



Shri Babulal Punamchand Shah Vidhyasankul Managed
Smt. R. M. Prajapati Arts College Satlasana



(Affiliated to Hemchandrachary North Gujarat University, Patan)
NAAC Accredited 'B' Grade

Principal : Dr. Jayesh N. Barot - 9426362329

College Code : 068 Zone Code : 93 DP Code : 108

Ref. No.

Date :

Communication Skills:

Communication basically means to convey facts, ideas, feeling and thoughts. It is in fact the most important activity for social living. It is necessary for the students to understand that being able to communicate effectively is the most important of all life skills. They should also realize that communication is simply the act of transferring information from one person to another person or one place to another.

How well this information can be transmitted and received is a measure of how good our communication skills are. In order to develop good communication skills in the students, the present short term course has been developed.

Developing the students' communication skills can help all aspects of their life. It can help them from their professional life to social gatherings and everything in between. The ability to communicate information accurately, clearly and as intended, is a vital life skill and something that should not be overlooked. It's never too late to work on one's communication skills and by doing so improve his/her quality of life. Taking into consideration these facts, the present short term course provides the students an opportunity to develop their communication skills.



PRINCIPAL
Smt. R. M. Prajapati Arts College
Satlasana, Dist.: Mehsana
Pin : 384330. (N. Gujarat)

2014-15



SMT R.M.Prajapati Arts Collage Satlasana Communication Student Details

S.No	Student Name	Address	Date of Birth	Mobile No	Category	Sem
1	Chauhan Kiransinh Vakhatsinh	Bhalusana	9/3/1996	9978021538	Obc	1
2	Ravat Poonamben P	Samrapur	19/7/1997	9426330541	Sc	1
3	Rajput Priyanka Govindsinh	Khilod	1/1/1997	7621960358	Other	1
4	Panchal Mittal Babulal	Khilod	26/8/1996	9537922874	Obc	1
5	Raval Manish R	Motibhalu	28/1/1997	7359360673	Obc	1
6	Thakor Vijaysinh Khatusingh	Kesharpura			Obc	1
7	Chauhan Sujitsinh B	Radhupura	4/1/1996	9714286497	Obc	1
8	Chauhan Jesalsinh I	Bedasma	11/8/1995	9824203795	Obc	1
9	Chauhan Kumarsinh D	Bedasma	14/10/1995	9624788731	Obc	1
10	Chauhan Jesalsinh H	Bedasma		8347630288	Obc	1
11	Parmar Yogeshkumar C	Dharoi Koloni	2/8/1990	9687430984	Sc	1
12	Raval Prakash B	Bhalusana	10/8/1995	8154994127	Obc	1
13	Prajapati Jayminkumar A	Samrapur	15/3/1996	9586865889	Obc	1
14	Chauhan Arjunsinh Kirtisingh	Bhalusana	11/8/1996	7874382540	Obc	1
15	Patel Binal Shankarbhai	Satlasana	6/7/1994	8866625502	Other	3
16	Suthar Divyakumari K	Bhachadiya	28/6/1997	9427832854	Obc	1
17	Shadu Dipali	Danta	10/2/1997	9909076545	Obc	1
18	Meman Imtiyazbhai Abdulbhai	Rangpur (Gadh)	7/6/1996	9586816505	Other	1




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SMT R M PRAJAPATI ARTS COLLEGE SATLASANA
COMMUNICATION SKILL STUDENTS LIST
YEAR : 2015-2016



