KHARAGPUR COLLEGE
NOTICE

A certificate Course on **Skill development on different languages & Computer Knowledge** will be organised by the Kharagpur College Morning Shift from 23-05-2023 to 02-06-2023 Duration of certificate Course will be 30 hrs. All Students of the B. A General (Morning shift) and any student of Commerce Science of the college may join in the Course.

Members of the organizing Committee:

Co-coordinator- **Dr. Sukla Mandal Saha**,
            Associate prof. of Economies, Morning In-charge

Joint Co-coordinator **- Prof. Tirtharaj Biswas**,
                        SACT, Bengali

- **Prof. Indranil Mahapatra**, SACT, English

- **Sri Milan De**, SACT,History

- **Sri Swapan Kamilya**,SACT, Political Science

- **Smt.Banashree Routh**, SACT, Physical Education

- **Sri Witam PradhanSACT**, Physical Education

ATTESTED
Principal
Kharagpur College

Principal

Kharagpur College

Date: 13/05 /2023

Certificate course on
SKILL DEVELOPMENT ON DIFFERENT LANGUAGES AND COMPUTER KNOWLEDGE

Organized by Kharagpur College (Morning Shift)
Date of Commencement: 23.05.2023 Duration 30 Hours

Syllabus for language skill development :

Theory
1) Assigning to critical thinking.
2) Reading of text books .
3) The basics of writing skills.
4) Developing communication skills .
5) Developing the listening skills.
6) Computer learning.
7) Organising Excersise : remembering, understanding , analysing and creating.

Practical
MS WORD : Basics of MS Word, Typing the text, Alignment of text, Text Formatting and saving file, Working with Objects, Header & Footers
MS EXCE L: Introduction to Excel, Formatting excel workbook, perform calculations with functions, sort and filter, plotting 2D and 3D graphs
MS POWERPOINT : Setting up PowerPoint environment, creating slides and applying themes, working with bullets, and numbering, working with objects etc.
DATA COMMUNICATIONS: Basics of Email, Drop box etc.

Co-ordinator : Dr.Sukla Saha Mandal, & Prof. Tirtharaj Biswas

DATE	Speakers	TOPIC
23.05.2023	**Dr. Bidyut Samanta** Principal, Kharagpur College **Dr.Sukla Mandal Saha**	Keynote Speech Introductory Speech
24.05.2023	Dr.Pankaj Saha	Assigning to critical thinking.
25.05.2023	Dr. Jagmohan Achariya	Reading of text books .
26.05.2023	**Prof. Indranil Mahapatra**	Development of communication skills .
27.05.2023	Dr. Chandan Mandal, SACT	Sanskrit Grammar and Enhance writing skill in Sanskrit
29/05/2023	Dr. Somnath Mahato	Perticipation Hindi student for translator into Hindi to
30.05.2023	Dr Rajeev Kumar Rawat Senior Hindi Officer IIT Kharagpur	Developing communication skills in Hindi Language & Organizing Exercise : remembering, understanding , analysing and creating.
31.05.2023	**Prof. Tirtharaj Biswas, SACT**	Developing the concept of writing skills and enhancing writing skills.

1.06.2023	Prof. Malay De Sri Sagnik Das , Student	Writing skill in grammatical perspective Public speaking
2.06.2023 05/06/23 06/06/23 07/06/23		**Computer Practical Class.**

Dr. Sukla Mandal Saha
In - charge Morning shift
Kharagpur College

Examination Paper for
Certificate course on
SKILL DEVELOPMENT ON DIFFERENT LANGUAGES AND COMPUTER KNOWLEDGE

Total Marks – 10

Answer any Ten Questions.   Time : 30 Minuit's

Question no. 1. What is meant by critical thinking in language development skills?

