

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076**

**Minutes of the meeting – BMM**

**Date: 17<sup>th</sup> September, 2019 Time: 1:15pm – 1:45pm**

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**Members Present:**

1. Neena Sharma
2. Sparsh
3. Sharanya Sanoj

**Agenda:**

- Story writing competition
- English Bridge Course

**Discussions:**

- English Bridge Course guidelines and syllabus plan to be prepared by all members.
- During the beginning of the second term, the first week to have consecutive contests to create interest in students regarding the Bridge course. Contests to be planned.
- Bridge course to begin. In second week of March
- The courses to be taught by Kalpana Rai Menon. Neena Sharma. Sharanya Sanoj, Sparsh Vyas



Kalpana Rai Menon  
HOD  
BMM Department

Bunts Sangha's

S.M. Shetty College of Science, Commerce and Management Studies, Powai.

**Student Enrichment Activity Approval Form 2019-20**

Department: Mass Media & Communication Skills

Program: English Bridge Course 2019-20

Objectives: To improve English usage skills among students of the Degree college

Need: Students admitted to First Year of all departments are often not proficient in English. The Bridge course aims to provide basic skills of reading, writing and speaking to give students the confidence to participate in curricular and extra curricular activities.

Content: 30 hours of theory and assignments as per syllabus framed for the course.

Resource Person: Kalpana Rai Menon, Neena Sharma, Sharanya Snoj, Sparsh Vyas

Venue: Room 807

Cost/Budget: NA

Proposed by: Prof. Neena Sharma

Verified by: Prof. Kalpana Rai Menon

A handwritten signature in black ink, appearing to read 'Kalpana Rai Menon', is written over a horizontal line.

Prof. Kalpana Rai Menon

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**BMM DEPARTMENT**

**NOTICE**

**8/3/2020**

The BMM Department is organising a Bridge course in English from 15th March 2020.

The course is meant for all First Year students of all departments.

Interested students must give their names to their class teachers by 10th March, 2020.



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**BRIDGE COURSE SYLLABUS**

**ENGLISH COMMUNICATION 2019-2020**

<b>Sr No.</b>	<b>Content</b>	<b>Duration</b>
1	Nouns <ul style="list-style-type: none"><li>• Proper</li><li>• Collective</li><li>• Common</li><li>• Pronouns</li></ul>	1.5 Hrs
	Worksheet	30 min
2	Verbs <ul style="list-style-type: none"><li>• First</li><li>• Second</li><li>• Third person</li><li>• Subject Verb , Conjugation Verb</li></ul>	1.5 Hrs
	Worksheet	30min
3	Tenses <ul style="list-style-type: none"><li>• Simple Present</li><li>• Past</li><li>• Future</li><li>• Continuous</li></ul>	1.5 Hrs
	Worksheet	30 min
4	Articles	1.5 Hrs

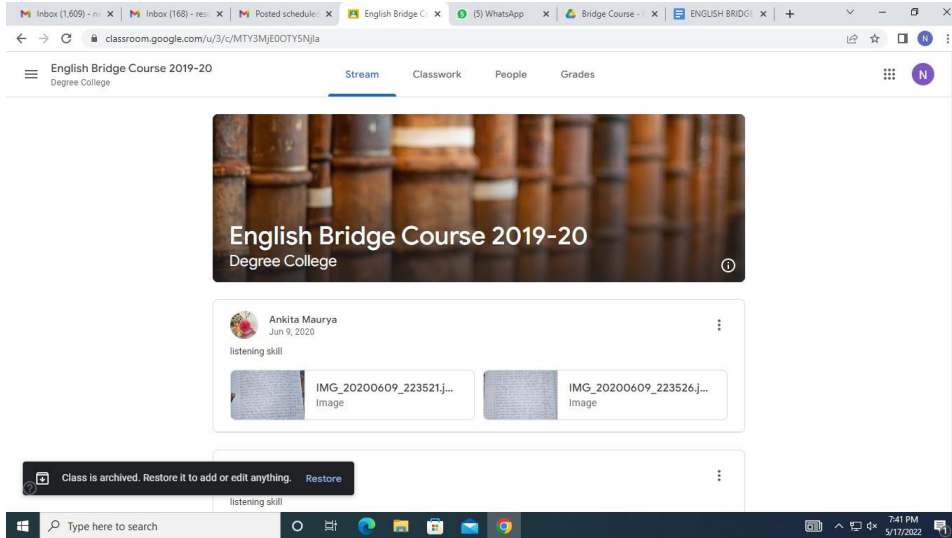
	Using articles to describe pictures Writing letters to authorities	
	Worksheet – Letter to an authority	30 min
5	Punctuation	1.5 Hrs
	Worksheet	30 min
6	Connectors Narration	1.5 Hrs
	Worksheet	30 min
7	Auxiliaries	1.5 Hrs
	Telephonic Conversation Scheduling an appointment	
	Worksheet	30 min
8	Presentation Skills	1.5 Hrs
	Do's & Don'ts Ted Talk screening Mock presentation – How to build a presentation	
	Exercise – Preparing Slideshows (minimum 5)	
9	Presentations ( By Learners)	1.5 Hrs
10	Short Film Screening	1.5 Hrs
	Writing exercise - review	
	Exercise	30 min
11	Group Discussions	1.5 Hrs
	How to build a CV – Template	
	Exercise – Building a CV	30 min
12	Group Discussions	1.5 Hrs
	Practice – In Batches	
13	Interviews	1.5 Hrs
	Mock Interviews	
14	Evaluation 1 - Writing	1.5 Hrs
15	Evaluation 2 - Listening	1.5 Hrs
16	Evaluation 3 - Speaking	2 Hrs

Total no of sessions: 15 sessions

Total duration of sessions: 30Hrs

### SCREENSHOT OF GOOGLE CLASSROOM

<https://classroom.google.com/u/3/c/MTY3MjE0OTY5Njla>



### CLASS IN PROGRESS



# SAMPLE CERTIFICATE



### Classwork records

Sr. No.	Name	Activities					
		Punctuation	Speaking Test	Verbs & Tenses	Writing Skills	Listening Exercise	Review On A Movie
1	Yogendra	Completed	Completed	Completed	Completed	Completed	Completed
2	Aanam	completed	Completed	completed	completed	Completed	Completed
3	Ananya	completed	Completed	completed	completed	Completed	Completed
4	Ankita	completed	Completed	completed	completed	incomplete	incomplete
5	Sandee p	incomplete	Completed	incomplete	incomplete	incomplete	incomplete
7	Vaibhav	incomplete	incomplete	incomplete	incomplete	incomplete	incomplete
8	Waman	complete	Completed	completed	completed	Completed	Completed



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**REPORT:**

**Activity: English Bridge Course 2019-20**

**Department: BMM**

English Bridge Course was conducted by the Department of Mass Media and Communication Skills from 15 March to 30th April 2020.

The bridge course is meant for students of First Year of all departments who need extra input on usage of English language. The syllabus framed for the same included reading, writing and speaking skill development modules.

The course was completed by 8 students .



Kalpana Rai Menon  
HOD  
BMM Department