



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

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T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

JKKMCT/CIRCULAR/SEP23

13/09/2023

CIRCULAR

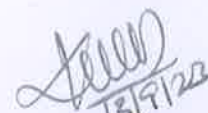
It is hereby informed that our Science and Humanities Department is going to arrange two days seminar on topic "Advanced Communication Skill" as per the following schedule. All the students must enroll their name to their department tutors without fail. This seminar will help all of you to increase your communication skill effectively.

TOPIC: MASTERING IN LANGUAGE

S.No	Name of the Events	Date	Number of students enrolled	Name of the Resource person	Page
1	Advanced Communication Skill	21-09-2023 & 22-09-2023	68 All IV th year	Mrs. S.POORNIMA M.A, M.Ed. Miss. P.JEMMIMA M.A., B.Ed .	

To
All HoDs and staffs,
Student Notice Board,
File.


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DEPARTMENT OF SCIENCE AND HUMANITICS LANGUAGE AND COMMUNICATION SKILLS

EVENT: MASTERING IN LANGUAGE

SCHEDULE:

S. No	Name of the Event	Name of the Resource person	Date	Venue	Number of participants
1	Advanced Communication Skill	Mrs. S.POORNIMA M.A, M.Ed. Miss. P.JEMMIMA M.A., B.Ed	21-09-2023 & 22-09-2023	Communication Language Lab	68

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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

COURSE PLAN:

12 Hrs.

- ▶ Focus on understanding the speaker's message through attention, paraphrasing, and asking clarifying questions.
- ▶ Use confident body language, appropriate gestures, and maintain alignment between verbal and non-verbal cues.
- ▶ Influence effectively by tailoring messages, using logic and emotional appeal, and addressing counterarguments.
- ▶ Develop clear and engaging speeches with proper voice modulation, audience interaction, and strong stage presence.
- ▶ Approach disagreements calmly, focus on the issues rather than individuals, and propose win-win solutions.
- ▶ Adapt to diverse communication styles by using clear language, respecting cultural norms, and showing openness to differences.
- ▶ Master professional email etiquette, effective use of virtual platforms, and clarity in written and verbal digital interactions.


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DEPARTMENT OF SCIENCE AND HUMANITICS LANGUAGE AND COMMUNICATION SKILLS

EVENT : MASTERING IN LANGUAGE

TOPIC : ADVANCED COMMUNICATION SKILL

DATE/ TIME : 21-09-2023 & 22-09-2023

RESOURCE PERSON : Mrs. S.POORNIMA M.A., M.Ed. ,
Miss. P.JEMMIMA M.A., B.Ed

No. of Students Benefitted: 68

REPORT OF THE EVENT:

The Department of Science and Humanities has conducted two days MASTERING IN LANGUAGE on topic 'Advanced Communication Skill' on 21-09-2022 & 22-09-2022. The resource person of the Program was Mrs. S.POORNIMA M.A., M.Ed, Assistant Professor/ English, S&H Department Miss. P.JEMMIMA M.A., B.Ed, Assistant Professor/ English, S&H Department.

Mrs S.POORNIMA M.A., M.Ed., Assistant Professor/ English, S&H Department has explains the clear and engaging speeches with proper voice modulation, audience interaction, and strong stage presence. Approach disagreements calmly, focus on the issues rather than individuals, and propose win-win solutions. Adapt to diverse communication styles by using clear language, respecting cultural norms, and showing openness to differences.

Mrs. S.POORNIMA gives the following easy TIPS to follow:

1. Prepare short notes or outlines
2. Choose simple and wise words
3. Do not choose the word which are hard to pronounce
4. Keep natural speech
5. Relax and focus on the topic
6. Use visual words


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DEPARTMENT OF SCIENCE AND HUMANITICS LANGUAGE AND COMMUNICATION SKILLS

