

**LANGUAGE
&
COMMUNICATION
SKILLS
(2017-2022)**




REPORT

Name of the program : “Vocabulary Building”
Date : 15-12-2021
Resource person details : Mrs. Safia Sultana, Department of English, VDC
Mode of Session: Online
Number of students participated: 36.

Vaagdevi College of Pharmacy organized a training program on “**IMPORTANCE OF VOCABULARY BUILDING**” for the students of B. Pharmacy. Vocabulary refers to the collection of words that a person knows and uses. Vocabulary development is the process of acquiring new words. Developing an extensive vocabulary requires reading publications covering various subjects and texts, including magazines, textbooks, novels, etc. One of the best ways to increase vocabulary is through repetition as it gets embedded in the brain. Focusing on vocabulary is useful for developing knowledge and skills in multiple aspects of language and literacy. Types of Vocabulary include:

1. **Speaking:** Speaking vocabulary consists of the words that can speak aloud. Containing around 5000 to 10,000 words, these words are used for communicating and giving instructions.
2. **Listening:** Listening vocabulary is the words we can understand through hearing them said aloud. Similar to the speaking vocabulary, we use these words to listen to what others are communicating to us and what they might be instructing us to do.
3. **Reading:** Reading vocabulary is how many words we can understand when reading. Reading is also the main way to build and grow vocabulary - as you read, you encounter new words you may not have seen or heard before.
4. **Writing:** Writing vocabulary is determined by the words we can spell and use correctly in context. People's writing vocabulary is typically smaller than their speaking or listening vocabulary, which is why it's essential to work on it and keep learning new words.




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REPORT

Name of the program : “Communication Skills”
Date : 09-10-2020
Resource person details : Mrs. Safia Sultana, Department of English, VDC
Number of students participated: 30.

Mode of Session: Online.

Vaagdevi College of Pharmacy organized a training program on “**ROLE OF COMMUNICATION SKILLS IN CARRER BUILDING**” for the students of B. Pharmacy. This program mainly focuses on improving the communication skills of the students and its importance in their future. Communication is a way of transmission of ideas and information with the purpose of better understanding of one another. This can be done verbally (through dialogue), in writing (through texts, blogs, and magazines), graphically (through figures, charts, and layouts). Communication skills are inevitably required to allow a free flow of information between oneself and others. The importance of communication skills for students and some of the benefits of good communication skills, are to assist in communicating with professors about topics that you are having difficulty understanding, to help in forming bonds with classmates. Communication skills allow one to put your point across and persuade others.



Mrs. Safia Sultana explaining the importance of Communication Skills in their career building



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REPORT

Name of the program : “Importance of Non-Verbal Communication in Professional Career”

Date : 22-06-2019

Resource person details: Dr. Y. Shravan Kumar, HOD of Pharmaceutics, Vaagdevi College of Pharmacy

Number of students participated: 36

Vaagdevi College of Pharmacy conducted a training program on “IMPORTANCE OF NON-VERBAL COMMUNICATION IN PROFESSIONAL CAREER” to the students of B. Pharmacy. Verbal communication helps the students to ace the job interview but nonverbal communication also plays a major role in further progressing of the future goals. Non-verbal communication includes body language and posture, facial expression, physical appearance, tone, eye contact and distance maintained. These small skills help the persons to improve trust, clarity and maintain better rapport in their respective fields. In case of students, this skill improves their level of self-confidence and to convey their thought and ideas in a better way and to achieve higher goals in their professional life.



Dr. Y. Shravan Kumar explaining the role of Non-Verbal communication in the Professional Career



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REPORT

Name of the program : “Importance of Virtual Communication”
Date : 9-07-2018
Resource person details : Mrs. Rama Devi, Department of Computers, VDC
Number of students participated: 36

Vaagdevi College of Pharmacy conducted a training program on “**IMPORTANCE OF VIRTUAL COMMUNICATION**” to the students. Virtual communication makes it easy to stay in touch and share information with outside vendors who are often thousands of miles away. Consistent communication increases student efficiency and productivity. The goal of online communication is the same as that of face-to-face communication: building links; share information. Another tip is to create a space where students can connect and communicate with each other such as a Facebook group or any other platform of the kind.



Mrs. Rama Devi explaining the students how to communicate with each other through virtual means



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REPORT

Name of the program : “Resume Building”

Date : 13-11-2017

Resource person details : Dr. M. Sugunakar Reddy, Dept. of MBA , VDC

Number of students participated: 36

Vaagdevi College of Pharmacy conducted a training program on “RESUME BUILDING” to the students. A resume is a document commonly used in the hiring process. It includes information about your background and qualifications and should communicate the most important, relevant information about you to employers in a clear, easy-to-read format. The goal is to quickly communicate why you are uniquely qualified for the position based on your skills and experiences. To create a resume that will get noticed by employers, you can follow a few simple steps and best practices. The main goal to keep in mind is to make your resume relevant and readable.

Resume should begin with your name and contact information including your email address and phone number. An objective statement quickly explains your career goals and is a good choice for those with limited professional experience such as recent college or high school graduates. A resume summary is a short statement that uses active language to describe your relevant work experience and skills. Enlist soft and hard skills and add professional history with knowledge.

An education section will be especially valuable if you have limited work experience (such as recent college or high school graduates).

The last and final step in creating successful resume depends on the formatting the resume.

This session mainly focused on the above key points to build a better resume by the students and is ended successful by gaining better knowledge by the students



Dr. M. Sugunakar Reddy discussing simple steps and best practices in writing Resume



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