

Shri Sarda Education Society (Trust)'s

(A linguistic Minority Educational Institute)

Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji

Department of English

Academic Session: 2017-18

To

The Principal,
Smt Radhabai Sarda Arts, Commerce &
Science College, Anjangaon Surji

Subject: Regarding permission to conduct Add on Course entitled 'Presentation Skills'
during the academic session 2017-18

Hon'ble Sir,

With reference to the above subject, I request you to grant us permission to conduct the said course in the Department of English. The duration of the course will be of 30 hours (1 hour X 30 working days). The syllabus of the course is enclosed herewith for your kind consideration. The course will be fruitful for the students keeping in mind their development regarding their Skills in Presentations.

permission granted
Perm

With regards,

PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

Date: 12/01/2018

Place: Anjangaon Surji



Yours faithfully,

Pan Pathi

Head, Department of English

Enclosures:

1. Syllabus of Add on Course entitled 'Presentation Skills'

Shri Sarda Education Society's
(A linguistic Minority Educational Institute)
Smt Radhabai Sarda Arts, Commerce and Science College, Anjangaon Surji

Department of English
Academic Session: 2017-18

Notice

Date: 16/ 01/2018

All the faculty members of the department are informed that a departmental meeting related to Add on course on 'Presentation Skills' is arranged on 17/01/2018 at 4.00 pm at the department. You all are requested to present for the meeting with some innovative ideas.



B. K. Rathi
Head
Department of English

Shri Sarda Education Society (Trust)'s

(A linguistic Minority Educational Institute)

Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji

Department of English

Academic Session: 2017-2018

Date: 18-01-2018

Notice

All the students are hereby informed that *An Add on Course on Presentation Skills* is going to start in the college from 22/01/2018. Interested students are to register their names in the Department of English.



Bem
Principal
Smt. Radhabai Sarda College of
Arts, Commerce & Science
Anjangaon Surji

Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College,
Anjangaon Surji

DEPARTMENT OF ENGLISH

ADD ON COURSE

(Academic Session: 2017-2018)

Names of the Enrolled Students

Title of the Course: Add on Course on Presentation Skills

Sr. No.	Name of the Enrolled Students	Class
01	Raj B Shahu	B Com III
02	Ashwini M Bushalkar	B Com III
03	Ajay N Dongre	B Com III
04	Rajbushan B Rekhate	B Com III
05	Ankit B Petkar	B Com III
06	Ankush R Wadokar	B Com III
07	Vaishali R Walake	B Com III
08	Nitin A Kakade	B Com III
09	Hitesh P Pohankar	B A I
10	Ranjana R Raybole	B A I
11	Shreyash R Muratkar	B A I
12	Shital B Wankhade	B A I
13	Shraddha Bhorkhade	B A I
14	Tejaswini Dongare	B A I
15	Tanvi Harne	B A I
16	Vaishali A Potdukhe	B A I
17	Ashwini A Rekhate	B A II
18	Sakshi S Kale	B A II
19	Shubham P Aswar	B A II
20	Tejas B Tale	B A II



21	Roshan S Athwale	B A II
22	Pragati R Pimpalkar	B Com II
23	Minakshee R Tingane	B Com II
24	Anandi R Wagh	B Com II
25	Swapnil G Mankar	B Com II
26	Karishma S Makode	B Com II
27	Ashvini R Nathe	B Com II
28	Aniket C Ambadkar	B Com II
29	Sopan G Rode.	B A III
30	Nayana R Ingole	B A III
31	Vaishnavi R Hatekar	B A III
32	Pratiksha S Gite	B A III
33	Aditi O Khade	B A III
34	Sumit G Ghogare	B Com II
35	Harshal S Bonde	B Com II
36	Diksha S Tayade	B Com II
37	Ankita V Patil	B Com II
38	Siddheshwar S Rande	B Com II
39	Vaibhav S Ingale	B A II
40	Snehal D More	B Com II

B. R. Wagh



P. R. Ratti

B. R. Wagh
PRINCIPAL
 Smt. Radhabai Sarda
 Arts, Commerce & Science College
 Anjangaon Surji

An Add on Course on Presentation Skills

2017-2018

Syllabus

Unit I : 7 Marks

- | | | |
|------|--------------|----------|
| i. | Introduction | x 1 hr. |
| ii. | Objectives | x 1 hr. |
| iii. | Definitions | x 1 hr. |
| iv. | Preparation | x 1 hr. |
| v. | Structure | x 2 hrs. |
| vi. | Timing | x 1 hr. |