No	Students Name	Address	Gender	Category	Semester	Mobile No
1	DHRANGI JAMUBEN BABUBHAI	CHORI	F	ST	BASEM I	9662348465
2	DABHI SHAILESHJI ALKHAJI	MOTA PIPODARA	M	OBC	BASEM I	7069117811
3	VAVECHA ARVINDKUMAR SHANTIBHAI	GHODIYAL	M	OBC	BASEM I	7600572303
4	THAKOR JENAJI JIVAJI	DABHODA	M	OBC	BASEM I	9099180556
5	BAJANIYA KALABHAI SOMABHAI	MAHOBATGAD H	M	OBC	BASEM I	8153035265
6	GAMAR JIGNESHBHAI KARANABHAI	SAMIYA	M	ST	BASEM I	9586834125
7	PRAJAPATI NISHABEN MUKESHBHAI	VALASANA	F	OBC	BASEM I	9904746105
8	SUTHAR SUDHIRKUMAR KODARBHAI	THANA	F	OBC	BASEM I	9408468870
9	SUTHAR ROHITKUMAR CHANDULAL	THANA	M	OBC	BASEM I	9428945881
10	RAJPUT KANCHANBA AMARSINH	PIROJPURA	F	GEN	BASEM I	9925053413
11	PATEL JAGRUTIBEN MUKESHBHAI	SATLASANA	F	GEN	BASEM III	8511409315
12	PATEL DRASHTIBEN ISHVARBHAI	SATLASANA	F	GEN	BASEM III	9427684937
13	PATEL KOMALBEN KANUBHAI	SATLASANA	F	GEN	BASEM III	9429319198
14	CHAUHAN ASMITABEN SHANKARSINH	SATLASANA	F	OBC	BASEM III	9408200104
15	PATEL VAISHALIBEN MANOJKUMAR	GOTHADA	F	GEN	BASEM III	9427363416
16	CHAUDHARI SHILESHKUMAR DANLABHAI	VAV	M	OBC	BASEM III	9712994750
17	NANDASANIYA SALMANBHAI MUSTUFABHAI	BHEMAL	M	MINO	BASEM III	9429036690
18	MEMAN ADILBHAI AYUBBHAI	HADOL	M	MINO	BASEM III	7621068292
19	CHAUHAN VIPENDRASINH NAGARSINH	NANIBHALU	M	OBC	BASEM III	8238471330
20	PARMAR PRAHLADBHAI BALDEVBHAI	BHIMPUR	M	SC	BASEM III	
21	CHAUDHARI DIPAKKUMAR RAMJIBHAI	AMBAVADA	M	OBC	BASEM III	9624723145
22	THAKOR BHEMAJIBHAI JORABHAI	RANPUR	M	OBC	BASEM III	89758195418
23	TARAL LADUBEN BHANABHAI	KANGAR	F	ST	BASEM III	8141327609
24	PATEL VISHNU JAYANTIBHAI	SATLASANA	M	GEN	BASEM V	9427405159

	Students Name	Address	Gender	Category	Semester	Mobile No
	CHAUDHARI VIPULKUMAR LAVJIBHAI	RINCHHADA	M	OBC	BASEM V	8128460561
26	SUTHAR YOGESHKUMAR VITTHALBHAI	BHACHADIYA	M	OBC	BASEM V	9925510980
27	CHAUDHARI JIVRAMBHAI MANSANGBHAI	ANKALIYARA	M	OBC	BASEM V	9687756907
28	CHAUDHARI PARESHKUMAR KANJIBHAI	CHELANA	M	OBC	BASEM V	9723181020
29	DESAI VIJAYKUMAR LAXMANBHAI	CHELANA	M	OBC	BASEM V	9099725408
30	CHAUDHARI RAKESHKUMAR LALJIBHAI	CHELANA	M	OBC	BASEM V	9978379450
31	SHRIMALI MEHULKUMAR JAYANTIBHAI	KOTHASANA	M	SC	BASEM V	9726303478
32	CHAUDHARY HARDIKKUMAR LAXMANBHAI	JASHPURIYA	M	OBC	BASEM V	7359220994
33	CHAUDHARI MUKESHKUMAR NARSHINGBHAI	ANKALIYARA	M	OBC	BASEM V	8156027742
34	PATEL HIRENKUMAR BABUBHAI	BHACHADIYA	F	GEN	BASEM V	8140511878
35	CHAUDHARI MEHULKUMAR JETHABHAI	ANKALIYARA	M	OBC	BASEM V	9722563144
36	CHAUDHARI JAGDISHKUMAR PREMJIBHAI	ARTHI	M	OBC	BASEM V	9099735989


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SMT R M PRAJAPATI ARTS COLLEGE SATLASANA
COMMUNICATION SKILL STUDENTS LIST
YEAR : 2016-2017

