

**Training– Improving Language Competency through Capacity Building in Writing
Skill 07th to 18th Dec 2020**

Date of Training	07 th – 18 th Dec, 2020	Time	4.00 pm – 6.00 p.m.
Minutes Prepared by	Om Prakash Prajapati & Er. Yagyesh N. Srivastava	Location	CAE, JNKVV, JABALPUR

Training Objective

To introduce learners to various strategies of formal written communication and
To enhance learners' confidence and ability to communicate effectively in writing in a variety of situations.

Improving Language Competency through Capacity Building in Writing Skill 07th to 18th Dec 2020, NAHEP-CAAST-CSDA Project.

1. Attendees

Coordinator - Dr. Deepak Rathi (Associate Professor – Agricultural Economics & Farm Management, CoA, Jabalpur)

Technical Coordinator - Er. Yagyesh Narayan Srivastava (Assistant Professor – Civil Engineering, CoAE, Jabalpur), Dr. Minakshi Meshram (SRF – Skill Development), Om Prakash Prajapati (SRF – Crop Production) & Sumit Kakade (SRF – Plant Protection)

Expert - Dr. Anupama Verma (Assistant Professor – English, CoA, Jabalpur), Dr. Manisha Dwivedi (Assistant Professor – English, CoA, Rewa), Dr. Archana Sharma (Assistant Professor – English, CoA, Pawarkheda), Dr. Gajanan Malviya (Assistant Professor – English, CoA, Ganjbasoda), Dr. Somanath Sarvade (Assistant Professor – English, CoA, Balaghat) & Dr. Umesh Varma (Assistant Professor – English, CoA, Jabalpur),

Technical Support - Krishna Singh (YP – II Computer), Rachit Nema (YP – II Computer) & Anjali Patel (YP – II Computer).

Students- Akshay Sharma, Anusri Rai, Anushka Srivastava, Sakshi Urmaliya, Niyanta Thakur, Suman Tiwari, Anchal Rana, Anupama Dubey, Adarsh Dangi, Kanchan Dubey, Aditya Mandloi, Garima Tripathi, Pratiksha Chouksey, Pankaj Patidar, Rahul Ahirwar, Neha Yadav, Nidhi Varma, Amar Majhi, Prayag Garg and Alex Khalko.

Category	Male	Female	Total
Unreserved (UR)	27	22	49
Other Backward Cast (OBC)	36	12	48
Scheduled Cast (SC)	15	07	22
Scheduled Tribe (ST)	19	11	30
Total Participants	97	52	149

2. Agenda & Notes, Decision issue

Date	Speaker	Topic
07 th Dec 2020 (Day 1)	Dr. Anupama Verma	Using correct punctuation and capitalization, and commonly used abbreviations and symbols for effective writing.
	Dr. Gajanan Malviya	Introduction to connectors in English.
	Dr. Somanath Sarvade	Summary writing.

	Dr. Manisha Dwivedi	Importance of sentences in improving writing skill.
	Dr. Umesh Varma	Paragraph writing.
08 th Dec 2020 (Day 2)	Dr. Anupama Verma	Writing effective formal letter and resume.
	Dr. Gajanan Malviya	Connectors – time, contrast and sequence And, moreover, also, in addition to, further more etc.
	Dr. Somanath Sarvade	Words often confused: Homonyms, Homophones, Homographs (three “H”)
	Dr. Manisha Dwivedi	Framing of easy sentences.
	Dr. Umesh Varma	Paragraph writing methods +
09 th Dec 2020 (Day 3)	Dr. Anupama Verma	Picture description in writing.
	Dr. Gajanan Malviya	Connectors – opinion, order of importance, result etc.
	Dr. Somanath Sarvade	Words often confused and Summary writing.
	Dr. Manisha Dwivedi	Common error in framing sentences.
	Dr. Umesh Varma	Translation, use of “let , get, too... to and so”
10 th Dec 2020 (Day 4)	Dr. Anupama Verma	Common errors in sentences.
	Dr. Gajanan Malviya	Replacement of connectors.
	Dr. Somanath Sarvade	Letter writing: formal and informal letter.
	Dr. Manisha Dwivedi	Division of words in framing sentence with exercises.
	Dr. Umesh Varma	Daily conversation words of sentences, Vocabulary.
11 th Dec 2020 (Day 5)	Dr. Anupama Verma	Hindi to English translation.
	Dr. Gajanan Malviya	Sentence connectors- cause/effect-since/for/so that/because/as etc.
	Dr. Somanath Sarvade	Job application writing.
	Dr. Manisha Dwivedi	Order of words while framing sentences with examples.
	Dr. Umesh Varma	Similes & comparisons.
12 th Dec 2020 (Day 6)	Dr. Anupama Verma	Sentence construction and paragraph writing.
	Dr. Gajanan Malviya	Common Errors with the help of general Topics.
13 th Dec 2020 (Day 7)	Dr. Anupama Verma	Words and phrases that one uses regularly in one’s speech and writing.
14 th Dec 2020 (Day 8)	Dr. Anupama Verma	Tense Exercises.
	Dr. Gajanan Malviya	How to use the simple present tense in day to day life.

	Dr. Manisha Dwivedi	Types of sentences with exercise.
	Dr. Umesh Varma	Similes & comparisons idioms proverbs.
15 th Dec 2020 (Day 9)	Dr. Anupama Verma	Writing task on various topics.
	Dr. Gajanan Malviya	Students were motivated to frame simple sentences and ask questions to other students.
	Dr. Somanath Sarvade	Precis writing.
	Dr. Manisha Dwivedi	Correct the sentences with exercise.
	Dr. Umesh Varma	Debates and daily conversation sentences use of “the”
16 th Dec 2020 (Day 10)	Dr. Anupama Verma	Writing effective formal letter and resume.
	Dr. Gajanan Malviya	Students took part in activity based on finding a connector in a sentence.
	Dr. Archana Sharma	Writing in general and how to write effectively for different purposes.
	Dr. Manisha Dwivedi	Common error while writing letters.
	Dr. Umesh Varma	Manias & phobias conditions & ailments of body.
17 th Dec 2020 (Day 11)	Dr. Anupama Verma	Common errors in sentences.
	Dr. Gajanan Malviya	General discussion.
	Dr. Archana Sharma	Practice of writing on selected topics and vocabulary drill.
	Dr. Manisha Dwivedi	Customary form letter used in colleges.
	Dr. Umesh Varma	Complex & compound sentences.
18 th Dec 2020 (Day 12)	Dr. Anupama Verma	Hindi to English translation.
	Dr. Gajanan Malviya	General discussion.
	Dr. Archana Sharma	Precis writing and how to write good précis. Practice to make a précis of the given passage.
	Dr. Manisha Dwivedi	Commonly used letter with examples.
	Dr. Umesh Varma	Complex & compound sentences story telling.
3. Course Summary Day – 1	<p>Dr. Anupama Verma, Basics of using correct punctuation and capitalization, and commonly used abbreviations and symbols for effective writing were described with exercises.</p> <p>Dr. Gajanan Malviya, Introduction to connectors in English, brief description of different types of word and sentence connectors in English language.</p>	