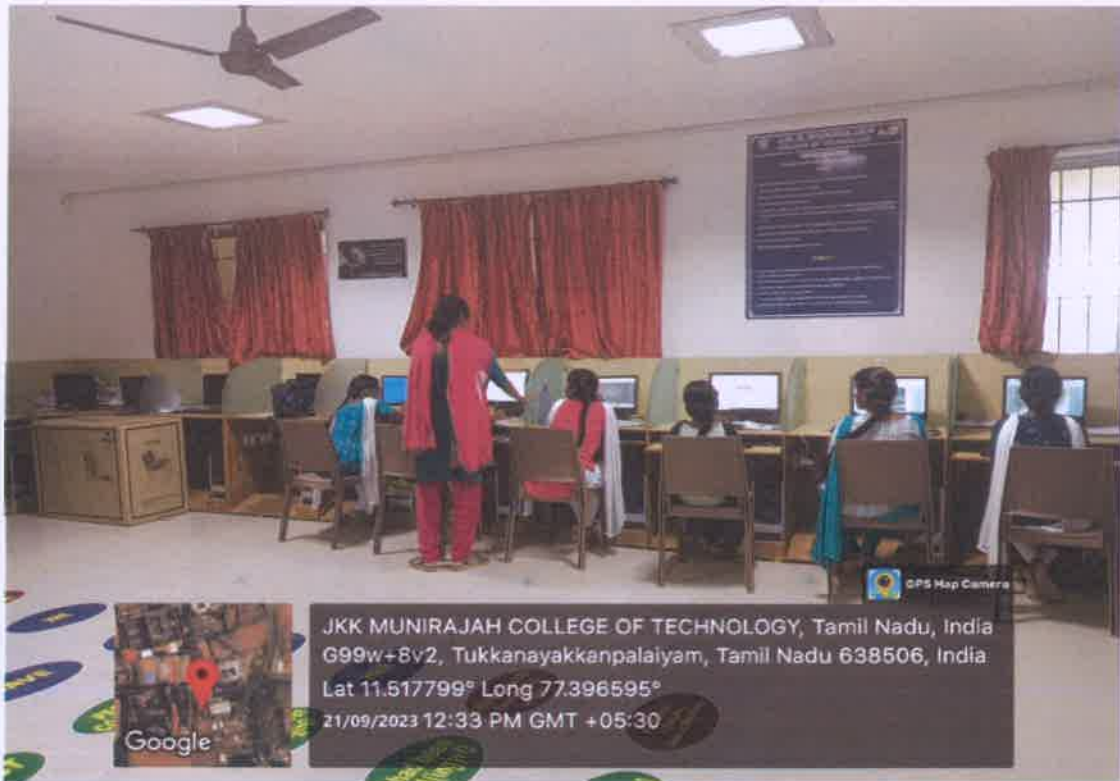
EVENT: MASTERING IN LANGUAGE

TOPIC : ADVANCED COMMUNICATION SKILL

DATE/ TIME: 21-09-2023 & 22-09-2023

RESOURCE PERSON: Mrs. S.POORNIMA M.A., M.Ed. ,
Miss. P.JEMMIMA M.A., B.Ed

No. of Students Benefitted: 68



Topic : ADVANCED COMMUNICATION SKILL **Date/ Time:** 21-09-2023, 9.30 AM TO 4.15 PM

RESOURCE PERSON: Mrs. S.POORNIMA M.A., M.Ed.,

Miss. P.JEMMIMA M.A., B.Ed

(Signature)
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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