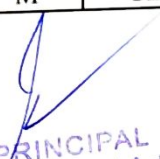


Sr No	Students Name	Address	Gender	Category	Semester	Mobile No
1	MAKRANI NUSRATJAHABEN IBRAHIMKHAN	RATANPUR	F	MINO	BASEM I	9974698008
2	PARMAR NARESHKUMAR DAHAYABHAI	HATAVADA	M	SC	BASEM I	9662286642
3	GAMAR SARALABEN LADHUBHAI	JODHASAR	F	ST	BASEM I	9687011624
4	RABARI MEHUL LILABHAI	VAJAPUR	M	OBC	BASEM I	9662980255
5	DABHI JAYABEN LUKABHAI	SANDHOSI	F	ST	BASEM I	9427323246
6	SUTHAR BHARTIBEN MANILAL	ANKALIYARA	F	OBC	BASEM I	9429434914
7	SUTHAR SWETABEN KESHAVLAL	ANKALIYARA	F	OBC	BASEM I	9586286885
8	SUTHAR KUNJANBEN KESHAVLAL	ANKALIYARA	F	OBC	BASEM I	9586286885
9	DABHI PRAKASHBHAI MANABHAI	CHORASAN	M	ST	BASEM I	7567232922
10	PARMAR RAKESHJI BHAGVANJI	PANODARA	M	OBC	BASEM I	9879588967
11	PRAJAPATI AJAYKUMAR VALJIBHAI	MAHOR	M	OBC	BASEM III	9427525063
12	DODIYA BAGAVANSINH HARISINH	MOTASADA	M	GEN	BASEM III	8511691794
13	DABHI BHARATBHAI MANABHAI	MOTAPIPODRA	M	ST	BASEM III	7567690641
14	NAYEE SURAJBHAI JOITABHAI	CHELANA	M	OBC	BASEM III	9727827709
15	RABARI KANJEEBHAI NAGJEEBHAI	HADOL	M	OBC	BASEM III	7046935025
16	GAMAR SANJAYKUMAR HURABHAI	BORDIYALA	M	ST	BASEM III	7567736862
17	BUMBADIYA MAHESHBHAI NARANBHAI	DALPURA	M	ST	BASEM III	9687952713
18	TARAL GITABEN MANILAL	JAMRU	F	ST	BASEM III	
19	PANDYA VANRAJ DEVDATTBHAI	PETHAPUR	M	GEN	BASEM III	9427442221
20	SOLANKI SAYABABHAI LALABHAI	RANI UMARI	M	ST	BASEM III	7874942831
21	PRAJAPATI ASHVINKUMAR KANJIBHAI	CHELANA	M	OBC	BASEM III	9638504224
22	THAKARDA SONALBEN SARTANJI	JASVANTGADH	F	OBC	BASEM III	9913987913
23	THAKARADA SHOBHABEN RAMAJI	JASVANTGADH	F	OBC	BASEM III	9909064166
24	PRAJAPATI NITESHKUMAR KANJIBHAI	UMARI	M	OBC	BASEM V	7622989355
25	PARMAR SHILPABEN POPATBHAI	DHAROI	F	SC	BASEM V	9422989153
26	RAVAL NITINKUMAR JAYNATIBHAI	GANGVA	M	OBC	BASEM V	9714957590
27	RAVAL DAXABEN AMBARAMBHAI	BHALUSANA	F	OBC	BASEM V	9724439574

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Sr No	Students Name	Address	Gender	Category	Semester	Mobile No
28	RAVAL RITABEN KALUBHAI	BHALUSANA	F	OBC	BASEM V	8128138322
29	THAKOR RANJANBEN SHIVAJI	SATLASANA	F	OBC	BASEM V	9712245278
30	TARAL SANGITABEN NARANBHAI	JAMRU	F	ST	BASEM V	9099859431
31	MAKVANA KAMLABEN JAYANTIBHAI	GODHANI	F	SC	BASEM V	9408086884
32	MAKVANA HINABEN SOMABHAI	GODHANI	F	SC	BASEM V	9409452223
33	PATEL PRAKASHKUMAR MOHANBHAI	BHALUSANA	M	GEN	BASEM V	9712102733
34	SOLANKI SANFIPKUMAR DAHAYAJI	PUNJPUR	M	OBC	BASEM V	9714467108
35	ZALA ARJUNSINH RAJUSINH	TIMBA	M	GEN	BASEM V	9099761983


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SMT R M PRAJAPATI ARTS COLLEGE SATLASANA
COMMUNICATION SKILL STUDENTS LIST
YEAR : 2017-2018