<p>Day – 2</p>	<p>Students also took part in sharing their experiences and stories of the Lockdown period.</p> <p>Dr. Somanath Sarvade, Gave presentation on how to write summary? Skills of summary writing taught to the participants. Some paragraphs provided to the participants for conducting exercises on summary writing.</p> <p>Dr. Manisha Dwivedi, Role of framing sentences in improving writing skill of the students.</p> <p>Dr. Umesh Varma, Paragraph writing Principal of Paragraph writing</p> <p>Dr. Anupama Verma, Type and formats of formal letter and resume writing were described to communicate ideas clearly and professionally.</p> <p>Dr. Gajanan Malviya, Connectors – time, contrast and sequence And, moreover, also, in addition to, further more etc. were discussed and students practiced these in their own sentences. Discussion of Pandemic conditions and sentence framing with the help of connectors.</p> <p>Dr. Somanath Sarvade, Presentation on words often confused: Homonyms, Homophones, Homographs (three “H”) was given to the participants. Participants involved in framing sentences for these often confused sentences.</p> <p>Dr. Manisha Dwivedi, List of easy sentences English which are commonly used.</p> <p>Dr. Umesh Varma, Methods of paragraph writing like “cause and effect” practice of writing and speaking this method by the students in paragraphs words of daily uses.</p>
<p>Day – 3</p>	<p>Dr. Anupama Verma, Pictures were used to develop descriptive writing skill.</p> <p>Dr. Gajanan Malviya, Connectors – opinion, order of importance, result etc. were discussed through ppt and practice exercises were given to the students. Students also took part in discussion based on topics of general interest and daily life.</p> <p>Dr. Somanath Sarvade, Presentation on words often confused was given to the participants. Participants involved in framing sentences for these often confused sentences. Paragraphs provided to the students and ask them to write summary.</p> <p>Dr. Manisha Dwivedi, Some common mistake which student usually commit while framing sentences in English.</p> <p>Dr. Umesh Varma, Paragraph writing methods way to ask “how are You” Translation, use of “let , get, too... to and so”</p>
<p>Day – 4</p>	<p>Dr. Anupama Verma, Common errors related to Modifiers/Pronoun / preposition in sentences were discussed with exercises to improve the quality of writing</p>

<p>Day – 5</p>	<p>Dr. Gajanan Malviya, Replacement of connectors- through exercises students were asked to replace a connector with another one without changing the meaning of the sentence.</p> <p>Dr. Somanath Sarvade, Presentation on letter writing: formal and informal was given on day 4. Participants taught about types of letter and the skills of letter writing.</p> <p>Dr. Manisha Dwivedi, Some exercises where the words division is explained in sentence framing.</p> <p>Dr. Umesh Varma, Daily conversation words of sentences, Science glossary.</p> <p>Dr. Anupama Verma, Translation exercises are beneficial for learning a second language, the learners were instructed to keep grammatical rules of L2 in mind.</p> <p>Dr. Gajanan Malviya, Sentence connectors- cause/effect since/for/so that/because/as etc. subject verb agreement, present indefinite tense/ basic sentence structure etc. were discussed. Students took part in discussion based on topics related to real life situation- like in the college, classroom, in the library, market etc.</p> <p>Dr. Somanath Sarvade, Job application writing skills were presented to the participants on 5th day of the program. They taught about how to write cover letter, main application, curriculum vitae, and document proofs etc.</p> <p>Dr. Manisha Dwivedi, Examples where order of words are included in framing sentences.</p> <p>Dr. Umesh Varma, Similes & comparisons.</p>
<p>Day – 6</p>	<p>Dr. Anupama Verma, Directions and exercises were given on how to write a well-structured paragraph</p> <p>Dr. Gajanan Malviya, Common Errors with the help of general Topics. The recent pandemic was a topic of discussion. Many students shared their experiences and the hardships they faced during the pandemic.</p> <p>Dr. Manisha Dwivedi, Exercises explaining the types of sentences.</p> <p>Dr. Umesh Varma, Similes & comparisons idioms proverbs</p>
<p>Day – 7</p>	<p>Dr. Anupama Verma, Phrases meanings and the effect of word choice were explained to Identify commonly used words and sentences.</p>
<p>Day – 8</p>	<p>Dr. Anupama Verma, Tenses were explained and exercises were done to make a piece of writing effective</p> <p>Dr. Gajanan Malviya, How to use the simple present tense in day to day life. Use of present indefinite in place of future indefinite tense. The topic was</p>

	<p>discussed with the help of various examples through ppt.</p>
<p>Day – 9</p>	<p>Dr. Gajanan Malviya, Students were motivated to frame simple sentences and ask questions to other students. They were encouraged to use the different connectors and conjunctions while framing sentences.</p> <p>Dr. Somanath Sarvade, Presentation on precis writing was organized on day 9. Techniques of precis writing were taught to the participants. Exercises were given to the participants for writing precis.</p> <p>Dr. Manisha Dwivedi, Correct the following sentences with exercise.</p> <p>Dr. Umesh Varma, Debates and daily conversation sentences use of “the”</p>
<p>Day – 10</p>	<p>Dr. Anupama Verma, To organize idea and improve sentence construction variety of topics are given for writing exercises</p> <p>Dr. Gajanan Malviya, Students took part in activity based on finding a connector in a sentence and frame another sentence using the same connectors.</p> <p>Dr. Archana Sharma, What is writing was discussed. How to develop a good piece of writing was elaborated. The choice of words, The arrangement of words to achieve the desired tone and effect in writing.</p> <p>Dr. Manisha Dwivedi, Common error while writing letters.</p> <p>Dr. Umesh Varma, Manias & phobias conditions & ailments of body</p>
<p>Day – 11</p>	<p>Dr. Gajanan Malviya, General discussion and usage of some connectors that students find difficult.</p> <p>Dr. Archana Sharma, The participants were given some assignment for practice on writing. They were also given some drills to enrich their vocabulary.</p> <p>Dr. Manisha Dwivedi, Some commonly used formal letter in the college with examples.</p> <p>Dr. Umesh Varma, Complex & compound sentences</p>
<p>Day – 12</p>	<p>Dr. Anupama Verma, Type and formats of formal letter and resume writing were described to communicate ideas clearly and professionally.</p> <p>Dr. Gajanan Malviya, General discussion. The student was encouraged to frame 10 sentences based on COVID- 19. The mistakes of the students were discussed and rectified.</p> <p>Dr. Archana Sharma, Precis writing was discussed and some exercises were given to make précis of them.</p> <p>Dr. Manisha Dwivedi, Regularly used format of letters with examples.</p> <p>Dr. Umesh Varma, Complex & compound sentences story telling</p>

<p>4. Sum – up Discussion with participants</p>	<p>Dr. Anupama Verma, This module helped learners to develop skills to communicate effectively in writing for general and academic purposes.</p> <p>Dr. Somanath Sarvade, In this duration of the writing skills module, summary writing, letter writing, job application writing, precis writing and words often confused were taught to the participants for improving their writing skills. Response of the participant student was very appreciable. They involved all the conversations covered in these lectures.</p> <p>Dr. Manisha Dwivedi, This module – II writing skill has encouraged the students in enhancing their writing skill and also in overcoming the common error / mistakes made by the students.</p> <p>Overall it was totally enjoyed and learned a lot in a comfortable environment. In this competition all participating students will be issued e-certificates.</p>
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Writing skill									
Gender	Number of Participation					Percentage of participation of Category			
	UR	SC	ST	OBC	Total	UR	SC	ST	OBC
Male	27	15	19	36	97	28	15	20	37
Female	22	7	11	12	52	42	13	21	23
	49	22	30	48	149	33	15	20	32

Test I & II: Improvement in Performance of participants appeared in both test before & after capacity building in writing skill.

