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E-Content

Class	Sem.	Subject	Sr. No.	Topic	Link
B.Com. I	I	AEC VEC GOEC	1	Meeting people, Exchanging Greeting and Taking leave	Watch
			2	Introducing people to others	Watch
			3	Introducing yourself	Watch
			4	Giving personal Information	Watch
			5	Letter Writing	Watch
			6	Job Application Writing	Watch
			7	Report Writing	Watch
			8	Answering the Telephone and Asking for someone	Watch
			9	Dealing with a wrong number	Watch
			10	Taking and Leaving Message	Watch
			11	Making Inquires on the Phone	Watch
	II	AEC VEC GOEC	12	Asking for Directions and Giving Directions	Watch
			13	Making Requests and Responding to an Apology	Watch
			14	Giving Instructions and Seeking Clarifications	Watch
			15	Getting people's attention and Interrupting	Watch
			16	Inviting and Accepting and Refusing an Invitation	Watch

			17	Congratulating and Responding to Congratulations	Watch
			18	E- mail writing	Watch
B.Com. II	III	English	19	Role Play	Watch
			20	Drafting an E-mail	Watch
			21	Applying for a Job	Watch
	IV	English	22	Group Discussion	Watch
			23	Creative Writing: Situational Dialogues	Watch
			24	Soft skills and employability skills	Watch
B.Com. III	V	English	25	Tips for effective communication	Watch
			26	Use of technology and recent concepts in business	Watch
			27	Interviews	Watch
	VI	English	28	Public speaking	Watch
			29	English for corporate field	Watch
			30	Major Barriers to Effective Communication.	Watch
B.A. I	I	AEC DSC GOEC	31	Introducing oneself and others.	Watch
			32	Effective communication techniques.	Watch
			33	Articles	Watch
			34	Clauses	Watch
			35	Complex and Compound Sentences	Watch
			36	Subject-Verb Agreement	Watch
			37	Advertisement- writing.	Watch
	II	AEC DSC GOEC	38	Product- Manual	Watch
			39	Poster/Brochure writing.	Watch
			40	Types of Sentences	Watch
			41	Situational Communication	Watch

B.A. II	III	English	42	Taking and leaving messages.	Watch
			43	Asking for Time and Date	Watch
			44	Answering the Telephone and asking for someone.	Watch
			45	Giving Personal Information	Watch
	IV	English	46	Describing daily routine	Watch
			47	Talking about Current Activities	Watch
			48	Notice	Watch
B.A. III	V	English	49	Agenda	Watch
			50	Minutes of the Meeting	Watch
			51	Leadership Skills	Watch
	VI	English	52	Teamwork Skills	Watch
			53	Time Management	Watch