Sr No	Students Name	Address	Gender	Category	Semester	Mobile No
1	RAVAL VIJAYKUMAR KESHABHAI	BHEMAL	M	OBC	BASEM I	7359365016
2	BAROR SANJAYBHAI RAMESHBHAI	CHORASAN	M	ST	BASEM I	9925459506
3	KHOKHARIYA ZANKHANABEN DEVABHAI	RAYNIYA	F	ST	BASEM I	9727149885
4	CHAUHAN JAYRAJSINH MAHENDRASINH	NAVAVAS	M	OBC	BASEM I	7285060489
5	PATEL ANITA VASANTBHAI	SATLASANA	F	GEN	BASEM I	9726474860
6	PARMAR PUNAMBEN BHURAJI	PETHAPUR	F	OBC	BASEM I	9408587800
7	PARMAR DINESHKUMAR MANUBHAI	HANTAVADA	M	SC	BASEM I	9978063360
8	SOLANKI AJAYKUMAR DALABHAI	HANTAVADA	M	SC	BASEM I	7984949411
9	SUTHAR NIMESHKUMAR DAHYABHAI	BHALUSANA	M	OBC	BASEM III	9537181275
10	AGLODIYA ADILBHAI YUNUSBHAI	MUMANVAS	M	MINO	BASEM III	9327102199
11	TARAL KAMALESHBHAI SAYABABHAI	CHORASAN	M	ST	BASEM III	9512898848
12	THAKOR MUKESHJI DAHAYAJI	DABHODA	M	OBC	BASEM III	9624271826
13	THAKOR RANJITJI JAHAJI	OTALPUR	M	OBC	BASEM III	7698269912
14	TARAL ASHVINBHAI NANJIBHAI	SAMAIYA	M	ST	BASEM III	7600499912
15	THAKOR JIGARJI ISHVARJI	VAJAPUR	M	OBC	BASEM III	7096475578
16	RAVAL TARABEN RATILAL	BHALUSANA	F	OBC	BASEM III	8238048791
17	DABHI HITESH NATVARSINH	NAVAVAS	M	OBC	BASEM III	8140046177
18	PARMAR RAKESHJI BHAGAVANJI	KUNDEL	M	SC	BASEM III	7046348895
19	THAKARDA LALAJI BHATHIJI	BAMANIYA	M	OBC	BASEM III	9909750033
20	CHAUHAN HARSHIDAKUMARI DILIPSINH	TIMBA	F	OBC	BASEM III	8238986279
21	DABHI PRAKASHBHAI MANABHAI	CHORASAN	M	ST	BASEM III	7567232922
22	MAKAVANA JESALJI PARBATJI	FUDEDA	M	OBC	BASEM III	7621960133
23	PRAJAPATI FALGUNIBEN LALJIBHAI	RANPUR	F	OBC	BASEM III	9909133691
24	GAMAR SANJAYKUMAR HURABHAI	BORDIYALA	M	ST	BASEM V	7567736862
25	GAMAR DILIPKUMAR BHIKHABHAI	BORDIYALA	M	ST	BASEM V	8469308951
26	GAMAR KANUBHAI RAMABHAI	BHADRAMAL	M	ST	BASEM V	8758381226
27	TARAL GEETABEN MANILAL	JAMRU	F	ST	BASEM V	9726330462



	Students Name	Address	Gender	Category	Semester	Mobile No
28	TARAL MAHENDRABHAI TEMABHAI	JAMRU	M	ST	BASEM V	7567355864
29	GAMAR VINODBHAI LALABHAI	GAJIPUR	M	ST	BASEM V	9687757641
30	KODARAVI LAXMIBEN POPATBHAI	RANIUMARI	F	ST	BASEM V	7874942831
31	PRAJAPATI ASHVINKUMAR VIRCHANDBHAI	NANIBHALU	M	OBC	BASEM V	8140106286
32	SUNESARA MUSTAKBHAI ABDULBHAI	NAVAVAS	M	MINO	BASEM V	7359639725
33	DAVDA MAHESHBHAI REVABHAI	BHADRAMAL	M	ST	BASEM V	8469193847
34	HUMFARA BHALAJI VAGHAJI	SAVAIPURA	M	OBC	BASEM V	8140511581

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SMT R M PRAJAPATI ARTS COLLEGE SATLASANA
COMMUNICATION SKILL STUDENTS LIST
YEAR : 2018-2019



