



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

CRITERION I


Curricular Aspects

KEY INDICATOR 1.2:-


ACADEMIC FLEXIBILITY

METRIC 1.2.1

Number of add on/Certificate/Value added programs offered during last five years


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

1.2 ACADEMIC FLEXIBILITY

1.2.1 : Number of add on/Certificate/Value added programs offered during last five years

Value added programs

E3 English for Enhancement & Employability (2017-18)

Title of the Value Added Course: English for Enhancement and Employability- E3.

(Spoken English & Personality Development Classes).


Motto: 'To enhance the Communicative English of the students and make them employable.

Objectives of the practice.

- i) To improve the communication skills of the students.
- ii) To provide conducive atmosphere to the students.
- iii) To give ample practices to get proficiency in English.
- iv) To groom the personality of the students.
- v) To develop the soft skills of the students.
- vi) To make them confident and creative in life skills.
- vii) To make them competent in English so as to help them to pursue higher studies


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

viii) To develop their overall personality for better catering to the real life situations.


ix) To make them fit for employability.

The Context: The students who seek admission in our college come from vernacular medium moreover they do not have the exposure of the English language so their communication skill in English is very poor. Owing to lack of proficiency in communicative English, they feel shy and nervous and therefore their personality is stunted. Hence The Department of English has decided to begin the classes of E3 to improve the Communication Skills that will positively assist them to groom their personality and make them fit to grab job opportunities.

The Practice: The course of English for Enhancement and Employability E3 has designed keeping in mind the needs of the students and the prospects of employability. The students are taught Communicative English with fun filled activities. Modern techno tools are used. The classes are engaged in such a way that will not only help the students to improve their communication skills but also to develop their overall personality. Confidence and courage are instilled in them. It is highlighted to them that the command over the English Language will open vistas of job opportunities for them. The classes are conducted for a period of two weeks. They are given the training with the help of language lab. The students are also prepared for job interview. Ample practice is given to them to overcome the fear of the English Language.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224

Evidence of Success:

Best Practice -Table showing the benefits availed by the students from E3-English for Enhancement and Employability.

| Course | 2017-18 |
|--|---------|
| <i>E3-English For Enhancement And Employability.</i> | 42 |

Obstacles faced if any, Strategies adopted to overcome them:

- No specific obstacles are faced.

Impact of the Practice.


- They students were able to improve their communication skills.
- It has helped them to develop their personality.
- They have overcome the fear of the English Language.

Resources Required.

- No specific amount is required because the classes are conducted by the faculty of the English Dept and infrastructure is provided by the college.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

E3 English for Enhancement & Employability (2017-18)

Syllabus

(E-3)English for Enhancement & Employability ADD-ON COURSE

(Spoken English & Personality Development)

Motto: 'To enhance the Communicative English of the students and make them employable.


Objectives of the practice.

- i) To improve the communication skills of the students.
- ii) To provide conducive atmosphere to the students.
- iii) To give ample practices to get proficiency in English.
- iv) To groom the personality of the students.
- v) To develop the soft skills of the students.
- vi) To make them confident and creative in life skills.
- vii) To make them competent in English so as to help them to pursue higher studies
- viii) To develop their overall personality for better catering to the real life situations.
- ix) To make them fit for employability.

The Context: The students who seek admission in our college come from vernacular medium moreover they do not have the exposure of the English language so their communication skill in English is very poor. Owing to lack of proficiency in communicative


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukecollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

English, they feel shy and nervous and therefore their personality is stunted. Hence The Department of English has decided to begin the classes of soft skills to improve the Communication Skills that will positively assist them to groom their personality and make them fit to grab job opportunities.

CONTENTS

1. Making Introductions
2. Greeting People
3. Talking about Family

1: Making Introductions

Introduction

Knowing how to introduce yourself politely to strangers is an important social skill, which you will need to use over and over again in your personal, social and professional life. Since there are many different ways of introducing oneself and others, an effective introduction requires you to have clear understanding of the situation, place and your own status vis-à-vis the person you want to approach.