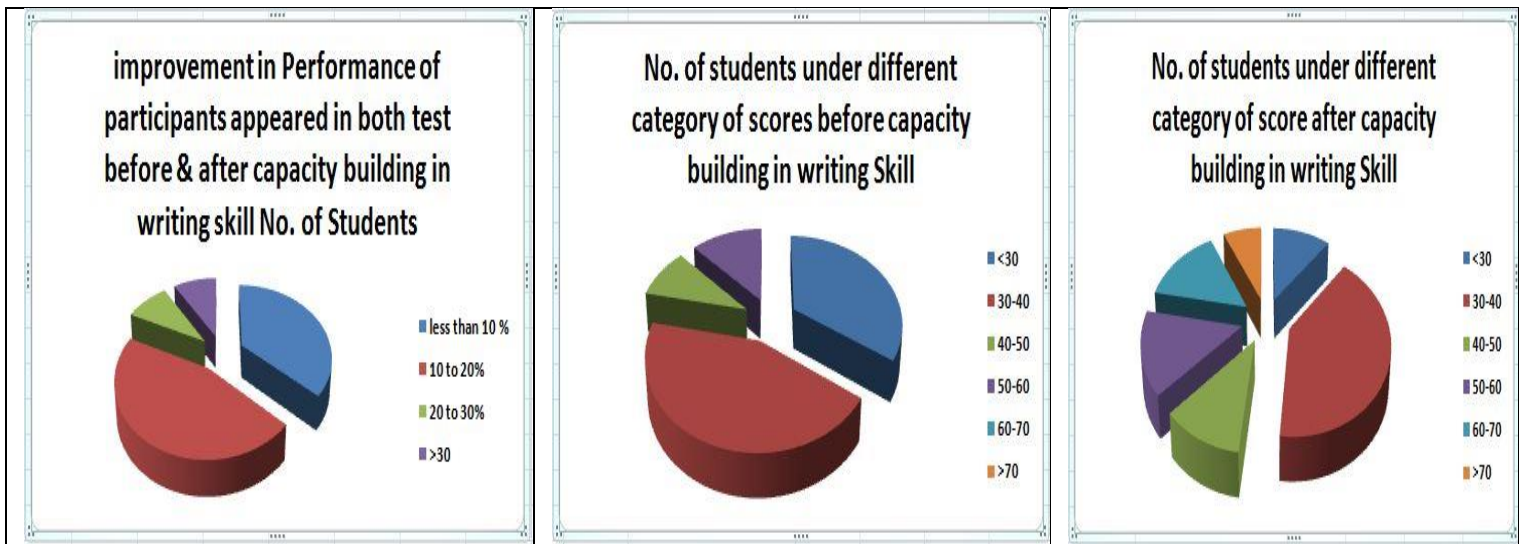
- I. The numbers of common participants in the examination of both tests are 16, with 32 participants in the first test and 27 participants in the second test.
- II. 16 participants appeared in both tests in which 12 participants improved.
- III. 4 out of 16 participants improved less than 10%.
- IV. 5 out of 16 participants improved between 10 to 20%.
- V. 1 out of 16 participants improved between 21 to 30%.
- VI. 1 out of 16 participants improved more than 30%.

Test I: Number of students under different category of scores before capacity building in writing Skill.

- I. 28 out of 32 participants have below less than 50%.
- II. 4 out of 32 participants have above More than 50%.
- III. 11 out of 32 participants have below less than 30%.
- IV. 14 out of 32 participants are between 30 to 40%.
- V. 3 out of 32 participants are between 40 to 50%.
- VI. 4 out of 32 participants are between 50 to 60%.

Test II: Number of students under different category of score after capacity building in writing Skill.

- I. 17 out of 27 participants have below less than 50%.
- II. 10 out of 27 participants have above More than 50%.
- III. 3 out of 27 participants have below less than 30%.
- IV. 11 out of 27 participants are between 30 to 40%.
- V. 3 out of 27 participants are between 40 to 50%.
- VI. 4 out of 27 participants are between 50 to 60%.
- VII. 4 out of 27 participants are between 61 to 70%.
- VIII. 2 out of 27 participants have more than 71%.

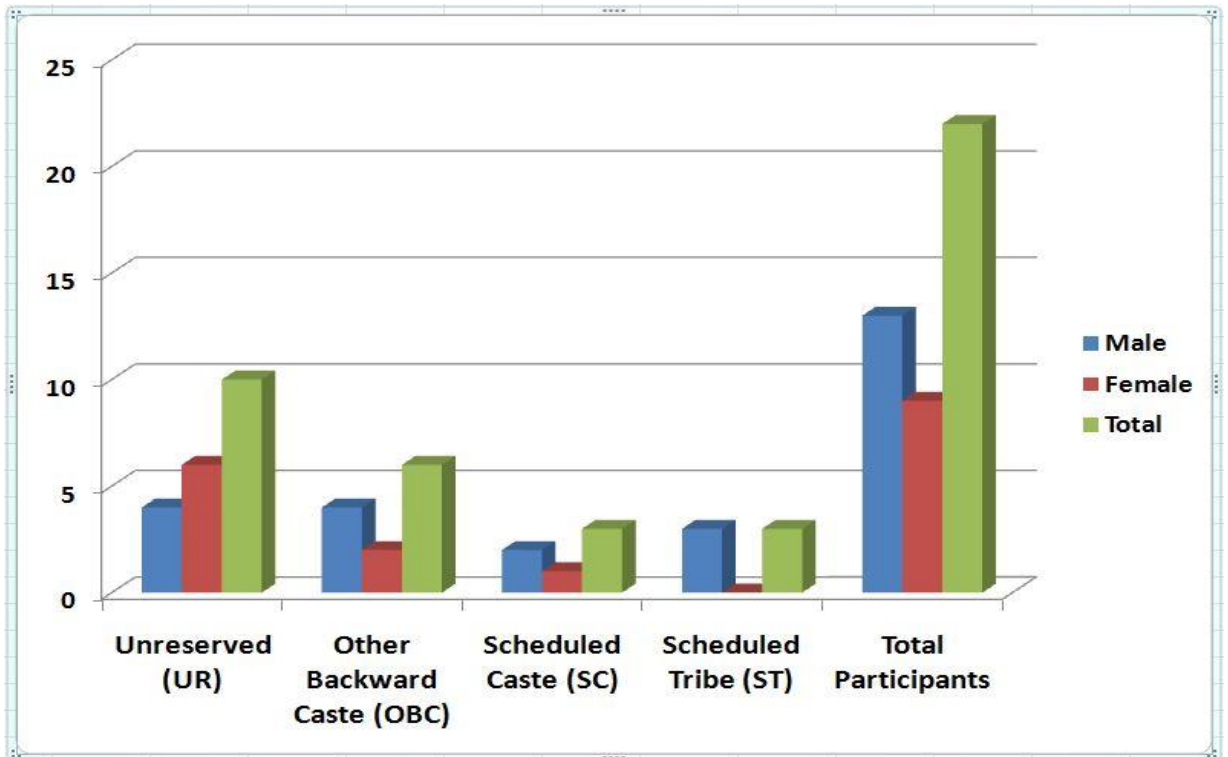


Category wise participants in

Test – I

Category	Male	Female	Total
Unreserved (UR)	4	6	10
Other Backward Caste (OBC)	4	2	6
Scheduled Caste (SC)	2	1	3
Scheduled Tribe (ST)	3	0	3
Total Participants	13	9	22

❖ 10 out of 32 participants have participated in the exam without registration.