Unit II : 7 Marks

- | | | |
|------|--|----------|
| i. | Delivery: Full Script versus Notes | x 2 hrs. |
| ii. | Form of Language | x 1 hr. |
| iii. | Environment (Equipment, Facilities) | x 1 hr. |
| iv. | Visual Aids/ Material for Distribution | x 2 hrs. |
| v. | Tips for Power point Presentation | x 1 hr. |
| vi. | Verbal Presentation | |
| | a. Voice | |
| | b. Intonation | |
| | c. Appropriate Language | x 1 hr. |
| vii. | Non- Verbal Presentation | |
| | a. Eye-contact | |
| | b. Body language | |
| | c. Hand gestures | x 2 hrs. |

Unit III : 6 Marks

- | | | |
|------|---------------------------------|----------|
| i. | Interacting with audience | x 1 hr. |
| ii. | Managing Questions | x 1 hr. |
| iii. | Handling Nerves | x 2 hrs. |
| iv. | Rehearsal & Rehearsal Checklist | x 1 hr. |
| v. | Feedback | |
| | a. Importance | |
| | b. Formal Feedback | |
| | c. Informal Feedback | x 1 hr. |
| vi. | Activities | x 3 hrs. |
| vii. | Practice Presentations | x 3 hrs. |

-Unit Test	x 1 hr.
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Total	x 30 hrs.
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Books Recommended :

1. Excellent Presentation by Jayant Neogy
2. Communication Skills by Ian Tuhovsky
3. The Presentation Secrets of Steve Jobs by Carmine Gallo

B. Rathie

Om

Bem

PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

Skills

प्रवेश क्रमांक	विद्यार्थ्यांचा नांव	प्रवेश दिनांक	दिनांक												
			22	23	24	25	27	29	30	31					
1	Raj B Sheha		P	P	P	P	P	P	P	A					
2	Ashwini MBushelkar		P	P	P	P	P	A	P	P					
3	Ajay N. Dongre		P	P	P	A	P	P	P	P					
4	Rajkeshan B Rekhat		P	P	P	P	P	P	P	P					
5	Ankit B Petkar		P	P	P	P	P	P	P	A					
6	Ankush R Wadokar		P	P	P	P	A	P	P	P					
7	Vaishali R Walke		P	P	P	P	P	P	P	P					
8	Nitin A Kakade		P	P	P	P	P	A	A	P					
9	Hitesh P Pohankar		P	P	P	P	P	P	P	P					
10	Ranjana R Reghole		P	P	P	P	P	P	P	P					
11	Shreyash R Muratkare		P	P	P	P	P	P	P	P					
12	Sital B Wankhede		P	P	P	P	A	A	P	P					
13	Shraddha Bhorkhale		P	P	P	P	P	P	A	A					
14	Tejasvini Dongare		P	P	P	P	P	P	P	P					
15	Tanvi Harne		P	P	P	A	P	P	P	A					
16	Vaishali A Potdukhe		P	P	P	P	P	P	P	P					
17	Ashwini A Rekhat		P	P	P	P	P	P	A	P					
18	Sakshi S Kale		P	P	P	A	P	P	P	P					
19	Shubham P. Aswar		P	P	P	P	P	A	P	P					
20	Tejes B Tale		P	P	P	P	A	P	P	P					
21	Roshan S. Athavale		P	P	P	P	P	P	P	P					
22	Pragati R. Pimpalkar		P	P	P	P	P	P	P	P					
23	Minkeshee R. Tingre		P	P	P	P	P	P	P	P					
24	Anandi R. Wagh		P	P	P	P	P	P	P	P					
25	Sopan G. Rode		P	P	P	P	P	P	P	P					
26	Susmit G. Mahajan		P	P	P	P	P	P	P	P					
27	Vandana S. Wale		P	P	P	P	P	P	P	P					

Skills

महिना :

Summary

प्रवेश क्रमांक	विद्यार्थ्याचे नांव	प्रवेश दिनांक	दिनांक							
			22	23	24	25	26	27	28	29
31	Vaishnavi R. Hatkar		P	P	P	A	P	P	P	P
32	Pratiksha S. Lyte		P	P	P	P	P	P	P	P
33	Aditi OKhade		P	P	P	P	P	P	P	P
34	Sumit G. Gohagare		P	P	P	P	P	P	P	P
35	Harshal S. Bunde		P	P	P	P	P	P	A	A
36	Diksha S. Tayade		P	P	P	P	P	P	P	P
37	Ankita V. Patil		P	P	P	P	P	A	A	P
38	Siddheshwar S. Rande		P	P	P	P	P	P	P	P
39	Vaibhav S. Ingale		P	P	P	P	P	P	P	P
40	Shruti D. More		P	P	P	P	A	P	P	P

