

**Report on**  
**Language and Communication Skills Enhancement Programs**  
**Children's University, Gandhinagar**

Language and Communication Skills Enhancement Programs play a pivotal role in personal and professional development. Recognizing this, Children's University thoughtfully crafted two certificate courses: the **Certificate Course in Proofreading** and the **Certificate Course in Spoken English**. These programs are instrumental in equipping individuals with the essential skills required for effective communication, both in written and spoken form. They not only lay a strong foundation in language proficiency but also contribute significantly to accurate and clear expression, which are indispensable in various academic and professional contexts.

The Certificate Course in Proofreading, conducted during the academic year 2021-22, aimed to equip students with essential skills and techniques required for effective proofreading and editing. The program was expertly guided by Prof. Bhavesh Jethva, Dr. Prashant Patel, and Dr. Sanjay Patel, drawing participation from 33 enthusiastic students eager to enhance their language proficiency and contribute to accurate written communication. The course was meticulously designed to cover a comprehensive range of proofreading and editing concepts, including:

In the Certificate Course in Proofreading, students delved into the vital role proofreading plays in ensuring accuracy and clarity in written material. The program placed a strong emphasis on refining grammar, syntax, punctuation, and proper language usage to enhance effective communication. Additionally, students were equipped with strategies to strengthen spelling and expand their vocabulary for precise expression. Participants learned techniques to identify and rectify errors in grammar, punctuation, syntax, and style, thereby elevating the overall quality of written content. The course also underscored the significance of consistent formatting, layout, and typography in various types of documents. Furthermore, an introduction to digital proofreading tools and software was provided to streamline error detection and correction. Ethical considerations in proofreading, such as maintaining the

author's voice and respecting client preferences, were also explored. This comprehensive program laid a strong foundation for proficient proofreading skills.

On the other hand, the Certificate Course in Spoken English organized during the academic year 2021-22, aimed to enhance students' communication skills and proficiency in spoken English. The program, under the proficient guidance of Dr. Kunal Panchal and Dr. Dharmanshu Vaidya, witnessed an enthusiastic participation of 139 students eager to improve their verbal communication abilities.

The course was carefully designed to cover a wide range of spoken English skills and concepts. This included developing fundamental communication skills like listening, speaking, and understanding to establish a strong foundation. Participants also worked on improving pronunciation clarity and adopting suitable intonation patterns for effective communication. Additionally, the course focused on expanding vocabulary and learning idiomatic expressions to enhance participants' ability to communicate effectively. There was also an emphasis on strengthening grammar rules, enhancing sentence structure, and ensuring proper word usage. Participants were given opportunities to build confidence in delivering speeches, presentations, and addressing groups through public speaking exercises. Engaging in role-plays, group discussions, and mock conversations facilitated improvement in conversational skills. For non-native speakers, assistance was provided in reducing regional accents, promoting clear and effective communication. Overall, the course aimed to equip participants with a well-rounded set of skills for proficient spoken English communication.

In the former program, a total of 33 students got benefited of it, whereas in the latter, a total of 138 students were enrolled and successfully completed the course to augment their communication skills in English.



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