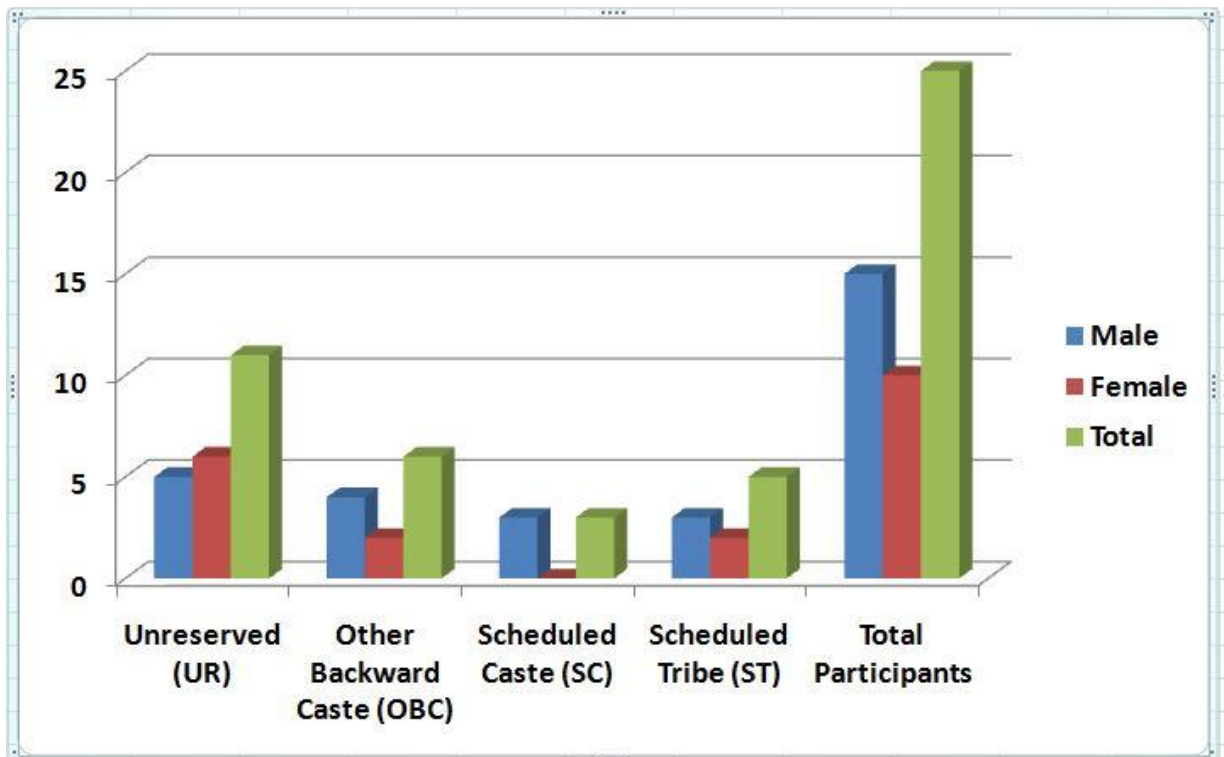


Category wise participants in

Test – II

Category	Male	Female	Total
Unreserved (UR)	5	6	11
Other Backward Caste (OBC)	4	2	6
Scheduled Caste (SC)	3	0	3
Scheduled Tribe (ST)	3	2	5
Total Participants	15	10	25

❖ 2 out of 27 participants have participated in the exam without registration.



Number of students under different category of scores before capacity building in writing Skill.

Test Evaluation – I

S. No.	Name	Start Date time	End Date time	Time	Percent	Points Earned	Points Possible
1	190603080	2020-12-29 18:35:11+05:30	2020-12-29 18:39:16+05:30	0:04:02	33	5	15
2	Aanchal Rana	2020-12-29 18:30:42+05:30	2020-12-29 18:35:51+05:30	0:05:01	13	2	15
3	Akshay Sharma	2020-12-29 18:30:21+05:30	2020-12-29 18:38:23+05:30	0:07:59	40	6	15
4	Alex Khalkho	2020-12-29 18:30:11+05:30	2020-12-29 18:36:21+05:30	0:06:08	53	8	15
5	Ankit Kumar	2020-12-29 18:30:49+05:30	2020-12-29 18:40:19+05:30	0:09:28	33	5	15
6	Anup Dhakariya	2020-12-29 18:31:59+05:30	2020-12-29 18:34:26+05:30	0:02:24	40	6	15
7	Anushka Shrivastava	2020-12-29 18:36:30+05:30	2020-12-29 18:38:27+05:30	0:01:56	40	6	15
8	anushri Rai	2020-12-29 18:30:48+05:30	2020-12-29 18:33:39+05:30	0:02:49	53	8	15
9	Ashish Jain	2020-12-29 18:30:22+05:30	2020-12-29 18:36:41+05:30	0:06:19	27	4	15
10	Ayushi Gupta	2020-12-29 18:30:46+05:30	2020-12-29 18:34:42+05:30	0:03:54	40	6	15
11	Deepak Rana	2020-12-29 18:31:53+05:30	2020-12-29 18:35:39+05:30	0:03:43	47	7	15
12	ganesh	2020-12-29 18:32:07+05:30	2020-12-29 18:39:06+05:30	0:06:41	27	4	15
13	Gangishetti Ranjithkumar	2020-12-29 18:37:36+05:30	2020-12-29 18:39:51+05:30	0:02:11	27	4	15

14	Kaushiki Tiwari	2020-12-29 18:30:25+05:30	2020-12-29 18:33:36+05:30	0:03:10	53	8	15
15	Malempati Subhash Sri Sanjay	2020-12-29 18:32:03+05:30	2020-12-29 18:36:36+05:30	0:04:30	40	6	15
16	Minakshi Meshram	2020-12-29 18:39:30+05:30	2020-12-29 18:46:38+05:30	0:07:06	27	4	15
17	MOHD TABISH	2020-12-29 18:37:47+05:30	2020-12-29 18:46:13+05:30	0:08:24	40	6	15
18	Nayancy pandey	2020-12-29 18:32:07+05:30	2020-12-29 18:37:48+05:30	0:05:41	33	5	15
19	Niyanta Thakur	2020-12-29 18:30:39+05:30	2020-12-29 18:40:40+05:30	0:09:59	33	5	15
20	Om Prakash Prajapati	2020-12-29 18:30:29+05:30	2020-12-29 18:40:31+05:30	0:09:40	27	4	15
21	Priyanka shriwas	2020-12-29 18:30:27+05:30	2020-12-29 18:36:37+05:30	0:06:08	27	4	15
22	Rah	2020-12-29 18:35:13+05:30	2020-12-29 18:37:04+05:30	0:01:49	47	7	15
23	Rajmohan Panthi	2020-12-29 18:31:59+05:30	2020-12-29 18:37:13+05:30	0:05:12	7	1	15
24	Rakhi pandey	2020-12-29 18:31:33+05:30	2020-12-29 18:36:18+05:30	0:04:43	27	4	15
25	ritik mishra	2020-12-29 18:30:24+05:30	2020-12-29 18:39:10+05:30	0:08:44	40	6	15
26	sakshi urmaliya	2020-12-29 18:30:26+05:30	2020-12-29 18:39:24+05:30	0:08:58	33	5	15
27	sanesh pal	2020-12-29 18:30:15+05:30	2020-12-29 18:40:12+05:30	0:09:54	27	4	15
28	Sejal Mishra	2020-12-29 18:30:36+05:30	2020-12-29 18:38:49+05:30	0:08:11	40	6	15

29	shobharam Thakur	2020-12-29 18:30:20+05:30	2020-12-29 18:36:03+05:30	0:05:40	47	7	15
30	Shubhambada pandey	2020-12-29 18:30:57+05:30	2020-12-29 18:35:42+05:30	0:04:43	20	3	15
31	Vanshika Panjwani	2020-12-29 18:30:21+05:30	2020-12-29 18:36:41+05:30	0:06:17	60	9	15
32	vikky	2020-12-29 18:35:27+05:30	2020-12-29 18:40:38+05:30	0:05:00	40	6	15

Number of students under different category of score after capacity building in writing Skill.