Activity 1

Discuss the following questions with your class:


- a. Have you ever spoken to a stranger in a public place? Why?
- b. Has a stranger ever approached you on the road? How did you react?

Introducing Yourself

When you introduce yourself, your sentences should be in the following orders: signal, introduction and additional information and closure. For example: Hi (signal). I'm *Nidhi Sharma* (Introduction). *I Work with Sarla Dixit* (additional Information). It's been a pleasure speaking to you (closure).


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Introductions can be roughly divided into two forms: formal and informal.

Formal: *May I introduce myself? My name is ShyamSundar, I work for Infosys.*

Informal: *Hello, I'm Renuka Shah. I'm Heera Mahajan's friend*

If you have heard about the person or know him but have never met him before, this is the way to go about your introduction: *Hello. You must be at Khera. My name is Sunil Sharma. Your friend Rajdeep speaks highly of you.*

Exercise 1

Mark whether the following introductions are formal or informal.

- I don't think we have met. My name is Anil Kumar. I take care of sales in Maruti.
Formal/Informal: _____
- Hello there! I've seen you before. I'm Nisha. I think we met at Rashi's party.
Formal/Informal: _____
- Excuse me. Aren't you Robin Sharma? I'm Preeti Singh. I enjoy reading your books.
Formal/Informal: _____
- MrLall, allow me to introduce Sonia from the accounts department.
Formal/Informal: _____
- Ladies and gentlemen, I now introduce to you, the singing sensation of our times, MsRohinihinde! Formal/Informal: _____

Introducing Yourself to Many

Sometimes you are required to introduce yourself when addressing a gathering before giving a speech or making a presentation.

Begin by saying:

- Hello. First of all, let me introduce myself. I'm...
- For those of you who don't know me, I'm...


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renuacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

While introducing yourself before a gathering, be very careful about your body language. Stand or sit comfortably but do not slouch. If you are nervous, try to hide it. Give a confident and pleasant smile while speaking, and make sure you are audible. Make eye contact with at least a few people, if not everyone.

Activity 2

Each student introduces himself to his partner and the partner responds to the introduction.

Activity 3

Introduce yourself in front of your class. Ask your teacher to give you feedback on how you can improve your introduction.

Introductions at the Office

Let's talk about introductions in the professional space. How you introduce yourself to your superiors should be different from how you introduce yourself to your peers or juniors. When approaching a senior, always introduce yourself first. Also, find out whether according to your office culture, should you be on first name basis with others or should you use titles such as *Mr Khanna*. If You're sitting, make sure you stand before introducing yourself.

Introducing yourself to your peers or juniors will be similar, though you can be a little more relaxed or informal. On most occasions, Your Juniors should introduce themselves to you first and not the other way round.


Introducing Others

When introducing others, look and talk to one person first and then dedicate your attention to the second person. In formal situations, it is always the younger person who is presented to the older, man to the woman and the junior to the senior.

For the purpose of explanation, look at this situation: You, Raj Choudhary and AmanRaut meet at an office party. You have to introduce Raj and Aman to each other. Aman is a senior and Raj is a junior. Since it's a formal situation, you have to first present the junior, in this case Raj Choudhary, to the senior, in this case AmanRaut.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukeacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

First, you will give information about *Raj*, this is *AmanRaut*. He's a good friend of mine. There are no such rules for informal introductions.

Exercise 2

Read the following introductions and answer the questions.

- Rohit, May I introduce someone to you? This is SareenKhurana.
Sareen, this is Rohit Malhotra. He's a colleague of mine.
Is it a formal or an informal introduction? _____
Can you tell who the senior here is? _____
- Manav, I'd like you to meet someone . This is Razwan.
Rizwan, this is Manav. He's good friend of mine.
Is it a formal or an informal introduction? _____
Can you tell who the senior here is? _____
- Shammi, this is Raja.
Raja, this is Shammi.
Is it a formal or an informal introduction? _____
Can you tell who the senior here is? _____
- Shruti, Nisha.
Nisha, Shruti.
Is it a formal or an informal introduction? _____
Can you tell who the senior here is? _____

Responding to introductions

When someone is introduced to you, you must greet them. There are no rules as to which party should use which greeting. Both the parties can use the same greeting if they want.