EVENT: MASTERING IN LANGUAGE

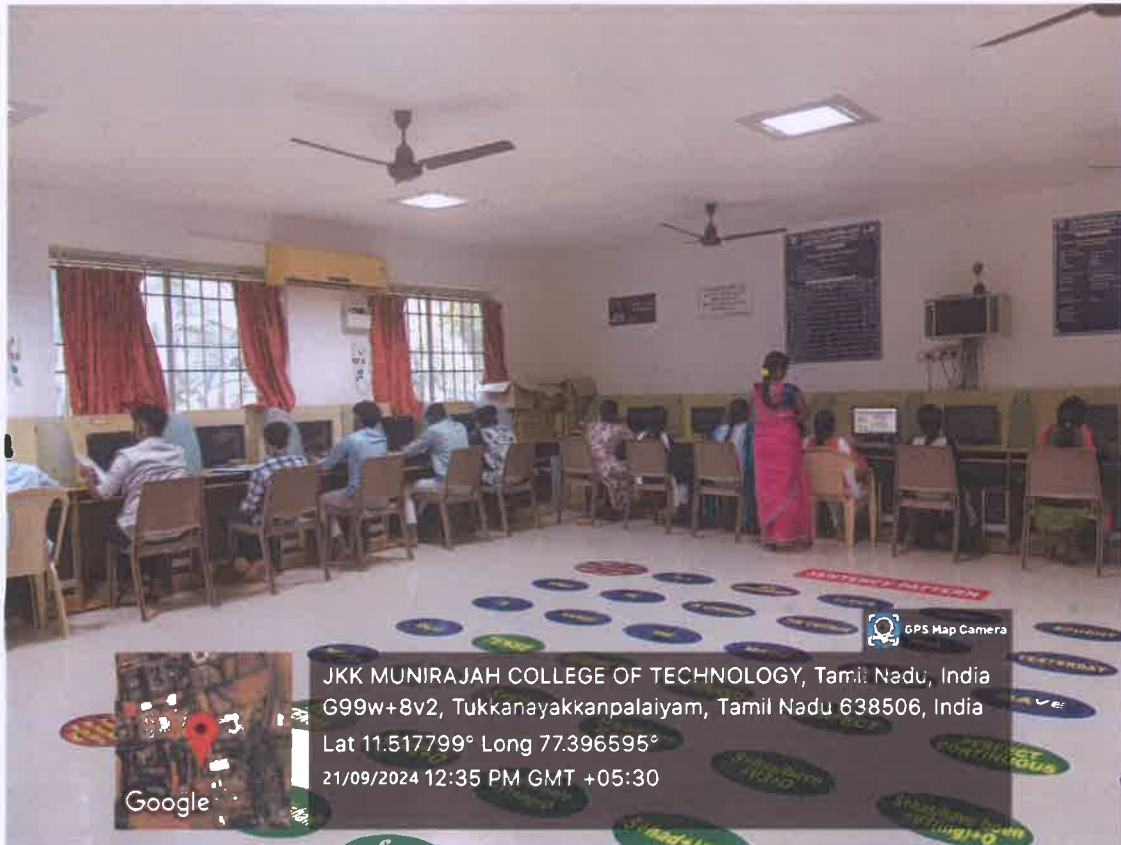
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DEPARTMENT OF SCIENCE AND HUMANITICS LANGUAGE AND COMMUNICATION SKILLS

EVENT: MASTERING IN LANGUAGE

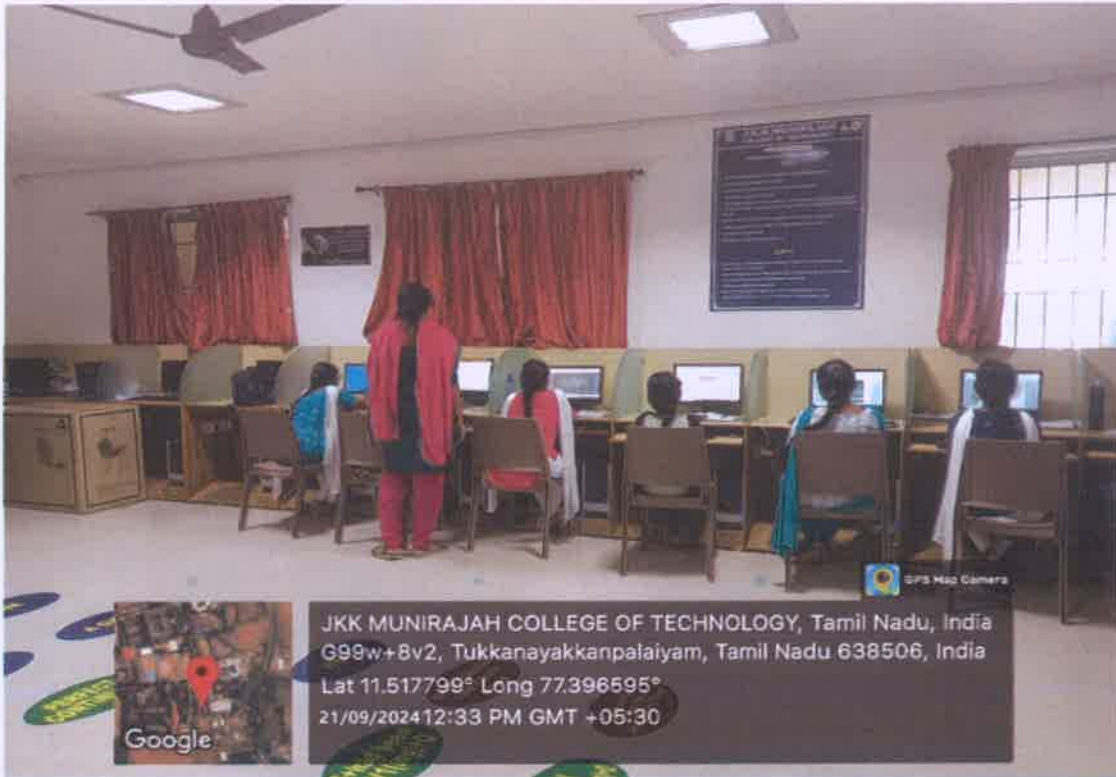
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EVENT : MASTERING IN LANGUAGE