Skills
विद्यार्थ्यांचे नांव
Vaishnavi R. Hatke
Pratiksha S. Gite
Aditi OKhede
Sumit G. Ghega
Harshal S. Bonda
Diksha S. Tayad
Ankita V. Patil
Siddheshwar S. Ravi
Vaibhav S. Ingale
Shruti D. More

Presentation Skills																											
दिनांक														दिनांक												एकूण	हजर
1	2	3	5	6	7	8	9	10	12	14	15	16	17	20	21	22	23	24	26	27	28					तासीका	तासीका
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P					30	28
P	A	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P					30	27
P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P					30	28
P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					30	29
P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P					30	26
P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P					30	27
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					30	28
P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P					30	29
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					30	28
P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P					30	27

Principal
Smt. Radhabai
Arts, Commerce & Science
Anjanagar

Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji

DEPARTMENT OF ENGLISH

Add on Course

Presentation Skills

Academic Session : 2016-17

Unit Test

Max Marks : 20

Time : 30 min

1. A presentation is a form of oral communication in which a person shares factual information with an audience that is:

- a) Mixed
- b) Large
- c) Small
- d) Specific

2. The presenter acts as the:

- a) Medium of the information
- b) Supporter of the information
- c) Deliverer of the information
- d) Advocate of the information

3. The three major elements of presentation do not include:

- a) Specific content
- b) An audience
- c) A presenter
- d) Visual aids

4. The audience for a presentation consists of people who:

- a) Are confused in their purpose
- b) Vary in their level of information and purpose
- c) Are uniform in their level of information and purpose
- d) Are uninformed and lack a purpose

5. To be able to give a good presentation, a full rehearsal is:

- a) Necessary

- b) Useless
- c) Audience base
- d) Optional

6. Reading out a presentation is:

- a) Dull
- b) Not allowed
- c) Allowed
- d) Helpful

7. To make a presentation effective and impressive, you should use:

- a) Jargon
- b) A simple and active form of sentences
- c) Complex sentences
- d) Passive sentences

8. To select the content of your presentation, you should know:

- a) The time limit
- b) The available material
- c) The audience's needs
- d) Your purpose

9. In presentation design, maximum time is given to the:

- a) Question-answer session
- b) Main body
- c) Introduction
- d) Conclusion

10. Initially, a presentation is a form of:

- a) Two-way communication
- b) Group communication
- c) One-way communication
- d) Intrapersonal communication

Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College,
Anjangaon Surji

DEPARTMENT OF ENGLISH

ADD ON COURSE

(Academic Session: 2017-2018)

Title of the Course: Add on Course on Presentation Skills

Statement of Marks of the Students :

Sr. No.	Name of the Enrolled Students	Class	Marks Scored Out of 20	Marks in Words
01	Raj B Shahu	B Com III	16	Sixteen
02	Ashwini M Bushalkar	B Com III	16	Sixteen
03	Ajay N Dongre	B Com III	16	Sixteen
04	Rajbushan B Rekhate	B Com III	18	Eighteen
05	Ankit B Petkar	B Com III	16	Sixteen
06	Ankush R Wadokar	B Com III	18	Eighteen
07	Vaishali R Walake	B Com III	16	Sixteen
08	Nitin A Kakade	B Com III	16	Sixteen
09	Hitesh P Pohankar	B A I	18	Eighteen
10	Ranjana R Raybole	B A I	16	Sixteen
11	Shreyash R Muratkar	B A I	18	Eighteen
12	Shital B Wankhade	B A I	16	Sixteen
13	Shraddha Bhorkhade	B A I	14	Fourteen
14	Tejaswini Dongare	B A I	18	Eighteen
15	Tanvi Harne	B A I	16	Sixteen
16	Vaishali A Potdukhe	B A I	18	Eighteen
17	Ashwini A Rekhate	B A II	14	Fourteen
18	Sakshi S Kale	B A II	18	Eighteen