Greeting

I am pleased to meet you

It is nice to meet you.

Glad to meet you. (Informal)

Response to a greeting


Pleased to meet you too.

Nice to meet you too.

Glad to meet you too.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukecollege.org

President: - Shri Himanshu E Gedam
Contact no. : 8149051026

Principal: - Dr. JyotiPatil
Contact no. : - 9422807224

Good to meet you (Informal)

Same here. /Likewise

“How are you?” as greeting should only be used with people you know and not with someone who you are meeting for the first time.

“How do you do?” is a greeting which is not much used these days. However if it is used, the response to it would be to repeat “How do you do?” When you say “How do you do” you pronounce it “Howjyado” without pausing between words.

Activity 4

Divide into small groups of three. Now each one takes turns to introduce the other

Activity 5

Simulate the following situations. You may need one or two partners.


- It's your first day in college. You are introducing yourself to your fellow student.
- You are attending a walk-in-interview and you have to introduce yourself.
- You are talking your friend home for the first time and you have to introduce her/him to your mother.
- You are meeting an eminent person you admire in a meeting. You have to introduce yourself to him.
- Your parents come to college to meet your teacher. You have to introduce them to your teacher.
- You have to introduce yourself to a gathering that has come to listen to your talk.
- You have to informally introduce two of your friends to each other.
- Your father introduces you to his boss. You have to greet him.
- Your friend introduces you to one of his friends. You have to greet him.

2: Greeting People

Introduction


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Anywhere you go – whether it is in school, college, your workplace or to a social gathering, greeting others is an everyday occurrence but at the same time, an important social tool which affects the way you further interact with the orders.

Activity 1

What are the different ways in which you interact with each other? Discuss with your class.

Greeting Others

When someone introduces you to someone else, you must use a greeting to show that you are pleased to meet him. You will use either a formal or an informal greeting according to the situation. Some general or formal examples of greeting are:

It's nice to meet you.

It's a pleasure to meet you.

I am pleased to meet you.

Some informal examples of greeting are:

Hi!

Hi there!

Glad to meet you.

When you greet people you know very well, you can be informal with them. It would look awkward if you are too formal with them. You can even add a few questions to add to the friendliness. Here are a few examples:


How are You ?

How's it going? / How're you doing?

How's life?


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renuacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

What's up?

What's New?

Exercise 1

List the different situations which you will use formal or informal greetings.

| Formal Situations | Informal Situations |
|-------------------|---------------------|
| | |
| | |
| | |

Responding to a Friendly Question

How do you respond if someone asks a friendly question? You should answer the question and then you respond with another friendly question. This is how you will keep a conversation going.

Here are a few Examples:

A: How are You?

B: Very well thank you. And how about you?

A: How are You?


B: Fine, thank you. And You?

A: How are you?

B: Great! And how about you?


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Exercise 2

Discuss with your partner and select the appropriate greeting for each occasion / situation from the box.


| | | |
|------------------------------------|--------------------------------|----------------------------|
| Merry Christmas! | Well done! Congratulations! | Bon Voyage! |
| Wish you all the best! | Welcome to our team! | I'm sorry. My condolences. |
| Never mind! Better luck next time. | | |

| Occasion/Situation | Greeting/Message |
|--|------------------|
| On your friend's success | |
| Farewell to a friend | |
| On the death of someone | |
| Your friend has lost a game | |
| When someone is going abroad | |
| On a new player's entry into your team | |
| Your Christian friend on Christmas | |

Greeting in Different Cultures


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukecollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

The most common way of greeting others is by shaking hands. However, different countries and cultures all over the world have their own ways of greeting others. In India, for example, one common form of greeting is to fold our hands into a *Namaste*. Cheek kissing is an accepted form of greeting in social gatherings in many western countries. In East Asian countries, bowing before others is common.