a. Criticizing a classmate's language

b. Criticize someone who is guilty of using bad language for a situation

c. To make an overall assessment of a situation on the basis of available information and facts
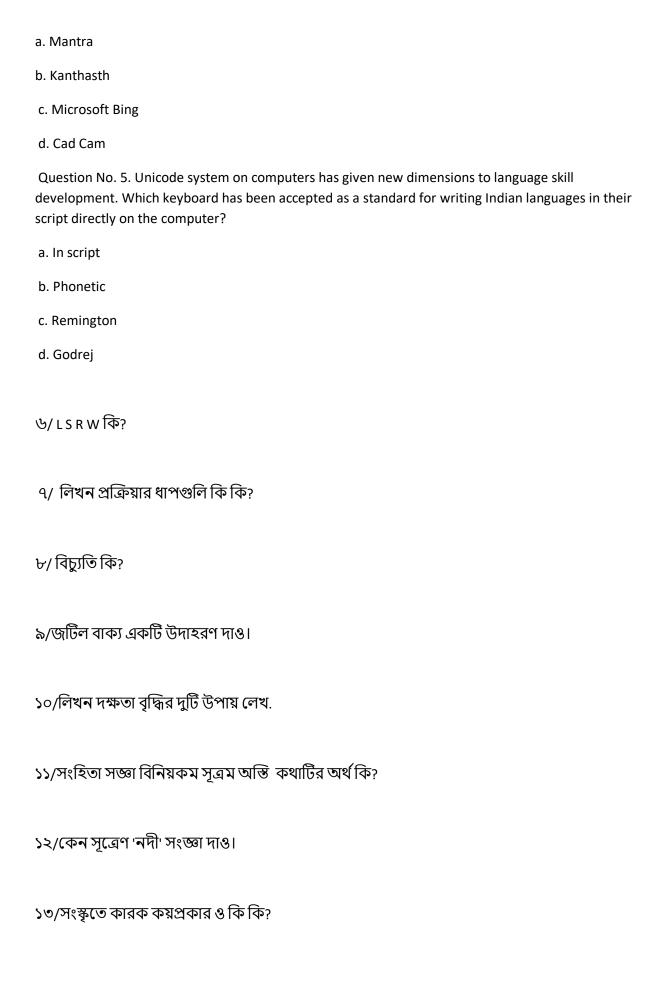
d. Criticizing oneself by blaming one's own language.

Question no. 2. Which of the following is not an essential part of language skill development?

a. Comprehension and expression

b. Learn by heart and repetition

c. Understanding and thinking

d. Reading language literature of reputed level

Question No. 3. There are four skills of language development including listening skills, recital skills, reading skills. Choose the fourth skill from the options given below.

a. Writing skills

b. Journalistic skills

c. Study skills

d. Thinking skills

Question No. 4. Translation is a helpful tool for language skill development and getting employment opportunities in the field of language. Latest information technology has developed many software programs in the field of inter-language translation. Which of the following is not related to translation software?

a. Mantra

b. Kanthasth

c. Microsoft Bing

d. Cad Cam

Question No. 5. Unicode system on computers has given new dimensions to language skill development. Which keyboard has been accepted as a standard for writing Indian languages in their script directly on the computer?

a. In script

b. Phonetic

c. Remington

d. Godrej

৬/ L S R W কি?

৭/ লিখন প্রক্রিয়ার ধাপগুলি কি কি?

৮/ বিচ্যুতি কি?

৯/জটিল বাক্য একটি উদাহরণ দাও।

১০/লিখন দক্ষতা বৃদ্ধির দুটি উপায় লেখ.

১১/সংহিতা সজ্ঞা বিনিয়কম সূত্রম অস্তি কথাটির অর্থ কি?

১২/কেন সূত্রেণ 'নদী' সংজ্ঞা দাও।

১৩/সংস্কৃতে কারক কয়প্রকার ও কি কি?

১৪/পিতরৌ ইত্যএক: সমাস : কথাটির অর্থ কি?

১৫/ ব্যাকরণগত বিচ্যুতি কি?