

LANGUAGE AND  
COMMUNICATION SKILLS  
2022- 2023



# ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852-200005)

Website: [www.acop.edu.in](http://www.acop.edu.in), Email: [office@acop.edu.in](mailto:office@acop.edu.in)



## PROPOSAL LETTER

Date-09/05/2023

To,

The Principal,

Aditya College of Pharmacy,

Surampalem.

**Subject-Permission for conducting program on topic- How to improve**

**Communication skills**

Respected sir,

I the co-ordinator of Academics committee of Aditya College of Pharmacy is writing this letter asking consent for conducting **Language and Communication training program** for Ist PharmD students on **13-05-2023**. Hereby requesting you to grant us permission to conduct the Language and Communication training program by utilizing the facilities.

Thanking you sir,

Yours faithfully

  
ACADEMIC CO-ORDINATOR



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Date: 11-05-2023

## CIRCULAR

This is to inform that our college is conducting a **program on the topic- How to improve communication Skills** for the **1<sup>st</sup> Pharm D students on 13-05-2023**. Hence the interested students are hereby invited to attend the seminar.

  
PRINCIPAL



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Date: 13-05-2023

## REPORT

Name of the Programme: How to improve Communication skills

Duration of Programme: 2 hour

Resource Person Details: Mrs. N. Vanitha

Vivekananda Institute of English and Human Science

Kakinada

Ph no- 8332961441

E.G.Dt

Aditya College of Pharmacy organized a program on Language and communication skill training program by the resource person Mrs. N. Vanitha on 13-05-2023 for the 1<sup>st</sup> Pharm D students. The speaker started the session explaining that communication is a skill that can be worked and improved with practice. Good communication can improve personal relationships, resolve conflict and help to work effortlessly with others to solve problems

He then focussed on certain examples of good communication skills like starting and ending communication comfortably, staying focussed on the conversation, active listening, using appropriate voice tone and volume, appropriate body language.

He also added some information about the important tips involved in communication like speaking with confidence, importance of eye contact, maintain good posture, using facial expression to show different emotions, and also importance of active listening. The speaker concluded the session by discussing about the advantage of practicing assertive communication. This was followed by an interactive session answering the queries of students. Around 33 students attend the soft skill development programme. Lastly our principal Prof. K. Ravishankar thanked him for sharing knowledge with students.

ACADEMIC COORDINATOR

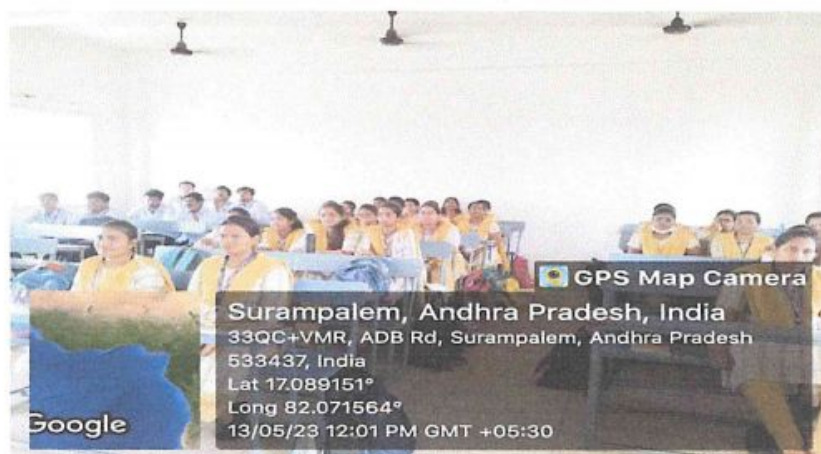
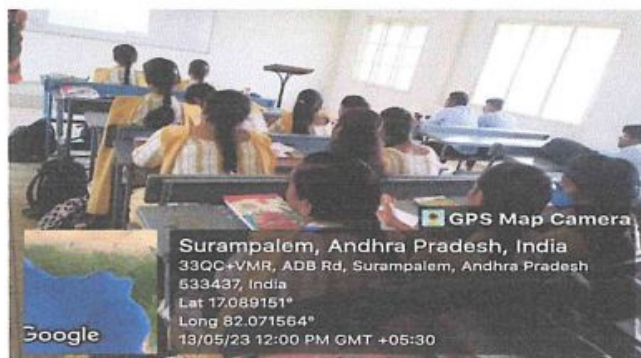


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*Handwritten signature*

PRINCIPAL  
Aditya College of Pharmacy  
SURAMPALEM 533 437

*Handwritten signature*

COORDINATOR





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## LIST OF PARTICIPANTS

Name of the Program: How to improve Communication Skills

Date: 13/05/23

Year: 2022-23

S.No	Name of the student	Roll no	Year & course	signature
1.	Abhinav Kumar	223H1T0001	I Pharm D	Abh
2.	Adapa Saira Bharu	223H1T0002	I Pharm D	Saira Bharu
3.	Alam Khan	223H1T0003	I Pharm D	Ala
4.	Arbud De	223H1T0004	I Pharm D	Arbud
5.	Arbab Giri	223H1T0005	I Pharm D	Giri
6.	BABY WOSSEN JUNIAS KOFFI	223H1T0006	I PHARM D	Koffi
7.	Boddada Vaishnavi	223H1T0007	1st pharm D	Vaishnavi
8.	B. Satya Savya Sree	223H1T0008	I Pharm D	Savya Sree
9.	Chaitanya Krishnan	223H1T0009	1st pharm D	Chaitanya
10.	Buyamayam Adeur Rahman	223H1T0010	1st Pharm D	B. A Rahman
11.	D. Sharmulchi	223H1T0011	1st pharm D	Sharmulchi
12.	Divyansh Chhetry	223H1T0012	1st Pharm	Divyansh
13.	D. Gayathri	223H1T0013	I pharm D	Gayathri
14.	K. Lakshya Gayathri	223H1T0014	I <sup>st</sup> Pharm D	Lakshya
15.	LOJISO NDIWENI	223H1T0015	1 <sup>st</sup> PHARM D	Lojiso
16.	M. Mahi Gangothri	223H1T0016	1st Pharm D	M. Mahi
17.	Suseela	223H1T0017	1st pharm	Suseela
18.	M. Nagendra	223H1T0018	1st pharm D	M. Nagendra
19.	MD. Jakia Rasheeda	223H1T0019	1st Pharm D	MD. Jakia
20.	M. Keerthana	223H1T0020	1st Pharm D	M. Keerthana
21.	M. Mnkantha	223H1T0021	1st Pharm D	Mnkantha
22.	M. Yashwanth	223H1T0022	1st pharm d	M. Yashwanth
23.	M. Karva	223H1T0023	1 <sup>st</sup> Pharm D	Karva