TOPIC : ADVANCED COMMUNICATION SKILL

DATE/ TIME : 21-09-2023 & 22-09-2023


RESOURCE PERSON: Mrs. S. POORNIMA M.A., M.Ed.,

Miss. P.JEMMIMA M.A., B.Ed

No. of Students Benefitted: 68

STUDENTS PARTICIPANT LIST:

1	731220102001	IV AUTO	DHANALAKSHMANAN
2	731220103001	IV CIVIL	DIVAKAR R
3	731220104001	IV CSE	ABINAYA.G
4	731220104003	IV CSE	BALU.R
5	731220104004	IV CSE	CHARLES WILLIAM.L
6	731220104005	IV CSE	DEEPAK.S
7	731220104006	IV CSE	DEEPIKA.S
8	731220104007	IV CSE	DHARANISELVI. M
9	731220104009	IV CSE	JAGATHESWARAN.P
10	731220104010	IV CSE	KARUNYAA.M
11	731220104011	IV CSE	KATHIRESAN.K


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12	731220104012	IV CSE	KAVIN.M
13	731220104014	IV CSE	LOGANATHAN.T
14	731220104019	IV CSE	NIRMALRAJ.S
15	731220104021	IV CSE	RAMYA.S
16	731220104022	IV CSE	ROHITH.R
17	731220104023	IV CSE	ROSHMA.I
18	731220104024	IV CSE	SIVALINGAM.K
19	731220104025	IV CSE	SUNDARAGANESAN.K
20	731220104028	IV CSE	VIGNESH.M
21	731220104029	IV CSE	VINISHA.T
22	731220104030	IV CSE	VINITHA.A
23	731220104031	IV CSE	VINOTHKUMAR.R
24	731220104301	IV CSE	BOOPALAN M
25	731220105002	IV EEE	DHINESH.P
26	731220105003	IV EEE	ISAKKIRAJA.P
27	731220105004	IV EEE	KIRUBASANKAR.C
28	731220105005	IV EEE	MUKESH.S
29	731220105006	IV EEE	NAVEENKUMAR.G
30	731220105007	IV EEE	ROHAN.R
31	731220105009	IV EEE	SIVAGIRI.K
32	731220105011	IV EEE	THIRUMARAN DILEEBAN.S


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33	731220106002	IV ECE	KALYAN
34	731220106004	IV ECE	KUDIYARASU P
35	731220106005	IV ECE	MUTHUKUMAR M
36	731220106007	IV ECE	SUGUNA DEVI M
37	731220106301	IV ECE	JANARTHANAN
38	731220114004	IV MECH	MAHENDRAN D
39	731220114005	IV MECH	MANIKANDAN S
40	731220114006	IV MECH	PARTHIPAN M
41	731220114501	IV MECH	PALANIKUMAR M
42	731220114007	IV MECH	RAMESH B
43	731220114008	IV MECH	RAVINDRAN L
44	731220114010	IV MECH	SENTHILKUMAR G
45	731220114011	IV MECH	THIRUMURUGAN M
46	731220114012	IV MECH	THIRUNAVUKKARASU S
47	731220114013	IV MECH	VELLINGIRI A
48	731220114301	IV MECH	GOWRISHANKAR M
49	731220114302	IV MECH	KAVIN A
50	731220205001	IV IT	AJAYSRI.A
51	731220205004	IV IT	DEEPAK.A
52	731220205006	IV IT	DHARANI.M
53	731220205007	IV IT	DHINESHKUMAR.M

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54	731220205008	IV IT	DINESH.S
55	731220205009	IV IT	GOKUL.S
56	731220205011	IV IT	KALAISELVI.K
57	731220205012	IV IT	KAVIN.P
58	731220205013	IV IT	LENA TAMILVANAN.G
59	731220205014	IV IT	MAYILRAJ.V
60	731220205015	IV IT	MUTHUKUMAR.G
61	731220205016	IV IT	PANDIYARAJ.C
62	731220205017	IV IT	PARVATHY.A
63	731220205018	IV IT	PRIYANKA.S
64	731220205019	IV IT	RAMKUMAR.R
65	731220205020	IV IT	RAVI SANKARAN.N
66	731220205021	IV IT	SHIJIN KUMAR.K.G
67	731220205023	IV IT	SRIRAM.V
68	731220205024	IV IT	THANGESHWARI.G