19	Shubham P Aswar	B A II	16	Sixteen
20	Tejas B Tale	B A II	16	Sixteen
21	Roshan S Athwale	B A II	18	Eighteen
22	Pragati R Pimpalkar	B Com II	18	Eighteen
23	Minakshee R Tingane	B Com II	16	Sixteen
24	Anandi R Wagh	B Com II	18	Eighteen
25	Swapnil G Mankar	B Com II	16	Sixteen
26	Karishma S Makode	B Com II	16	Sixteen
27	Ashvini R Nathe	B Com II	18	Eighteen
28	Aniket C Ambadkar	B Com II	16	Sixteen
29	Sopan G Rode	B A III	18	Eighteen
30	Nayana R Ingole	B A III	16	Sixteen
31	Vaishnavi R Hatekar	B A III	14	Fourteen
32	Pratiksha S Gite	B A III	18	Eighteen
33	Aditi O Khade	B A III	16	Sixteen
34	Sumit G Ghogare	B Com II	18	Eighteen
35	Harshal S Bonde	B Com II	18	Eighteen
36	Diksha S Tayade	B Com II	16	Sixteen
37	Ankita V Patil	B Com II	16	Sixteen
38	Siddheshwar S Rande	B Com II	18	Eighteen
39	Vaibhav S Ingale	B A II	18	Eighteen
40	Snehal D More	B Com II	18	Eighteen

Teacher In-Charge

I G. Jadhav



Borkatti

Principal

mt. Radhabai Sarda College Of
Arts, Commerce & Science
Anjangaon Surji

Shri Sarda Education Society (Trust)'s
Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji
Department of English
Academic Session: 2017-2018
An Add on Course - Presentation Skills

Programme Outcome

This Add-on Course finds some useful guidelines on preparation of Presentations and on using language and non-verbal skills to make them effective. It teaches how a presentation should be complete with a beginning, a body and an end. The main context must be logical by offering solutions to a problem that has arisen, discussing their advantages and finally recommending one of them as the best option. Besides planning it, content must be structured, visual aids can be taken help of avoiding too many effects to avoid distracting the audience. Handouts can be distributed to keep them from taking notes so that they can pay more attention.

B. Singh



B. Rath

B. Singh
PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

Shri Sarda Education Society (Trust)'s

(A linguistic Minority Educational Institute)

Smt. Radhabai Sarda Arts, Commerce & Science College,

Anjangaon Surji.

Department of English

Add on Course in 'Presentation Skills'

(Academic Year 2017 - 2018)

Summary Report


The Add-on course entitled "Presentation Skills" was conducted by the Department of English in the academic session **2017-18**. The duration of the course was **thirty** hours in which **forty** students were admitted. The students completed the course successfully. This course helps participants discover how to craft presentations around essential objectives, present key concepts and ideas with power and enthusiasm, design and present effective visuals, and employ techniques for polishing and mastering presentation delivery. Executives, managers, and staff alike will boost presentation performance with this training course.

Through the trainer's expertise and practical knowledge, students are able to define the key concepts associated with presentation skills and are able to:

- Explore how presentation works
- Develop a unique individual style
- Understand what happens in front of an audience
- Practice a whole range of techniques
- Learn the hints and tips for an effective presentation
- Stretch your capacity to present
- Present with style, flair, and presence
- Using support materials
- Maintain confidence and handle nerves
- Cope better when feeling wrong-footed.


Head of the Department




Principal
PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati - 444705

Application Form for Course Work

(Academic Session: 2017-2018)

Application Form No.: **000118**

Applicant's Name : shybam P. Aswar

Father's Name: P. B. Aswar

Permanent Address: Pandhari



District: Amravati State: Maharashtra Pin Code: 444705

Email ID: shybam 32 @ gmail . com

Phone No./Mobile No.:

9	2	8	4	3	5	1	0	3	1
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Gender:

Male

☒

Female

☐

Date of Birth: 19/03/1996

Aadhaar Card No.

9	2	8	4	3	5	1	0	3	1	—
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Name of the Department: English

Class: B.A II Section: _____

Course Applied For: Value Added/Certificate/Bridge Course/Add-on Program

Date of Admission in the College: 28/07/2017

ID Number: 9199

Category:

OPEN

☐

OBC

☐

SC

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ST

☐

NT

☐

VJ

☐

SBC

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Languages Known: Marathi ☐ Hindi ☒ English ☒

Title of the Course: presentation skills

Shri Sarda Education Society's
Smt.Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji.



Department of English

Add on Course in "Presentation Skills"
(Academic Year 2017 - 2018)



Attendance Certificate

This is to certify that Mr./Miss Shubhom Aswar
of Class B.A. II of college has successfully completed an
Add on Course of 30 Hours in "Presentation Skills".

Certified by


Teacher in Charge


Head, Department of English


Principal