If you are travelling to a different country, it is best to do a bit of research beforehand on the greeting etiquette of the country. However, even if you do not know about the greeting customs of a place, you can usually manage to get by if you have pleasant and welcoming body language.

Body Language

While greeting others, it is important to be aware of your own body language, as well as others'. If the other person is showing disinterest or discomfort through their body language (if, for example, they are constantly checking their watch or looking over their shoulders), then the polite thing is to move away and end the conversation.

Make sure that your own body language is open, friendly and non-threatening. Be careful to maintain a proper distance from the other person _ do not stand too close or too far. Smile often and look into the other person's eyes. When you shake hands, use a firm but not crushing grip.

Telephone Greetings


While talking on the telephone casually, we usually begin with a simple "hello?" However, while handling official calls at the workplace, you need to be more careful. A pleasant phone greeting creates the mood for the conversation, as the listener often responds in a similar mood. If we sound rude or depressed on the phone, chances are the caller too will respond negatively.

While greeting on the phone, be natural and pleasant. Make sure that your voice sounds upbeat and enthusiastic.

Keep official greetings brief and to-the-point. Excessively long greeting can be a waste of time and therefore, might irritate the caller.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Don't try to follow a script for official conversations. Focus being helpful and responding to the requirements of the situation. There are no stock phrases which can help you carry out a successful phone conversation.

Activity 2

With a partner, act out a telephone conversation between an angry customer and a pleasant and helpful customer care executive. Change roles and act it out again.

Activity 3

Simulate the following situations. You may need more than one partner for a few situations.

- Your friend introduces you to his other friend. Greet him informally.
- Your friend introduces you to his father. Greet him in a formal way.
- Your friend didn't do well in an interview and has failed to secure a job.
- Your friend has lost his father.
- Your friend visits your workplace for the first time.
- Your neighbor is blessed with a baby.
- You have come to visit your sick friend in the hospital. You have to greet her.
- You have come to visit your sick friend in the hospital and you are about to take leave.
- It's New Year and you have to greet your friend.
- You are meeting your friend after a very long time.

3: Talking about Family


Introduction

Do you agree that?

- Family is the most important social unit?
- Having a family is an important human need?
- It is good to live in a big family with one's grandparents, uncles, aunts and cousins?
- People who live alone or away from families are essentially unhappy people?


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Now, read these news items and revisit the questions.

Working Woman Face More Instances of Domestic Violence

A new study on domestic violence has shown shocking results: working women face almost double the amount of domestic violence than women who don't work.

Almost everyone who feels concern about the condition of women in our country and is working for the promotion of women's rights will agree that one way for women to battle their cultural subjugation is for them to become financially secure and independent by earning their own money. The image of the Indian working woman-smart, successful and independent- has been promoted through countless media, including television commercials and films.


However, this image of the assertive working woman tells only half the truth. When researchers decided to dig deeper into the reason for increased domestic violence against working women, the picture that emerged was ugly, but not unfamiliar. "When a woman starts her own income, her position in the family is definitely empowered. However, this empowerment is not accepted by many within the family," a leading social worker recently said, adding, "Those who wish to see women fulfilling only the traditionally acceptable roles of the wife, the mother and the homemaker do not find it easy to accept her as a wage-earner, capable of making independent decisions on family economics. This, then, leads to differences within the family- between the woman and her husband or her in-laws-which, in turn, leads to her persecution-physical and mental-by the family."

Cases of domestic violence against women are much higher among couples when the husband is unemployed or has recently lost his job. The Indian understanding of family systems is often rigid, with men playing the role of the "bread-earners" while the women are the "care-givers". Any overturning of this traditional setup can lead to social disapproval and frustration on the man's part, which he vents through violence.