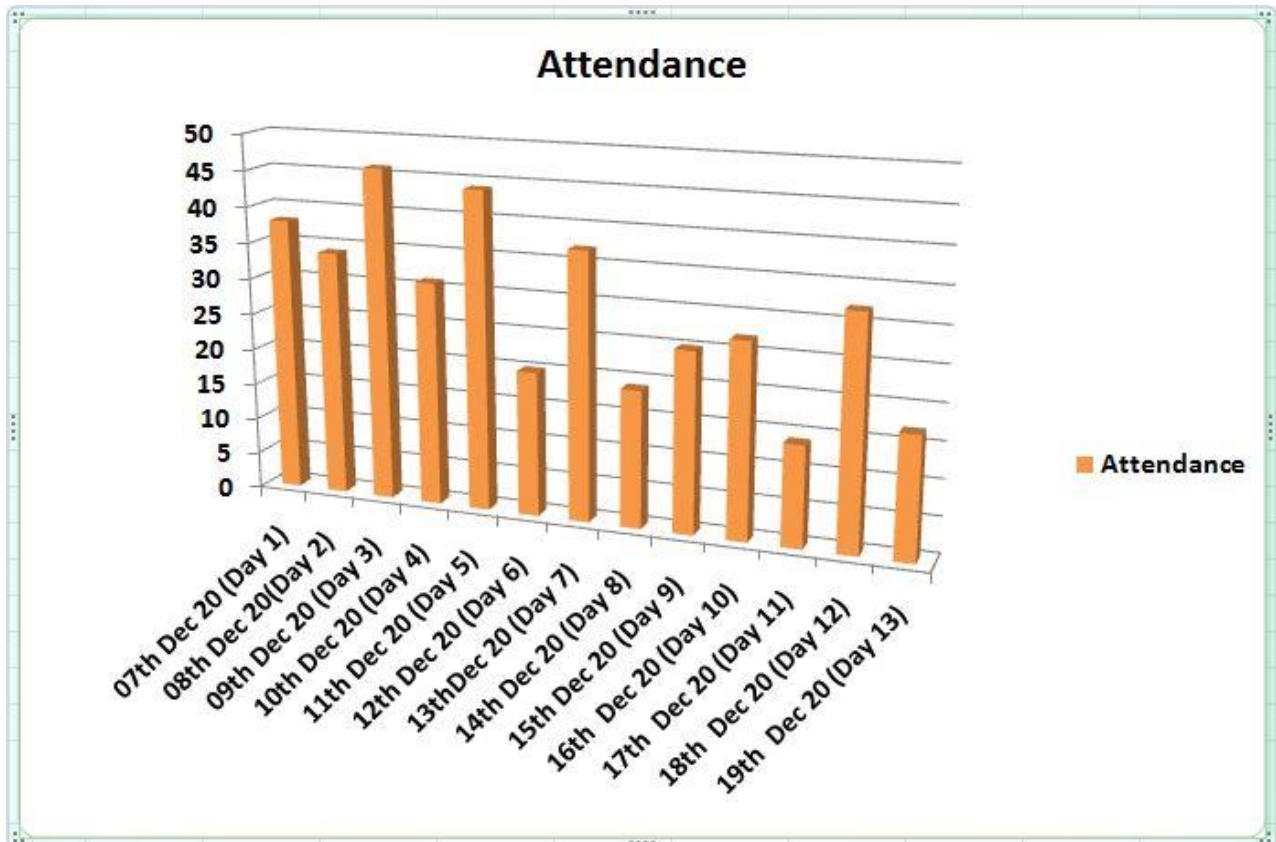
Test Evaluation – II

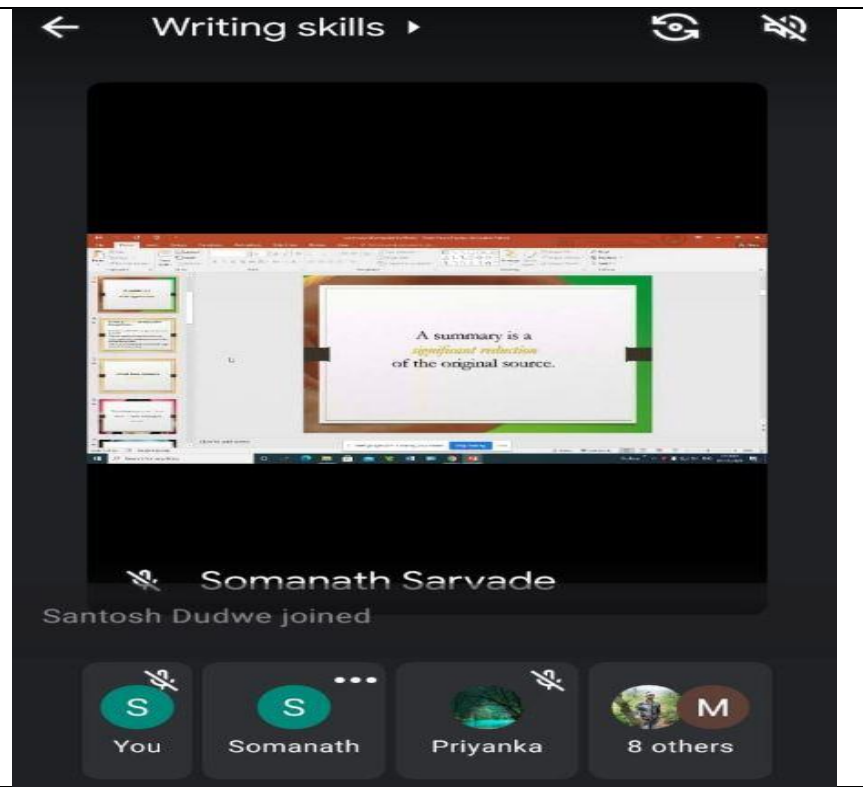
S. No.	Name	Start Date time	End Date time	Time	Percent	Points Earned	Points Possible
1	Aadarsh Singh Dangi	2020-12-29 19:15:45+05:30	2020-12-29 19:20:32+05:30	0:04:44	47	7	15
2	Aanchal Rana	2020-12-29 19:15:41+05:30	2020-12-29 19:18:46+05:30	0:03:02	27	4	15
3	akarsh upadhyay	2020-12-29 19:15:28+05:30	2020-12-29 19:18:19+05:30	0:02:48	60	9	15
4	AKSHAY SHARMA	2020-12-29 19:18:30+05:30	2020-12-29 19:22:56+05:30	0:04:23	53	8	15
5	Alex Khalkho	2020-12-29 19:15:09+05:30	2020-12-29 19:21:41+05:30	0:06:30	80	12	15
6	amit kumar sharma	2020-12-29 19:15:25+05:30	2020-12-29 19:16:13+05:30	0:00:48	27	4	15
7	Ankit kumar	2020-12-29 19:16:24+05:30	2020-12-29 19:23:53+05:30	0:07:28	40	6	15
8	Anup Dhakariya	2020-12-29 19:15:15+05:30	2020-12-29 19:17:22+05:30	0:02:04	53	8	15
9	Ayushi Gupta	2020-12-29 19:16:34+05:30	2020-12-29 19:21:52+05:30	0:05:15	60	9	15
10	Deepak Rana	2020-12-29 19:16:56+05:30	2020-12-29 19:19:16+05:30	0:02:18	47	7	15
11	Deependra Rajoriya	2020-12-29 19:23:13+05:30	2020-12-29 19:32:08+05:30	0:08:53	33	5	15
12	KAUSHIKI TIWARI	2020-12-29 19:15:55+05:30	2020-12-29 19:18:08+05:30	0:02:11	67	10	15
13	Madhu Markam	2020-12-29 19:20:32+05:30	2020-12-29 19:26:38+05:30	0:06:00	67	10	15
14	MOHD TABISH	2020-12-29 19:15:28+05:30	2020-12-29 19:24:05+05:30	0:08:35	40	6	15
15	Neelendra singh Tomar	2020-12-29 19:16:54+05:30	2020-12-29 19:19:34+05:30	0:02:38	40	6	15
16	Neha Kushram	2020-12-29 19:15:19+05:30	2020-12-29 19:19:25+05:30	0:04:03	47	7	15
17	OM PRAKASH PRAJAPATI	2020-12-29 19:16:07+05:30	2020-12-29 19:26:09+05:30	0:10:00	40	6	15
18	Prasanna Kolar	2020-12-29 19:15:25+05:30	2020-12-29 19:22:49+05:30	0:07:22	67	10	15
19	Priyanka shriwas	2020-12-29 19:15:55+05:30	2020-12-29 19:20:11+05:30	0:04:14	33	5	15
20	Priyanka Singh	2020-12-29	2020-12-29	0:01:02	13	2	15

