14
21.	M P Fida Firdouse	192820309	Pharm D	14
22.	Niveena Varghese	192820310	Pharm D	12
23.	Parvathy B Nair	192820311	Pharm D	11
24.	Poojaraj A B	192820312	Pharm D	12
25.	Shefin Siby	192820313	Pharm D	13
26.	Siyana Rahim	192820314	Pharm D	12
27.	Sneha Roy	192820315	Pharm D	10
28.	Sona Vincent	192820316	Pharm D	14
29.	Sreelakshmi Sreekumar	192820317	Pharm D	14
30.	Stebin Mathew	192820318	Pharm D	12

**STAFF IN CHARGE: MS. POORNA PUSHKALA A**  
Assistant Professor, Department of IT and Communication Skills





Date: 6/3/2020

## MARK LIST- GD and INTERVIEW SKILLS

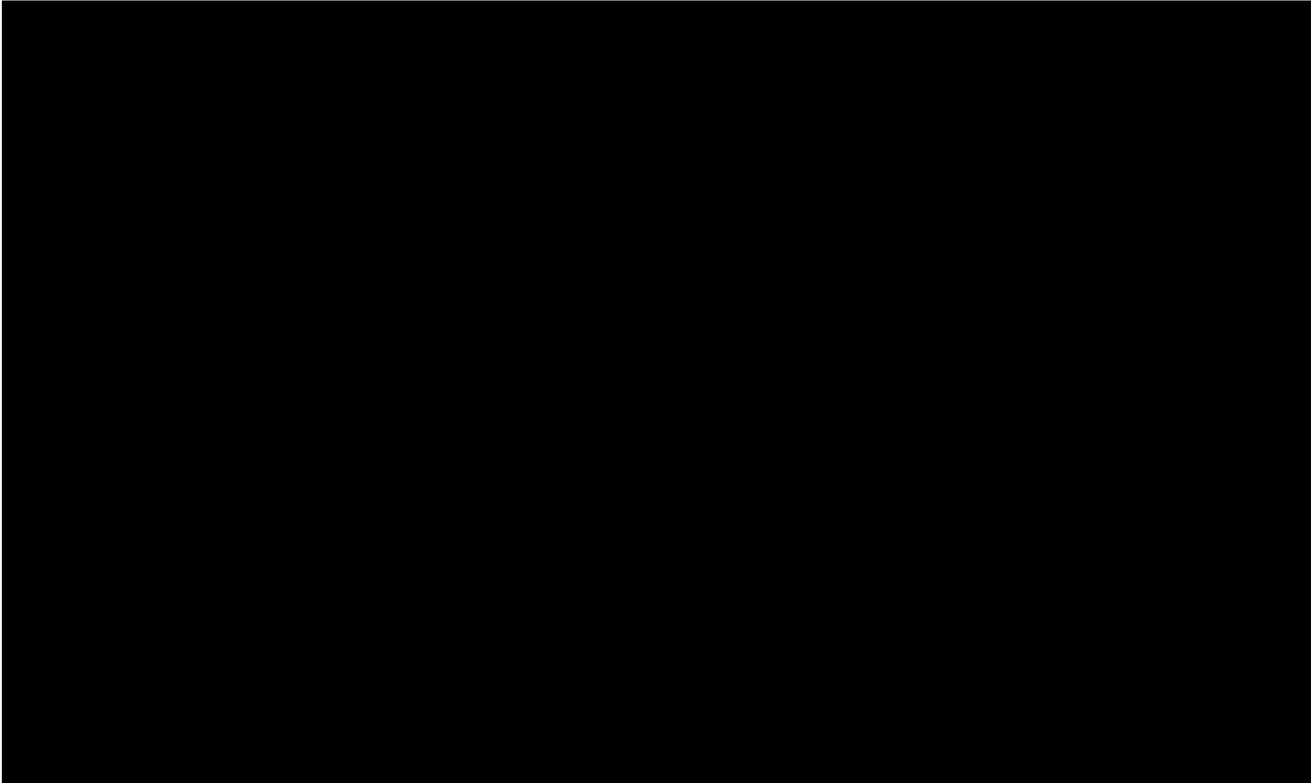
Sl.No	Name Of Students	Reg. No:	Course	GD (15)	INTERVIEW (15)	TOTAL (30)
1.	Aleena Benoy	192820289	Pharm D	12	13	25
2.	Aleena Elsa Jacob	192820290	Pharm D	14	11	25
3.	Amy Thankachan	192820291	Pharm D	10	10	20
4.	Aneeta Baiju	192820292	Pharm D	12	13	25
5.	Angelin Jaimon Augustine	192820293	Pharm D	12	14	25
6.	Anjaly Saji	192820294	Pharm D	10	10	20
7.	Anjana Raj	192820295	Pharm D	14	14	28
8.	Archa S Nair	192820296	Pharm D	14	10	24
9.	Ashna Joy	192820297	Pharm D	12	14	25
10.	Aswathy Saji	192820298	Pharm D	12	13	25
11.	Dona Basil	192820299	Pharm D	14	11	25
12.	Elizabeth Rachal James	192820300	Pharm D	10	10	20
13.	Elmy Issac John	192820301	Pharm D	12	13	25
14.	Farzana Nazar	192820302	Pharm D	14	14	28
15.	Goutam Gopakumar	192820303	Pharm D	14	10	24
16.	Jisa Elizabath Sabu	192820304	Pharm D	14	14	28
17.	Jismy Jaison	192820305	Pharm D	13	13	26
18.	Josna C Jayan	192820306	Pharm D	12	14	25
19.	Linette Sabu	192820307	Pharm D	10	10	20
20.	Mabel Augustine	192820308	Pharm D	14	14	28
21.	M P Fida Firdouse	192820309	Pharm D	14	10	24
22.	Niveena Varghese	192820310	Pharm D	12	13	25
23.	Parvathy B Nair	192820311	Pharm D	11	11	22
24.	Poojaraj A B	192820312	Pharm D	12	13	25
25.	Shefin Siby	192820313	Pharm D	13	13	26
26.	Siyana Rahim	192820314	Pharm D	12	14	25
27.	Sneha Roy	192820315	Pharm D	10	10	20
28.	Sona Vincent	192820316	Pharm D	14	14	28
29.	Sreelakshmi Sreekumar	192820317	Pharm D	14	10	24
30.	Stebin Mathew	192820318	Pharm D	12	14	25

**STAFF IN CHARGE: MS. POORNA PUSHKALA A**  
Assistant Professor,  
Department of IT and Communication Skills





<https://youtu.be/fBnAMUkNM2k>



<https://youtu.be/AkH83ipU1wQ>





Language Lab





# COURSE COMPLETION CERTIFICATE



This certificate is presented to  
**ALEENA BENOY**  
for the successful participation in 30-hour  
**LANGUAGE AND COMMUNICATIVE SKILLS**  
**PROGRAM 2019.**

MS. POORNA PUSHKALA A  
INSTRUCTOR



DR. DHANARAJ S A  
PRINCIPAL



Course Completion Certificate