The findings of study show how far Indian society is from accepting new kinds of roles for women within new and different family systems.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Adapted from an article in The Hindu titled "Working Face More Domestic Violence in India Study"

Domestic Violence Causes More Death than Terror Activities

Do you agree that India would have been a "peaceful" nation if only we had not been plagued by internal and external terror activities? Well, those who agree need to take a close look at behavior of husbands in our nation's smallest and most "secure" unit – the family.

A new survey by the United Nations shows that the number of dowry- death was four times the number of deaths caused by terror activities in 2009. In fact, domestic violence has grown – in numbers as well as the level of cruelty-alarmingly in the last five years, and is the major contributor to domestic crime.

The report also stated that more and more women are now coming out to formally report instances of domestic violence, but the increase in FIRs is not proportional to the increase in violence. The greater number of cause of in-house terror is because of dowry related problems, which shows that even today, marriage is seen as a get-rich-quick mechanism by many, who resort to violence when the women and her family fail to deliver according to their wishes. This, in spite of the Domestic Violence Law of 2005 which is considered by many to be a turning point in laws for protection of women.

Adapted from an article in the Hindustan Times titled "Domestic Violence Kills more in India than Terror Strikes."


Activity 1

Discusses with your class.

- What is a family?
- Would you consider your pets your family too? Why/Why not?
- Why is having a family important?


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. Jyoti Patil

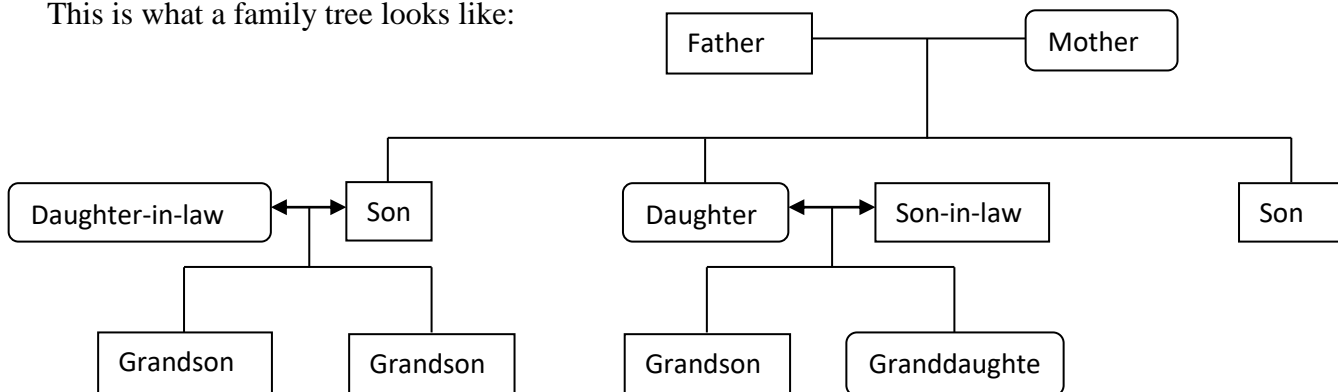
Contact no. : 8149051026

Contact no. : - 9422807224

A Family Tree

A Family tree tells us how each one in the family is related to others in the family and even their ancestors.

This is what a family tree looks like:



Exercise 1

Draw your own family tree. But, use proper nouns instead of common nouns. In other words use your own name instead of "Son" or "Daughter", After you do so, explain to your class how each member is related to the other.


Use colored lines and shapes to describe the relationship of the family members with one another. For example, the different sons are also each other's brothers; the mother and father are also grandparents, and so on. How many different relationships do you see emerging from the tree?

Now, write how old each one in the tree is. In your class, take turns to speak about the family starting with the oldest couple. Use short and simple sentences.