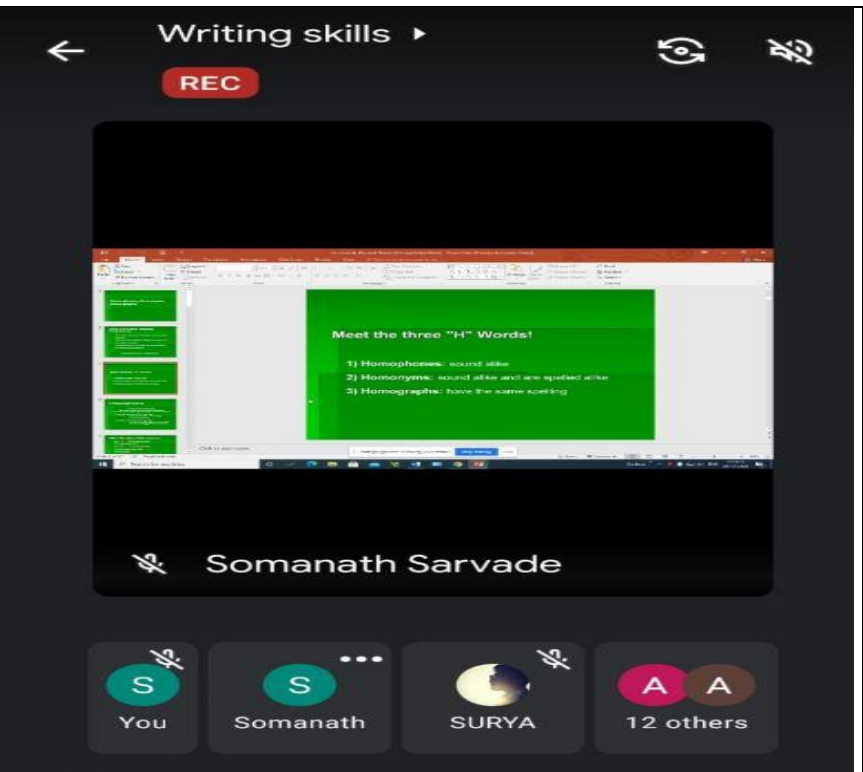
		19:20:45+05:30	19:21:48+05:30				
21	Rahul Kumar	2020-12-29 19:16:46+05:30	2020-12-29 19:22:11+05:30	0:05:25	40	6	15
22	sakshi urmaliya	2020-12-29 19:15:19+05:30	2020-12-29 19:25:02+05:30	0:09:43	40	6	15
23	sanesh pal	2020-12-29 19:16:28+05:30	2020-12-29 19:25:57+05:30	0:09:29	33	5	15
24	Sejal Mishra	2020-12-29 19:15:20+05:30	2020-12-29 19:22:44+05:30	0:07:23	73	11	15
25	shobharam Thakur	2020-12-29 19:15:14+05:30	2020-12-29 19:23:26+05:30	0:08:10	33	5	15
26	Suman tiwari	2020-12-29 19:16:47+05:30	2020-12-29 19:20:59+05:30	0:04:09	33	5	15
27	Vanshika Panjwani	2020-12-29 19:16:12+05:30	2020-12-29 19:22:33+05:30	0:06:19	67	10	15

Students attendance list of Improving Language Competency through Capacity Building in Writing Skill 2020-21.

No. of Days	Attendance
07th Dec 20 (Day 1)	38
08th Dec 20(Day 2)	34
09th Dec 20 (Day 3)	46
10th Dec 20 (Day 4)	31
11th Dec 20 (Day 5)	44
12th Dec 20 (Day 6)	20
13thDec 20 (Day 7)	37
14th Dec 20 (Day 8)	19
15th Dec 20 (Day 9)	25
16th Dec 20 (Day 10)	27
17th Dec 20 (Day 11)	14
18th Dec 20 (Day 12)	32
19th Dec 20 (Day 13)	17



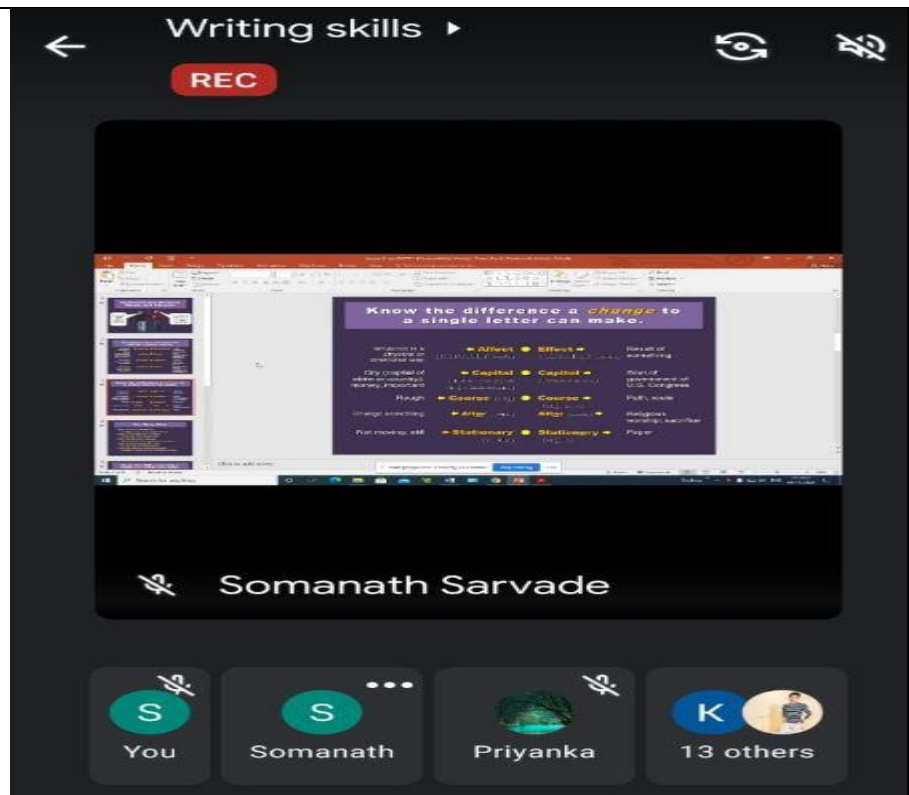
07 th Dec 2020 (Day 1)	
Dr. Somanath Sarvade	
<p>Dr. Somanath Sarvade, Gave presentation on how to write summary? Skills of summary writing taught to the participants. Some paragraphs provided to the participants for conducting exercises on summary writing.</p>	

