

Dr Aniket R Bhuyar
Assistant Professor, Dept of English
Date: 1st September 2022

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

Subject: Request to start *An Add-on Course in Public Speaking*.

Through: Head, Department of English

Hon'ble Sir,

This is to request you to kindly grant me permission to start *An Add-on Course in Public Speaking* in the Department. I am sure that this course will help the UG students to learn the essential elements of making speeches. It will boost them to speak confidently & effectively in public. The course is proposed to begin from 12th September 2022 to 17th Oct 2022 . There shall be no hindrance in the regular classes and exams of the college.

Thanking you in anticipation,

With Regards,



Yours faithfully,

Dr Aniket R Bhuyar
Department of English



Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji
Department of English
English Communication Skills
An Add-on Course
In
Public Speaking
(Academic Year 2022-2023)

Objectives

- 1) To Learn Strategies for Effective Speaking
- 2) To Teach Oral Communication.
- 3) Learning how to speak effectively.
- 4) To Teach Non-Verbal Communication
- 5) To Teach The Essential Elements of Making Speeches.
- 6) To Teach Different Types of Speeches.
- 7) To Talk on various Situational context.



Dr Aniket R Bhuyar

Department of English



Dr Beena Rath

Head, Dept of English

Dr. Beena V. Rath

Professor & Head, Dept. of English
Smt. R.S. College, Anjangaon Surji



Principal

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



Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji
Department of English
English Communication Skills
An Add-on Course
In
Public Speaking
(Academic Year 2022-2023)

Syllabus:

- 1) Strategies for Effective Speaking
 - a. Voice quality
 - b. Breath control
 - c. Clarity
 - d. Intonation
 - e. Pace
 - f. Pauses
 - g. Body language
 - h. Eye contact
 - i. Precision
 - j. Politeness
 - k. Listening
- 2) Non-Verbal Communication
 - a. Body language
 - b. Delivery
- 3) The Essential Elements of Making Speeches
 - a. Preparation
 - b. Presentation
 - c. Types of Speeches
- 4) Introduction of Guests
- 5) Vote of Thanks




Dr Aniket R Bhuyar

Department of English


Dr Beena Rathi

Head, Dept of English
Dr. Beena V. Rathi
Professor & Head, Dept. of English
Smt. R.S. College, Anjangaon Surji


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



Shri Sarda Education Society's
(A Linguistic Minority Education Institute)
Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist. Amravati – 444705
NAAC Accredited 'A' with CGPA 3.21
Department of English
Add-on/Certificate Course on

(Academic Session: 2022-2023)

List of the Enrolled Students

Sr. No.	Name of the student	Class
1	Ku. Poonam Babulal Sune	B.A-I
2	Ku. chhaya supesh Aswad.	B.A I
3	shotaru Gajanan Kalamkar	B.A I
4	Blushan Arun Ghatke	B.A III
5	Ku. Payal Sanjay Bahize	B.A. III
6	Ku Sakshi Sanjay Ghatol	B.A -II
7	Tejus Anil Rekhate	B.A. III
8	Ku. Pranali Arun Ghatdekar	BA. III
9	Kayam Shankar Meshram	BA III
10	Ku. Kisan Gajanan Bhorasale	B.A. III
11	Ku. ARANKSHA Sunil Dhoke.	B.A -I
12	Vishal Ravindra Jhale	BA -I
13	Mahesh Ratan Dabre	BA III
14	Vishal Sham Amarega.	BA III
15	Komal Santosh Pande.	BA.I
16	sheutika Pramod Gorle	B.AI
17	Pradnya Bharat Tayade	B.A.I
18	ROHIT UMESH WHANDE	B.A.I

19	Darshan Balkrushna Gurav	B.A. I
20	Karishma Kalu Wike	B.A. I
21	Ku Aarti Baldev Athawale.	B.A. I
22	Mayuri Anil Sarkate	B.A. I
23	Sejal Pralhadon Yengale	B.A. I
24	Vaibhavi. Dineshrago. Aswar	B.A. II
25	Sheeya Ashok Aswar	B.A. III
26	Rushikesh Raut	BA - II
27	Arpita Mehare	BA - I
28	pradhanya Tayde	BA - I
29	Runi Punse	BA - I
30	Purnali Wike	BA - I
31	Purnali Jorgale	BA - I
32	Achel Makarle	BA - I
33	Renuka chandlari	BA - I
34	Mushtang Sharma	BA - I
35	raishuli Kelkute	BA - I
36	Khushi Kulkar	BA - I
37		
38		
39		
40		