Naming the Family


 IQAC Coordinator
 Renuka College,
 Besa, Nagpur-37




 Principal
 Renuka College
 BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Here are some commonly used English words used to describe relationships: father, mother, brother, sister, nephew, niece, cousin, uncle, aunt, grandfather, grandmother, paternal grandfather, maternal grandmother, stepfather etc,

In the context of family relationships the word “cousin” refers to the child (male or female) of your uncle or aunt. The usage “cousin sister” or “cousin brother” is incorrect.

Your “great-grandmother” is your grandmother or grandfather’s mother. Similarly, your “great-grandfather” is your grandfather or grandmother’s father.

The phrase ‘in-law’ is added to the relationship if it is a relationship by marriage. Therefore, your husband’s sister is your “sister-in-law”.

Exercise 2

Look up the dictionary for the meanings of the following pairs of words:

- elder/older
- smaller/younger
- window/widower

Exercise 3

Go back to your family tree and talk about your favorite family member to your partner. Give reasons for choosing them as your favorite, for example: *I like my father best because he takes care of me, or, I like my mother best because she is a good friend.*


Exercise 4

There are three couples: Ravi and Neha, Sandeep and Sanjana, and Atul and Bhiravi. Ravi, Sandeep and Bhairavi are siblings; their parents are Ramesh and Aparna. Bhairavi’s mother is Sonu’s paternal grandmother. Sandeep has two sons Rihi and Roshan. Atul and Bhairavi have no children

- Based on the chart you have just created, fill in the blanks.
 - Ravi is Neha’s _____
 - Aparna is Ramesh’s _____


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

- iii. Sonu is Aparna's _____
- iv. Ramesh is Sonu's _____
- v. _____ is bhairavi's father.
- vi. Sandeep is Sonu's _____
- vii. Atul is Ravi's _____


Activity 2

Each group enacts the role of a family. The activity begins with the one member introducing the other members of his family.


1. This is my wife.
2. This is my daughter.
3. My brother's name is Mohan.

Talking about Your family During job Interviews

During a job interview, you are sometime asked, "Describe your family." Ideally, you shouldn't have to answer questions about your family background at a job interview. However, if asked, talk in brief about your immediate family. Do not give long explanations unless they are in some way associated with the job you are being interviewed for. For example, you could say: *Both my parents are bank managers and it is from them that I learnt to enjoy mathematics. My younger brother is still in school.*


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renuacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

Evaluation Pattern of

English for Enhancement and Employability- E3. (Spoken English & Personality Development Classes).

| Sr. no. | Contents | Distribution of Marks |
|---------|----------------|-----------------------|
| 1. | Oral Skills | 50 |
| 2. | Written Skills | 50 |

Oral skills – Assessment (50 Marks)

Under the assessment of the oral skills of the students, the activities which are observed minutely are self-introduction, mock interview, question and answer, role play, situational dialogue on the various occasion such as dialogue between a bank manager and a customer who wants to open the bank account in the bank. During the course of the programme, each students are given the chance and on the basis of their performance marks are allotted to them. Each oral skill carries 10 marks.

The marks are allotted on the basis of the following criteria:

1) Self-introduction: - 10 Marks


Clarity of speech:

Confidence and fluency:

Overall impression:


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukecollege.org

President: - Shri Himanshu E Gedam
Contact no. : 8149051026

Principal: - Dr. JyotiPatil
Contact no. : - 9422807224

2) Mock Interview: 10 Marks

Presentation:

Responses to questions:

Confidence and fluency:

Overall impression

3) Question & Answer: 10 Marks

Clarity of speech:

Confidence and fluency:

Appropriate answers:

Overall impression:

4) Role Play: -10 Marks

Presentation:

Interaction: Confidence and fluency:

Overall impression:

5) Situational Dialogue: 10 Marks

Speech clarity:

Appropriateness of conversation:


Confidence and fluency:

Overall impression:

Written skills – Assessment (50 Marks)


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renuacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

The written paper of 50 marks are conducted to assess the performance of the students .The topics which are asked in the question paper are