08 th Dec 2020 (Day 2)	
Dr. Somanath Sarvade	
<p>Dr. Somanath Sarvade, Presentation on words often confused: Homonyms, Homophones, Homographs (three “H”) was given to the participants. Participants involved in framing sentences for these often confused sentences.</p>	

09th Dec 2020 (Day 3)

Dr. Somanath Sarvade

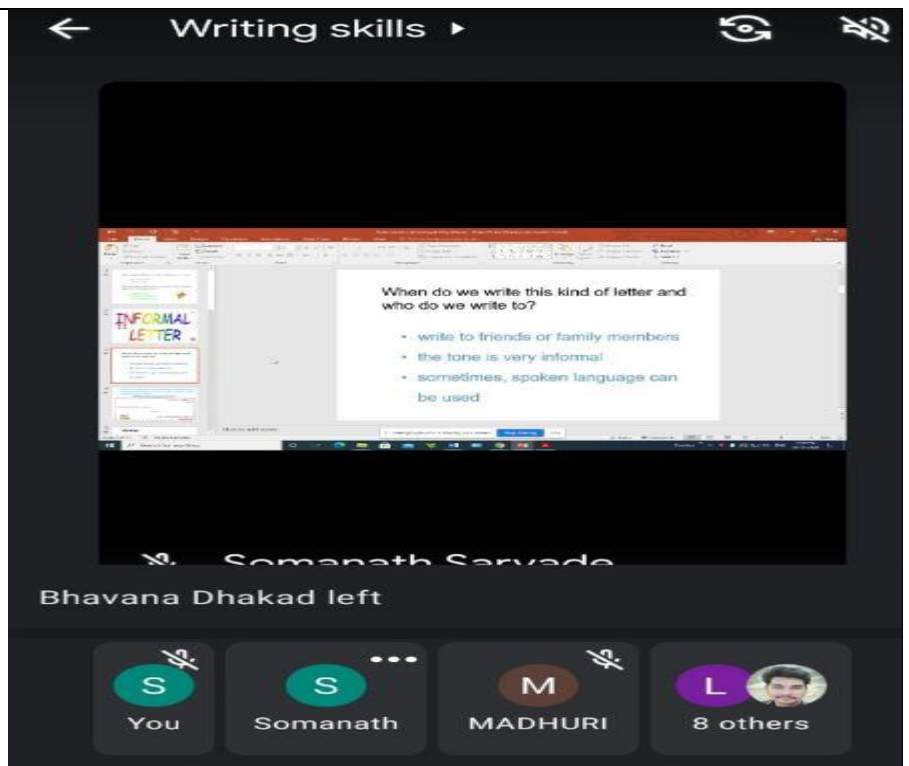
Dr. Somanath Sarvade, Presentation on words often confused was given to the participants. Participants involved in framing sentences for these often confused sentences. Paragraphs provided to the students and ask them to write summary.



10th Dec 2020 (Day 4)

Dr. Somanath Sarvade

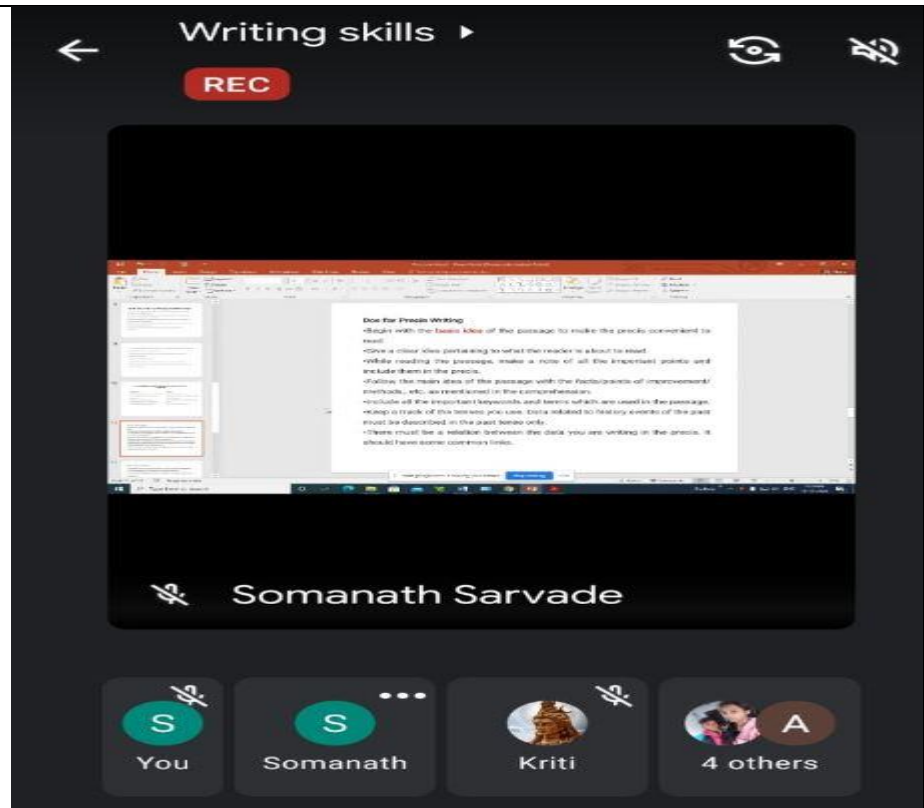
Dr. Somanath Sarvade, Presentation on letter writing: formal and informal was given on day 4. Participants taught about types of letter and the skills of letter writing.



