



**ST. XAVIER'S COLLEGE, MAPUSA - GOA**

**Report of Activity conducted in the Academic Year**

**2024-25 Department of English**

Name of Activity	Value Added Course titled <b>Back to Basics: Enhancing English Language Skills for the Workplace.</b>
Date/Duration	23-09-2024 to 19-10-2024
Venue	St. Xavier's College, Mapusa
Name of organizing Department/ Cell	Department of English
Name/s of Faculty Coordinator	Ms. Alice D'Cruz and Ms. Eden Fernandes
Stratum of Event	College level
Name & details of Resource Person/s (If any)	Faculty of The Department of English, St. Xavier's College.

Report	<p>A Value Added course titled ‘Back to Basics: Enhancing English Language Skills for the Workplace’ was organised by the Department of English, St. Xavier’s College from 23<sup>rd</sup> September 2024 to 19<sup>th</sup> October 2024. The course was attended by 20 students of the SYBA Major 2 class. The faculty of the Department of English conducted engaging sessions towards meeting the course objectives namely enhancing English pronunciation and listening skills, improving grammar and editing skills, practising appropriate body language and etiquette in a work setting.</p> <p>Ms. Alice D’Cruz conducted a session on ‘Fine tuning English Pronunciation.’ This covered the Role of speech organs, phonetic script application, and correcting common pronunciation errors and helped students polish their speech and articulation.</p> <p>Ms. Sunita Mesquita conducted a session on ‘English Vocabulary’. Students were given firsthand experience with MCQ type competitive entrance exams for jobs, Worksheets were provided to assess vocabulary usage. "What's the Good Workplace Word?" was conducted to help the students understand workplace dynamics through work- related terminology.</p>
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	<p>In the session, ‘The Power of Grammar’ Dr. Prema Rocha took the learners through grammar refresher. Activity based exercises helped students to understand, identify and use the parts of speech in writing.</p> <p>For her session on ‘Report Writing’, Dr. Claudette Gomes discussed the intricacies of writing formal reports. She elaborated on the importance of compiling and arranging information in a structured manner required for a quality report.</p> <p>In a thought-provoking session, ‘Please Listen to What I’m not Saying’ Ms. Shirlene Fernandes introduced students to the power of listening. With the help of an emotional recall exercise, students were guided to grasp the unsaid message so important to foster a better workplace culture.</p> <p>In ‘Etiquette and Body Language at the Workplace’, Mr. Aaron-Paul Fernandes focused on the etiquette and body language practices essential in the workplace for fostering positive communication and building professional relationships.</p> <p>Ms. Eden Ann Fernandes established the basics of ‘Cover letters and CVs. This introduced students to the competitive world of applying for a job, discussed the key points of what a cover letter includes, the format and examples of cover letters.</p> <p>The sessions were designed to prepare students for real- world workplace communication and future careers. At the end of the course, students were able to develop their communication skills and vocabulary, along with gaining insight on how they should conduct themselves in a work environment. It helped strengthen the foundation of their language and interpersonal abilities and readied them to approach the subsequent phase of their life with a confident and positive mindset.</p>
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List of participants With signatures	<a href="https://xavierscollegegoa.ac.in/wp-content/uploads/2024/11/att-1.pdf">https://xavierscollegegoa.ac.in/wp-content/uploads/2024/11/att-1.pdf</a>
Certificate	<a href="https://xavierscollegegoa.ac.in/wp-content/uploads/2024/11/Eng-Certificate-1.pdf">https://xavierscollegegoa.ac.in/wp-content/uploads/2024/11/Eng-Certificate-1.pdf</a>