- Comprehension- 10 Marks (Unseen passage is given to the students and questions are asked on the given passage)
- Writing Skills - 10 Marks (Preparing Application Letter an Bio data – CV - curriculum vitae)
- Writing Skills – 10 Marks (Write a paragraph on a particular situation, day, event, place, person etc.)
- Vocabulary 10 Marks (Antonyms ,Synonyms, homophones , Prefix and Suffix)
- Vocabulary 10 Marks (One word Substitution and words often confused

RENUKA COLLEGE

Sub: English for Enhancement and Employability- E3

(Value Added Course)


Session -2017-18

Time- 2 hrs

Maximum Marks- 50


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

1. Read the following passage carefully and answers the questions given below:10

A student must persevere. Of course, he will come across difficulties, not one or two or half a dozen but many. Only as he advances will he find each one easier to conquer than the last and his continual struggle will give him a spirit of confidence. Of course, he will meet difficulties or where would be the glory and utility of study? During the course of his learning and training, he must invest all his labour and energy so as to achieve perfection. He must leave no stone unturned.


We do not shower stars and laurels upon a General who marches across an undefended country and meets no opposition. Knowledge would lose much of its value if one could acquire it without a hard and untiring effort. Students are more fortunate today. Now they have more and better facilities for enhancing their knowledge and wisdom.

Questions:

- How many difficulties will a student have to face?
- What benefit can a student derive from his struggle?
- How must a student work during the period of learning and training?
- Explain (i) to leave no stone unturned and (ii) to shower stars and laurels.
- When do we honour a General?


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

2) Write an application for the post of English Teacher in RenukaCollege,Besa,Nagpur-440037 along with your curriculum vitae.

10

OR

Write an application along with your curriculum vitae in response to the advertisement for the post of sales manager in Mahindra and Mahindra, Nagpur.

3)A person wants to book ticket from Nagpur to Pune. Write a conversation between him/her and the railway clerk at the booking counter. 10

OR

Write your goal in life in five sentences.


4. A)Match the following dialogues

05

| | |
|---|---|
| a) Can I travel by Garibath today? | i) Oh, you are right! I am sorry Sir. |
| b) Doctor, I have been suffering from severe headache for the last five days. | ii) Proceed to any booking window from five to ten. |
| c) Excuse me. Which is my booking window? | iii) Most of them are here; we can start the meeting now. |


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

| | |
|---|--|
| d) Please see there is fungus on these bread slices. | iv) Yes, it is available today. |
| e) Have all the people from the village gathered for the meeting? | v) OK, let me check. Please lie down on the table. |

B)State whether the following statements are true or false 05

- We should dress inappropriately while facing an interview.
- A report is always dispassionate.
- If the discussion gets repetitive we should not introduce new points or ideas in Group Discussion.
- Reports are always oral
- The Interviewer should get a clear picture of your personality.

5. A) SYNONYMS & ANTONYMS:

5 Marks


1) Give the synonym of 'Assist'

- | | |
|----------|---------|
| a. Huge | b. Help |
| c. Cruel | d. Curb |

2) Give the synonym of 'Big'


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukecollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224


- a. Large
b. Tiny
c. Small
d. Medium
- 3) Give the synonym of 'Commerce'
- a. Purchase
b. Trade
c. Sell
d. Account
- 4) Give the antonym of 'Kind'
- a. Unkind
b. Unintelligent
c. Unfair
d. Unsupportive
- 5) Give the antonym of 'Bright'
- a. Shining
b. Sparkling
c. Glaring
d. Dark

B) Fill in the blanks choosing the correct option from the words given in the brackets: **5 Marks**

- 1) Alok has a big -----shop. (Stationery/Stationary)
- 2) My mother wants to read my ----- . (dairy/diary)
- 3) Rice is the----- food of Andhras. (Principal/Principle)


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renuakcollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026


Contact no. : - 9422807224

4) As a minor, he is not -----for the post. (eligible/illegible)

5) The girls are going on a long ----- to the USA. (vocation/vacation)