Teacher-in Charge


Head, Dept. of English
Dr. Beena V. Rathi
Professor & Head, Dept. of English
Smt. R.S. College, Anjangaon Surji


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



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

NAAC Accredited 'A' with CGPA 3.21

Department of English
Add-on/Certificate Course on

(Academic Session: 2022-2023)

Mark Sheet

Sr. No.	Name of the Student	Class	Theory Exam (Out of 50)	Practical (Out of 50)	Total (Out of 100)
1	Ku. Shrutika P. Goole	BA-II	40	42	82
2	Ku. Komal S. Pande	- - -	39	41	80
3	Ku. Poonam B. Sune	- - -	39	42	81
4	Ku. Chayya S. Aswar	- - -	37	44	81
5	Mr. Shantanu G. Kalamkar	- - -	39	43	82
6	Mr. Vishal Ingale	- - -	35	38	73
7	Ku. Akamsha S. Dhoke	- - -	36	37	73
8	Mr. Mahesh Dabre	- - -	40	39	79
9	Ku. Shukshp S. Chabul	- - -	41	40	81
10	Mr. Vishal S. Ramekar	- - -	40	40	80
11	Ku. Pranali A. Gadekar	- - -	42	41	83
12	Mr. Alayan S. Meshram	- - -	41	41	82
13	Mr. Bhushan A. Gudekar	- - -	40	39	79
14	Ku. Payal S. Bahire	- - -	38	38	76
15	Mr. Tejas A. Kerkate	- - -	39	42	81
16	Ku. Kiran G. Bhosale	- - -	38	42	80
17	Mr. Rohit U. Phonde	- - -	39	42	81
18	Mr. Dargham B. Gureav	- - -	40	40	80
19	Ku. Karishma K. Utkar	- - -	41	43	84

20	Ku. Aarti ^o Balder Athavale	BA-II	40	40	80
21	Ku. Mahesh A. Sankate	- - -	39	41	80
22	Ku. Sejal P. Yengle	- - -	39	39	78
23	Ku. Shreya A. Aswae	- - -	38	39	77
24	Ku. Vaibhav D. Aswae	- - -	40	38	78
25	Mr. R. P. Kulk	- - -	40	41	81
26	Ku. Arpita. C. Mehare	BA-I	41	41	82
27	Ku. Poudnya B Tayde	- - -	35	36	71
28	Ku. Roni Porse	- - -	39	41	80
29	Ku. Pranav R Uke	- - -	39	42	81
30	Ku. Poanali. M. Ingale	- - -	39	39	78
31	Ku. Achal H. Morzale	- - -	40	41	81
32	Ku. Renuka S. Choudhary	- - -	40	42	82
33	Ku. Muskan M. Shewma	- - -	39	42	81
34	Ku. Vaishnav R. Rekate	- - -	37	37	74
35	Mr. Pranav. V. Satote	- - -	39	38	77
36	Ku. Khushi P. Khule.	- - -	39	39	78
37					
38					
39					
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ABT

Teacher-in Charge

Head, Dept of English

Bany
Principal

Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati – 444705

NAAC Accredited 'A' with CGPA 3.21

Department of English
Application Form for Add-on/Certificate Course
(Academic Session: 2022-2023)

Application Form No.: _____

1. Applicant's Name : Tejas Anil Rekhatte

2. Father's Name: Anil G. Rekhatte

3. Permanent Address: At. Post. Pandhara (Kha)
Anjangaon Surji



District: Amravati State: Maharashtra Pin Code: 444705

4. Email ID: tejasr@khatte 26 @ gmail . com

5. Phone No./Mobile No.:

7	5	5	9	2	4	7	6	0	1
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6. Gender: Male ☒ Female ☐ Date of Birth: 26 / 5 / 2003

7. Aadhaar Card No.

6	7	2	6	1	5	2	0	2	8	0	0
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8. Class: B.A. III Sem - 6

9. Date of Admission in College: 10 / 08 / 2020

10. ID Number: 1824

11. Category: OPEN ☐ OBC ☒ SC ☐ ST ☐ NT ☐ VJ ☐ SBC ☐

12. Languages Known: Marathi ☒ Hindi ☒ English ☒

13. Title of the course: _____

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Teacher-in charge

T.A. Rekhatte
Applicant's Signature

Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati – 444705

NAAC Accredited 'A' with CGPA 3.21

Department of English

Application Form for Add-on/Certificate Course

(Academic Session: 2022-2023)