CO-ORDINATOR


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T.N.PALAYAM-638 506, GOBI(TK), ERODE(DT)
(AUTONOMOUS)



DEPARTMENT OF SCIENCE AND HUMANITIES CERTIFICATE OF PARTICIPATION

This is to certify that **Mr./Miss./Mrs** VINISHA.T.....has
participated in the event of **MASTERING IN LANGUAGE / ADVANCED COMMUNICATION SKILL**.....
on **21/9/23**..... we appreciate that his/her effort is one of the
main reasons which made the event a great success.



S. Manoj
Co-Ordinator

S. Manoj
Principal
J.K.K. Munirajah College of Technology
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T.N. Palayam, Gobi (Tk),
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(AUTONOMOUS)



DEPARTMENT OF SCIENCE AND HUMANITIES CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Miss./Mrs.....**P.ANDIYARAJ.C**.....has
participated in the event of **MASTERING IN LANGUAGE / ADVANCED COMMUNICATION SKILL**.....
on**21/9/23**..... we appreciate that his/her effort is one of the
main reasons which made the event a great success.




Co-Ordinator


Principal
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JKKMCT/CIRCULAR/JAN24

11/01/2024


CIRCULAR


It is hereby informed that our Science and Humanities Department is going to arrange two days seminar on topic "Uses of Vocabulary, Idioms and Phrases" as per the following schedule. This seminar should very useful for first year students. Because they did no familiar with Idioms and Phrases. So all the first year students must enroll their name for this seminar without fail.

TOPIC: MASTERING IN LANGUAGE

S. No	Name of the Event	Name of the Resource person	Date	Venue	No of participants
1	Uses of Vocabulary, Idioms and Phrases	Mr. E.MATHIVANAN M.A, B.Ed. MPhil Mrs. K. RANJITHA M.A., B.Ed	19-01-2024 & 20-01-2024	English communication Lab	219

To
All HoDs and staffs,
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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

EVENT : MASTERING IN LANGUAGE

SCHEDULE:

S.No	Name Of The Event	Name Of The Resource Person	Date	Venue	No Of Participants
1	Uses of Vocabulary, Idioms and Phrases	Mr.E. MATHIVANAN M.A,B.Ed.MPhil Mrs. K. RANJITHA M.A., B.Ed	19-01-2024 & 20-01-2024	English communication Lab	219

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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

COURSE PLAN:

6 Hrs.

- Introduction: Non-verbal communication, gestures, postures.
- Building fluency in English - frequent use of the vocabulary, Idioms and Phrases
- Acquiring vocabulary knowledge
- Sets of words that have specific meanings
- Oral & Contextual conversation, Picture description,
- How to use Vocabulary, Idioms.
- How to use Phrases.
- Creating a short story using vocabulary and phrases.


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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

EVENT : **MASTERING IN LANGUAGE**
TOPIC : **Uses of Vocabulary, Idioms and Phrases**
DATE/ TIME : 19-01-2024 & 20-01-2024 9.00 AM TO 5.00 PM
THE RESOURCE PERSON : Mr. E.MATHIVANNAN M.A., MPhil.,B.Ed.
Mrs. K.RANJITHA M.A., B.Ed,
NO.OF STUDENTS BENIFITTED : 219


REPORT OF THE EVENT :

The department of Science and Humanities has arranged and conducted a **COMMUNICATION SKILLS TRAINING PROGRAMME on topic** "Uses of Vocabulary, Idioms and Phrases" on 19-01-2024 & 20-01-2024. The resource persons were Mr. E.MATHIVANNAN M.A., MPhil.,B.Ed. Assistant Professor/ English, S&H Department Mrs. K.RANJITHA M.A., B.Ed, Assistant Professor/ English, S&H Department JKKMCT.

The language helps us to convey our understandings to others clearly and cleverly. For that purpose Vocabulary, idioms and Phrases are needed very much. If one knows more number of Vocabulary, idioms and Phrases he can easy make sentences and also easily speak with others. This is possible only when all peoples involved in a dialogue know the same Language.

Tips for overcome problems in speaking English.

