

Date :

**Date: 01-08-2014**

## Notice

All the staff members of Computer Science, Biotechnology and Management are hereby informed to attend 1- Week Workshop on Spoken English from 03-08-2014 to ~~08~~08-08-2014.

Your presence is mandatory.



**Principal**

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College Of Computer Science  
And Information Technology, Latur

# College of Computer Science & Information Technology, Latur

## Department of English Faculty Development Programme 1-Week Workshop on 'Spoken English' (From 03<sup>rd</sup> to 11<sup>th</sup> August 2014)

- Duration** : 12 hours (Per day one session; 1 Session = 2 hours)
- Programme Objective** : Making the participants attain superior communication and presentation skills
- Target Participants** : Staff members of different age groups who are currently not comfortable for communicating in English, but see it as an opportunity to a more fulfilling and successful personal, social and professional life.
- Methodology** : Participatory method (100%) for task-based and problem-solving activities. Focus should be on play-way method of training and making the classes interesting for the participants.

### Teaching-plan of the Workshop (Day-wise)

Day	Syllabus	Practical Session
1	1. Introduction/ Preview of Course 2. Logical English Learning (LEL) 3. Spellings	1. Word Relay Game 2. Constructing Sentences 3. Spell-well Game
2	4. Communicative Tips 5. Prepared Short Speech 6. Interactive Stories	4. Following Instructions 5. Guessing & Reading Pictures 6. Seminar On the Spot
3	7. Situational English 8. Role Play 9. Group Discussion 10. Debating on various topics	7. Greeting, introduction 8. I am a ..... 9. Asking for permission
4	11. Public Speaking & Presentation Skills	10. Just a Minute (JAM)
5	12. Writing Skills –Notice & Letter Writing	11. Framing Notices and letters
6	13.	12.

### Ice-breaking Activities:

1. News of the day
2. Moral Story of the day
3. Joke of the day
4. Proverb, Phrase and Idiom of the day (With example of each)
5. Word of the day (with synonym, antonym & usage)
6. Today's Translations



Sr. No.	Name of Lecturer /Staff	Sign
1	Mr. N.S. Zulpe	<i>[Signature]</i>
2	Dr. Ms. R. R. Londhe	<i>[Signature]</i>
3	Mr. Kazi I. A. M. A.	
4	Ms. D. H. Mahamuni	<i>[Signature]</i>
5	Mr. D. R. Somwanshi	<i>[Signature]</i>
6	Mr. S. R. Mane	<i>[Signature]</i>
7	Ms. V. M. Motegaonkar	<i>[Signature]</i>
8	Ms. L. R. Hawale	<i>[Signature]</i>
9	Mr. B. M. Sontakke	<i>[Signature]</i>
10	Mr. A. S. Shinde	<i>[Signature]</i>
11	Mr. V. D. Patil	<i>[Signature]</i>
12	Mr. K. S. Jeve	
13	Mr. A. A. Pawle	<i>[Signature]</i>
14	Mr. S. V. Deshmukh	<i>[Signature]</i>
15	Ms. T. A. Shaikh	<i>[Signature]</i>
16	Mr. V. S. Jagdale	<i>[Signature]</i>
17	Mr. M. T. Khobre	<i>[Signature]</i>
18	Mr. V. V. Bhosale	
19	Ms. J. A. Chavan	<i>[Signature]</i>
20	Mr. T. S. Kharbad	<i>[Signature]</i>
21	Dr. Ms. R. B. Shinde	
22	Mr. A. M. Saudagar	<i>[Signature]</i>
23	Mr. B. B. Devade	<i>[Signature]</i>
24	Mr. S. S. Ingale	
25	Mr. S. S. Sude	
26	Mr. J. C. Shaikh	<i>[Signature]</i>
27	Mr. R. N. Shinde	<i>[Signature]</i>
28	Mr. A. N. Shaikh	<i>[Signature]</i>
29	Mr. L. M. Patil	<i>[Signature]</i>
30	Ms. K.D. Vyapari	
31	Mr. K.R. Jadhav	<i>[Signature]</i>
32	Mrs. Syeda Firdous	<i>[Signature]</i>
33	Mr. S. S. Shaikh	<i>[Signature]</i>
34	Ms. J. R. Kawale	<i>[Signature]</i>
35	Ms. M.A. Gaikwad	<i>[Signature]</i>



36	Ms. Swati, B. Gumardar	<i>MS</i>
37	Ms. U.M. Bagdure	<i>UB</i>
38	Ms. B. P. Pandge	<i>B.P.</i>
39	Ms. S. V. Ige	<i>S.V.</i>
40	Ms. Shital Gaikwad	<i>Shital</i>
41	Mr. G. V. Taralkar	<i>GT</i>
<b>Biotech. Dept.</b>		
1	Mr. N. V. Morey	<i>N.V.</i>
2	Ms. K. S. Gomare	<i>K.S.</i>
3	Mr. V. V. Patil	<i>V.V.</i>
4	Ms. S. R. Surwase	<i>S.R.</i>
5	Mr. S. M. Inchure	
6	Ms. B. T. Mundhe	<i>B.T.</i>
7	Mr. R.A. Andhare	

BBA Dept-

1. Suresh Jandade *S.J.*
2. Sachin M. Shete *S.M.*
3. Sarda Apeksha *S.A.*
- 4.

Total = 41