Application Form No.: _____

1. Applicant's Name : Bhushan Azam Gulade.

2. Father's Name: Azam Yashwant Gulade.

3. Permanent Address: At. Wadner Bujang
Post. Kakda Tq. Achalpur



District: Amravati State: Maharashtra Pin Code: 444808

4. Email ID: bhushangulade2000@gmail.com

5. Phone No./Mobile No.:

9	1	1	2	1	0	4	5	9	6
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6. Gender: Male ☒ Female ☐ Date of Birth: 18/06/2000

7. Aadhaar Card No.

3	1	7	8	1	1	6	3	6	1	6	6
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8. Class: B.A. III

9. Date of Admission in College: 27/08/2020

10. ID Number: 2273

11. Category: OPEN ☐ OBC ☐ SC ☒ ST ☐ NT ☐ VJ ☐ SBC ☐

12. Languages Known: Marathi ☒ Hindi ☒ English ☒

13. Title of the course: _____

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Teacher-in charge

Bhushan
Applicant's Signature

Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati – 444705
NAAC Accredited 'A' with CGPA 3.21

Department of English
Application Form for Add-on/Certificate Course
(Academic Session: 2022-2023)

Application Form No.: _____

1. Applicant's Name : Ku. Primali Arun Ghadekar

2. Father's Name: Arun J. Ghadekar

3. Permanent Address: At: Pahi Post: Takarkada
maru Tal: Anjangaon Surji



District: Amravati State: Maharashtra Pin Code: 444705

4. Email ID: Primalighadekar791@gmail.com

5. Phone No./Mobile No.:

9	2	8	4	4	8	4	5	5	6
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6. Gender: Male ☐ Female ☒ Date of Birth: 22/08/2003

7. Aadhaar Card No.

5	9	7	1	0	1	8	5	5	6	6	6
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8. Class: BA - III year

9. Date of Admission in College: 11/08/2020

10. ID Number: 4833

11. Category: OPEN ☐ OBC ☒ SC ☐ ST ☐ NT ☐ VJ ☐ SBC ☐

12. Languages Known: Marathi ☒ Hindi ☐ English ☐

13. Title of the course: _____

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Teacher-in charge

P. Ghadekar
Applicant's Signature

Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati – 444705

NAAC Accredited 'A' with CGPA 3.21

Department of English
Application Form for Add-on/Certificate Course
(Academic Session: 2022-2023)

Application Form No.: _____

1. Applicant's Name : Mahesh Ratan Dabre

2. Father's Name: Ratan G. Dabre

3. Permanent Address: A. Po Pandhori
Tq. Anjangaon Surji

District: Amravati State: Maharashtra Pin Code: 444705

4. Email ID: maheshdabre768@gmail.com

5. Phone No./Mobile No.:

8	1	8	0	8	4	0	4	1	1
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6. Gender: Male ☒ Female ☐ Date of Birth: 02/10/2002

7. Aadhaar Card No.

2	1	7	6	7	3	0	8	1	0	3	4
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8. Class: B.A III

9. Date of Admission in College: 20-8-2020

10. ID Number: _____

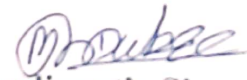
11. Category: OPEN ☐ OBC ☒ SC ☐ ST ☐ NT ☐ VJ ☐ SBC ☐

12. Languages Known: Marathi ☒ Hindi ☒ English ☒

13. Title of the course: _____

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Teacher-in charge


Applicant's Signature

Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati – 444705

NAAC Accredited 'A' with CGPA 3.21

Department of English
Application Form for Add-on/Certificate Course
(Academic Session: 2022-2023)

Application Form No.: _____

1. Applicant's Name : Komal Santosh Pande

2. Father's Name: Santosh Pande

3. Permanent Address: At. Post Takarkhed

(more) Tal:- Anjangaon (Surji) Dist. Amravati

District: Amravati State: Maharashtra Pin Code: 444705



4. Email ID: komalpande055@gmail.com

5. Phone No./Mobile No.:

7	5	5	8	3	9	3	0	5	4
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6. Gender: Male ☐ Female ☒ Date of Birth: 18 / 06 / 2005