- Use Nonverbal Communications
- Pick most simple words
- Know more Vocabulary,
- Know more Idioms and Phrases
Always learn new words
- Feel free to ask explanation
- Use body language


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- Listening and responding with an open mind in a more effective way.
- Using appropriate communication methods.
- Minimizing communication barriers.
- Giving and receiving instruction correctly.
- Use of two way communication feedback.

Totally 219 boys and girls utilize this seminar. All the first year students get benefitted with this seminar.


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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

EVENT : **MASTERING IN LANGUAGE**

TOPIC : **Uses of Vocabulary, Idioms and Phrases**

DATE/ TIME : 19-01-2024 & 20-01-2024 9.00 AM TO 5.00 PM

THE RESOURCE PERSON : Mr. E.MATHIVANNAN M.A., MPhil.,B.Ed.
Mrs. K.RANJITHA M.A., B.Ed,

NO.OF STUDENTS BENIFITTED : 219



TOPIC: Uses of Vocabulary, Idioms and Phrases, DATE : 19-01-2024 & 20-01-2024

THE RESOURCE PERSON: Mr E.MATHIVANNAN M.A., MPhil.,B.Ed.

Mrs K.RANJITHA M.A., B.Ed,



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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

EVENT : MASTERING IN LANGUAGE

TOPIC : Uses of Vocabulary, Idioms and Phrases

DATE/ TIME : 19-01-2024 & 20-01-2024 9.00 AM TO 5.00 PM

THE RESOURCE PERSON : Mr. E.MATHIVANNAN M.A., MPhil.,B.Ed.

Mrs. K.RANJITHA M.A., B.Ed,


NO.OF STUDENTS BENIFITTED : 219



TOPIC: Uses of Vocabulary, Idioms and Phrases, **DATE** : 19-01-2024 & 20-01-2024

THE RESOURCE PERSON: Mr. E.MATHIVANNAN M.A., MPhil.,B.Ed.

Mrs. K.RANJITHA M.A., B.Ed,


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DEPARTMENT OF SCIENCE AND HUMANITICS

LANGUAGE AND COMMUNICATION SKILLS

EVENT : MASTERING IN LANGUAGE

TOPIC : Uses of Vocabulary, Idioms and Phrases

DATE/ TIME : 19-01-2024 & 20-01-2024 9.00 AM TO 5.00 PM

THE RESOURCE PERSON : Mr. E.MATHIVANNAN M.A., MPhil.,B.Ed.

Mrs. K.RANJITHA M.A., B.Ed,

NO.OF STUDENTS BENIFITTED : 219



JKK MUNIRAJAH COLLEGE OF TECHNOLOGY, Tamil Nadu, India
G99w+8v2, Tukkanayakkanpalaiyam, Tamil Nadu 638506, India
Lat 11.517799° Long 77.396595°
20/01/2024 12:32 PM GMT +05:30

TOPIC: Uses of Vocabulary, Idioms and Phrases, **DATE:** 19-01-2024 & 20-01-2024

THE RESOURCE PERSON: Mr. E.MATHIVANNAN M.A., MPhil.,B.Ed.

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STUDENTS PARTICIPANTION NAME LIST : I YEAR STUDENTS

1	731223102002	I AUTO	DHANUSH R
2	731223102004	I AUTO	SRIRAM K
3	731223102301	I AUTO	MOHAN S
4	731223102302	I AUTO	RANJITH A
5	731223102303	I AUTO	SAKTHIVEL G
6	731223103003	I CIVIL	LISHA R
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9	731223104001	I CSE	AJAY V
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19	731223104014	I CSE	HARISANKAR G
20	731223104015	I CSE	JAGAN S

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21	731223104016	I CSE	JEYAPRIYA R
22	731223104017	I CSE	KANIKA M
23	731223104018	I CSE	KARISHMA E
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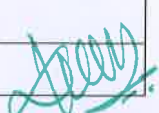
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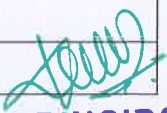
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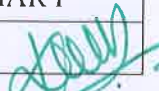
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144	731223205034	I IT	SRIVARMAN V


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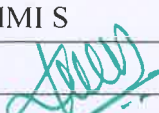
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CO-ORDINATOR


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on 19/1/24..... we appreciate that his/her effort is one of the

main reasons which made the event a great success.

K.G.

Co-Ordinator



J.K.K.
Principal

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Co-Ordinator



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Principal
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