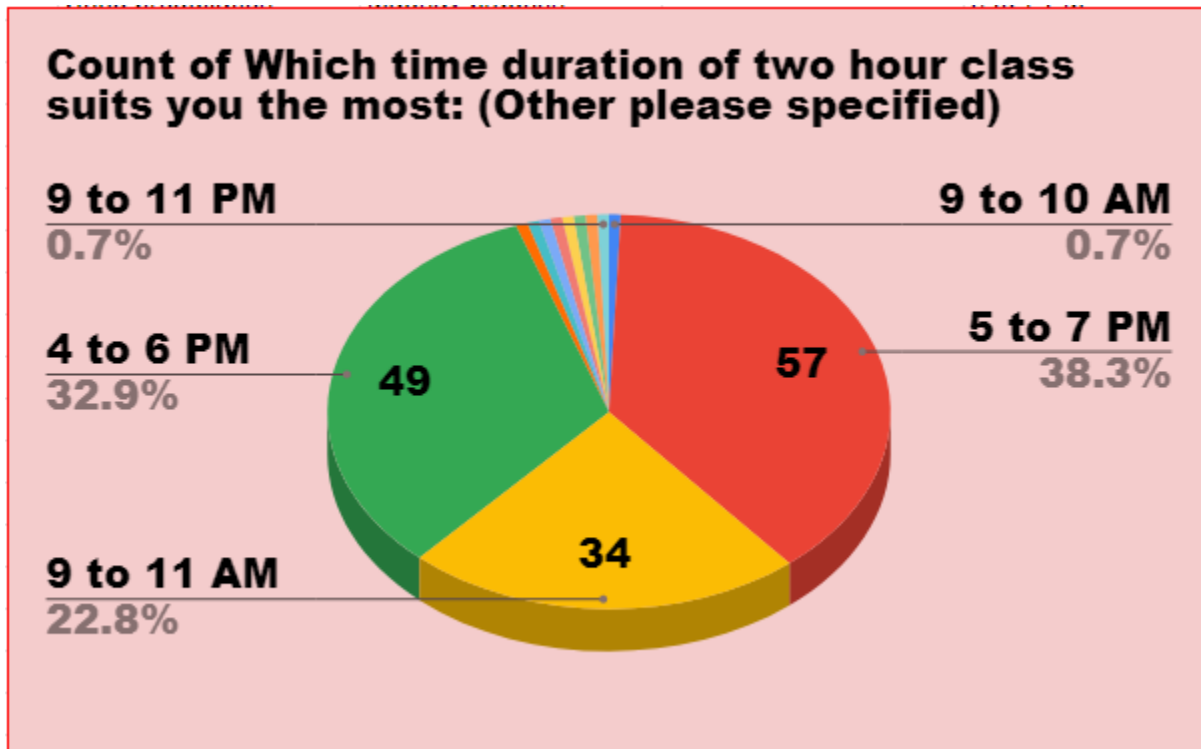
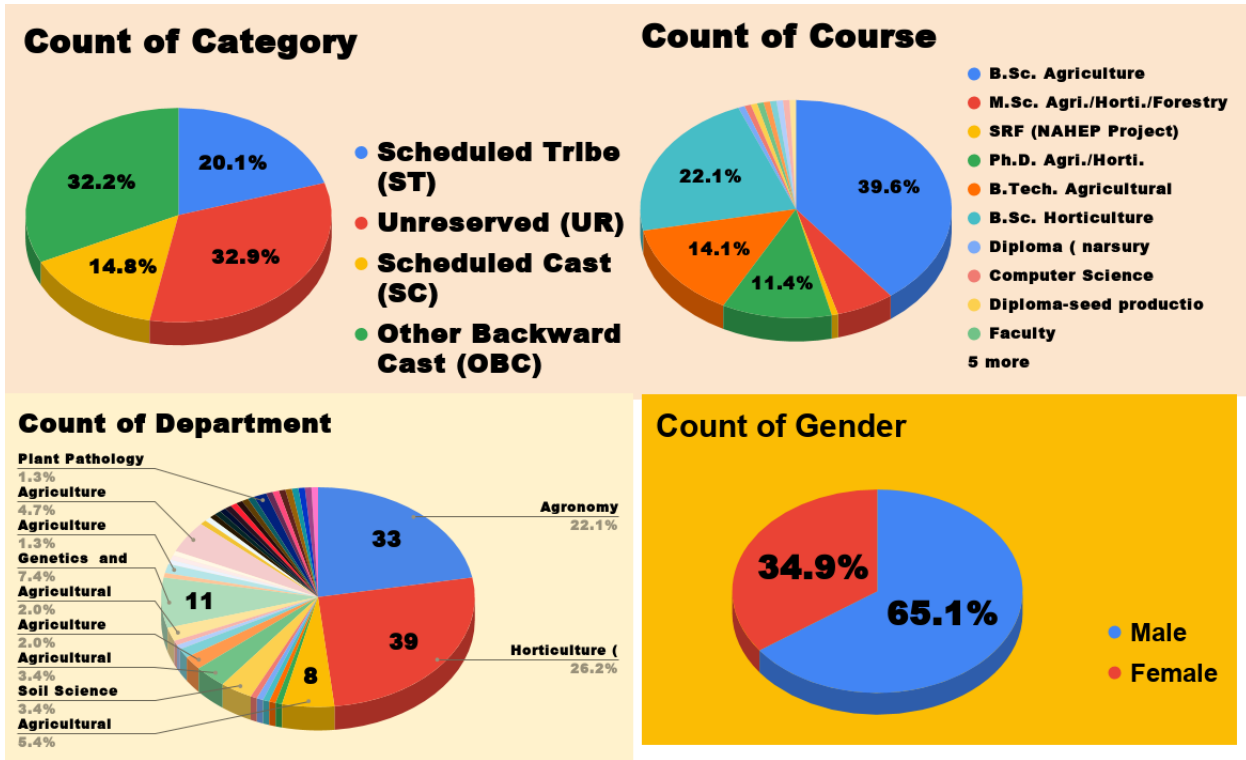
15th Dec 2020 (Day 9)

Dr. Somanath Sarvade

Dr. Somanath Sarvade, Presentation on precis writing was organized on day 9. Techniques of precis writing were taught to the participants. Exercises were given to the participants for writing precis.



General Statistics of Students participated on Improving Language Competency through Capacity Building in Writing Skill 2020-21.



Improving Language Competency through Capacity Building in Writing Skill:

Capacity building in writing skills was organized to introduce learners to various strategies of formal written communication and to enhance learner's confidence and ability to communicate effectively in writing in a variety of situations. The online communicative module on writing skill was organized from Dec 07th to 18th 2020. Total 149 candidates were registered for the program out of which 65.10 % were male and 34.9 % were female. The candidates belong to unreserved (32.88%), other backward caste (32.21%), schedule caste (14.76%) and schedule tribe (20.13%) categories.

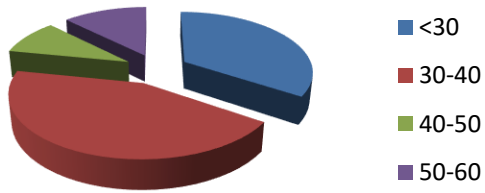
The five groups of registered candidates were made on WhatsApp to conduct the classes on Google meet platform. Each group contains on an average 30 participants to make the class more interactive and convenient. The groups of five were involved in delivering lectures and tutorials. The topics covered were, using correct punctuation, capitalization, commonly used abbreviations, symbols for effective writing, introduction to connectors, summary writing, paragraph writing, effective formal letters, resume, connectors, time contrast sequence and words often confused. Out of total registered candidates the attendance was found to be varied between 14 to 46 per day.

The tests were conducted to know the status and performance of writing skills of participating students. 32 participants appeared in pre-program test 1 and 27 in post-program test 2. In test 1 out of 32 participants 28 scored less than 50% marks while four scored between 50 to 60%. In second test 27 participants appeared out of which 17 scored less than 50% marks 10 scored more than 50% marks 4 scored 50 to 60%, 4 scored 61 to 70% and 2 scored more than 71% marks. The evaluation test has shown a betterment in participants. Individually the improvement was significant. 16 participants were common, and improved between 10 to 20% in marks. The module was helpful in improving writing skill of the participants.

Distribution of Participants

Gender	Number of Participants					% of participants in diff. category			
	UR	SC	ST	OBC	Total	UR	SC	ST	OBC
Male	27	15	19	36	97	27.8	15.5	19.6	37.1
Female	22	7	11	12	52	42.3	13.5	21.2	23.1
Total	49	22	30	48	149	32.9	14.8	20.1	32.2

Percentage marks scored by students before capacity building in writing Skill



Percentage marks scored by students after capacity building in writing Skill



Increase in percentage scored due to capacity building in writing skill