7. Aadhaar Card No.

5	8	3	7	7	9	8	7	9	4	1	6
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8. Class: BA Ist year

9. Date of Admission in College: 02-07-2022

10. ID Number: 3,654.

11. Category: OPEN ☐ OBC ☐ SC ☐ ST ☐ NT ☒ VJ ☐ SBC ☐

12. Languages Known: Marathi ☒ Hindi ☒ English ☒

13. Title of the course: _____

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Teacher-in charge

K. Pande
Applicant's Signature

Shri Sarda Education Society's
(A Linguistic Minority Education Institute)
Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati – 444705
NAAC Accredited 'A' with CGPA 3.21
Department of English
Application Form for Add-on/Certificate Course
(Academic Session: 2022-2023)

Application Form No.: _____

1. Applicant's Name : Sheeya Ashok Aswae

2. Father's Name: Ashok C Aswae

3. Permanent Address: Behind Nagraj Hotel,
Samarth Nagar, Anjangaon Surji



District: Amravati State: Maharashtra Pin Code: 444705

4. Email ID: _____

5. Phone No./Mobile No.:

9	3	5	9	8	5	3	4	9	7
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6. Gender: Male ☐ Female ☒ Date of Birth: 15 / 10 / 2002

7. Aadhaar Card No.

8	7	9	9	2	4	9	8	8	3	8	0
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8. Class: B.A. III year

9. Date of Admission in College: 22-8-22

10. ID Number: 2,000

11. Category: OPEN ☒ OBC ☒ SC ☐ ST ☐ NT ☐ VJ ☐ SBC ☐

12. Languages Known: Marathi ☒ Hindi ☐ English ☐

13. Title of the course: _____

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Teacher-in charge

S. A. Aswae
Applicant's Signature



Attendance Sheet

Sr. No	Name of the student	12th Sept 2022	13/09/2022	14/09/22	15/09/22	16/09/22	17/09/22	18/09/22	19/09/22	20/09/22	21/09/22	22/09/22	23/09/22	24/09/22	25/09/22	26/09/22	27/09/22	28/09/22	29/09/22	30/09/22	01/10/22	02/10/22	03/10/22	04/10/22	05/10/22	07/10/22	08/10/22	10/10/22	11/10/22	12/10/22	13/10/22	14/10/22	15/10/22	17/10/22
1	Shrutika P. Gore.	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस
2	Komal S. Pandey.	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस
3	Poonam B. Sune	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस
4	Chaya S. Asare.	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस
5	Shatani S. G. Kaldmalkar	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस	किरान्दे ठोस

6	Vishal R. Ingale	Akansha S. Dhoke	Vishal S. Kamkar	Maresh A. Dubee	Saishvi S. Chhatol	Ku. Prandhi Arun Ghadekar	Nayan Shankar Meshram	Bhushan Arun Gulade
7								
8								
9								
10								
11								
12								
13								

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Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji
Department of English
English Communication Skills
An Add-on Course
In
Public Speaking
(Academic Year 2022-2023)

Speaking in a formal environment involves a number of different situations. From presentations, speeches, group discussions and interviews to participating in meetings with clients or suppliers, the need to know how to speak effectively is something that is common to all these situations. Some key strategies that will help you become an effective speaker have been discussed in the above course. This included voice modulation, non-verbal communication and different types of speeches, salutations and vote of thanks.

Public speaking involves the opinion expressed by the speaker who offers evidence that justifies his or her point of view. It should conclude with an attempt to appeal to the listener's sense of what is right and what is wrong and to persuade them to side with the speaker

The above course was conducted from 12th Sept 2022 to 17 Oct 2022. A total of 30 hours were engaged for the above course.


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Shri Sarda Education Society's
(A Linguistic Minority Education Institute)

SMT RADHABAI SARDA ARTS COMMERCE SCIENCE COLLEGE
ANJANGAON SURJI DIST AMRAVATI MAHARASHTRA

(NAAC Accredited 'A' with CGPA 3.21)

Department of English

Academic Session: 2022-2023

Certificate

This is to certify that Mr/Ms _____
has actively participated in the Add-on Course in Public Speaking
which was organised by the Department of English
during 12th September 2022 to 17th October 2022.

B. K. Rath
Signature of HOD
Dept of English

Ar. B. K. Rath
Signature of the Coordinator