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224


**3rd April to 21st April 2018 - (E3) English for Enhancement & Employability.
English Dept. of Renuka College organized Two Weeks Programme - (E3) English for
Enhancement & Employability.**



The English Dept. of Renuka College organized two week programme namely E3 English for Enhancement and Employability. Under this programme, the students of college as well students from other colleges are imparted training to improve communication skills in English along with Personality Development. The students are given training in Soft Skills with the help of Modern Techno Tools such as K-yan and Language Lab Software. The students are shown motivational videos, interviews and situational conversation and are encouraged to play role in front of the other students so as to boost up their confidence. 42 students availed benefits from this programme.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukecollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

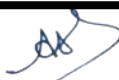
Contact no. : 8149051026

Contact no. : - 9422807224


E3 English for Enhancement & Employability (2017-18)

Programme Outcome

1. Students will be able to defend their own points of view.
2. Students will be able to apply their analytical and communication skill to these issues.
3. E3 have gone on to employment in a range of professional roles in both business and public sectors.
4. To improve the English skills of the students.
5. To provide conducive atmosphere to the students.
6. To groom the personality of the students.
7. To develop the skills of the students.
8. To make them confident and creative in life skills.
9. To make them competent in English so as to help them to pursue higher studies
10. To develop their overall personality for better catering to the real life situations.


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE

Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University



Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renuakollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224


E-3 (ENGLISH FOR ENHANCEMENT & EMPLOYABILITY)

SESSION 2017-18 (ATTENDANCE SHEET)

| S.N. | NAME OF STUDENTS | S.N. | NAME OF STUDENTS |
|------|-----------------------------|------|---------------------------------|
| 1. | Aadesh Dhanraj Burade | 22. | Lokesh Dilip Nagpure |
| 2. | Abhijit Pravin Gadge | 23. | Mansi Gendlal Choudhary |
| 3. | Abhijit Suresh Mandave | 24. | Mayur Ambalal Pelne |
| 4. | Akash Ramlal Gupta | 25. | Mayuri Diwakar Bharati |
| 5. | Akshay Babarao Patil | 26. | Mayuri Subhashrao Bharate |
| 6. | Ankur Shyamnath Gadhawe | 27. | Neha Santosh Dubey |
| 7. | Ashwini Madhukar Meshram | 28. | Nitesh Gyaniwant Kanzode |
| 8. | Atharva Sudhir Deskar | 29. | Palash Balkrushna Dhote |
| 9. | Bhagyashree Chandrahas Sute | 30. | Prachika Rajendra Baitule |
| 10. | Chetna Bhaskar Ingale | 31. | Pradip Santlal Masram |
| 11. | Chanda Amar Mahato | 32. | Praful Dayaramji Parteti |
| 12. | Damini Pradip Guhe | 33. | Prajwal Phulchand Shahu |
| 13. | Deepak Harishchandra Gupta | 34. | Prathamesh Suresh Giri |
| 14. | Devkanya Rameshwar Lande | 35. | Pratik Omkar Baheshwar |
| 15. | Gayatri Hansraj Macchirke | 36. | Pratik Rajendra Patil |
| 16. | Gulshan Angatlal Jangade | 37. | Pratiksha Chandrashekar Dunedar |
| 17. | Harsha Ravindra Ghongde | 38. | Pratiksha Pramodrao Waghmare |
| 18. | Harshkumar Dilip Oza | 39. | Pratiksha Rajendra Borkar |
| 19. | Kalpana Bhaulal Choudhari | 40. | Pratiksha Sanjay Madavi |
| 20. | Komal Kishor Choudhary | 41. | Puja Jitendra Uke |
| 21. | Lina Kashiram Yelure | 42. | Rohit Ramesh Shahu |


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renuacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224

E3 English for Enhancement & Employability 2017-18)

Sample Certificate





Renuka Shikshan Prasarak Mandal's

RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University


Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com Website: www.renukecollege.org

President: - Shri Himanshu E Gedam


Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37