Sr No	Students Name	Address	Gender	Category	Semester	Mobile No
1	THAKOR BHARTJI BABUJI	BHIMPUR	M	OBC	BASEM I	7434064307
2	TARAL PINKIBEN RATABHAI	KANGAR	F	ST	BASEM I	9099806490
3	TARAL CHAMPABEN HIRABHAI	KANGAR	F	ST	BASEM I	9586831928
4	NANDOLIYA ASPAKBHAI MAHMADBHAI	NAVAVAS	M	MINO	BASEM I	8511927124
5	GAMAR KARANBHAI BHANUBHAI	BORDIYALA	M	ST	BASEM I	9879827682
6	GAMAR SHRAVANBHAI KHENGARBHAI	BORDIYALA	M	ST	BASEM I	87583011098
7	THAKOR CHETNABEN VIKRAMSINH	VAGAR	F	OBC	BASEM I	9979583483
8	PARMAR PRAKASHKUMAR JAYANTIBHAI	BHIMPUR	M	OBC	BASEM I	70466550053
9	THAKOR ASHVINJI LABHUJI	VARETHA	M	OBC	BASEM I	9586183772
10	PARMAR RAHULKUMAR LALUBHAI	MAKDI	M	OBC	BASEM I	9909761125
11	MAKVANA KARANJI SENAJI	MOTA PIPODRA	M	OBC	BASEM I	9409939833
12	BUMBADIYA SUNITABEN RAJUBHAI	DALPURA	F	ST	BASEM I	9978282069
13	PRAJAPATI JAYABEN PANABHAI	MUMANVAS	F	OBC	BASEM III	9558192979
14	SUTHAR VISHALKUMAR PRAVINBHAI	GANGVA	M	OBC	BASEM III	7567643519
15	THAKARDA NIKESHJI NAVAJI	ABHAPURA	M	OBC	BASEM III	9586208460
16	THAKOR KARSHANJI AMARATJI	VAJAPUR	M	OBC	BASEM III	9081594682
17	PARMAR ANJALIBEN PRAVINBHAI	SATLASANA	F	SC	BASEM III	8401539010
18	PRAJAPATI DIPAKKUMAR JOITABHAI	KUNDEL	M	OBC	BASEM III	9099529552
19	GAMAR ARVINDBHAI KHENGARBHAI	KHERMAN	M	ST	BASEM III	9712236223
20	THAKOR MAHESHJI SOMAJI	TALEGATH	M	OBC	BASEM III	7698612603
21	BUMBADIYA BALUBHAI AMRUTJI	DALPURA	M	ST	BASEM III	8141363296
22	DABHI SHAILESHBHAI MALABHAI	SADHOSI	M	ST	BASEM III	8980752259
23	THAKOR KIRANBEN BHARATJI	BAJPURA	F	OBC	BASEM III	9726030252
24	CHAUHAN BHARATSINH KANUSINH	BEDASMA	M	OBC	BASEM III	7096919649
25	BAROR SANJAYBHAI RAMESHBHAI	CHORASAN	M	ST	BASEM III	6354509931
26	PRAJAPATI VIMALKUMAR ISHVARBHAI	VAJAPUR	M	OBC	BASEM III	8347577544
27	NANDASANIYA IMARANBHAI	JASVANTPURA GADH	M	MINO	BASEM V	9624679472
28	GAMAR LAXMIBEN BADHABHAI	CHORASAN	F	OBC	BASEM V	8469890677



	Students Name	Address	Gender	Category	Semester	Mobile No
29	DAVDA MIRABEN MAKANBHAI	DANTA	F	ST	BASEM V	7874428911
30	CHAUHAN HARSHIDAKUMARI DILIPSINH	TIMBA	F	OBC	BASEM V	8238986279
31	THAKARDA LALAJI BHATHIJI	MABANIYA	M	OBC	BASEM V	9909750033
32	THAKARDA SHOBHSBEN RAMAJI	JASVANTPURA	F	OBC	BASEM V	9909064166
33	DABHI PRAKASHBHAI MANABHAI	CHORASAN	M	ST	BASEM V	7567232922
34	GAMAR RAVINABEN RAJUBHAI	GAJIPUR	F	ST	BASEM V	9638033707
35	SENMA PRAKASHKUMAR ASHOKBHAI	MOTASADA	M	SC	BASEM V	7202946951

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STUDENT WORKBOOK



Communication Skills

Presentation by :

Mr. Vijay Parikh
Soft Skill Trainers

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IT & MANAGEMENT

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Malgodown Road, MEHSANA-384002.

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1. INTRODUCTION OF COMMUNICATION SKILLS:

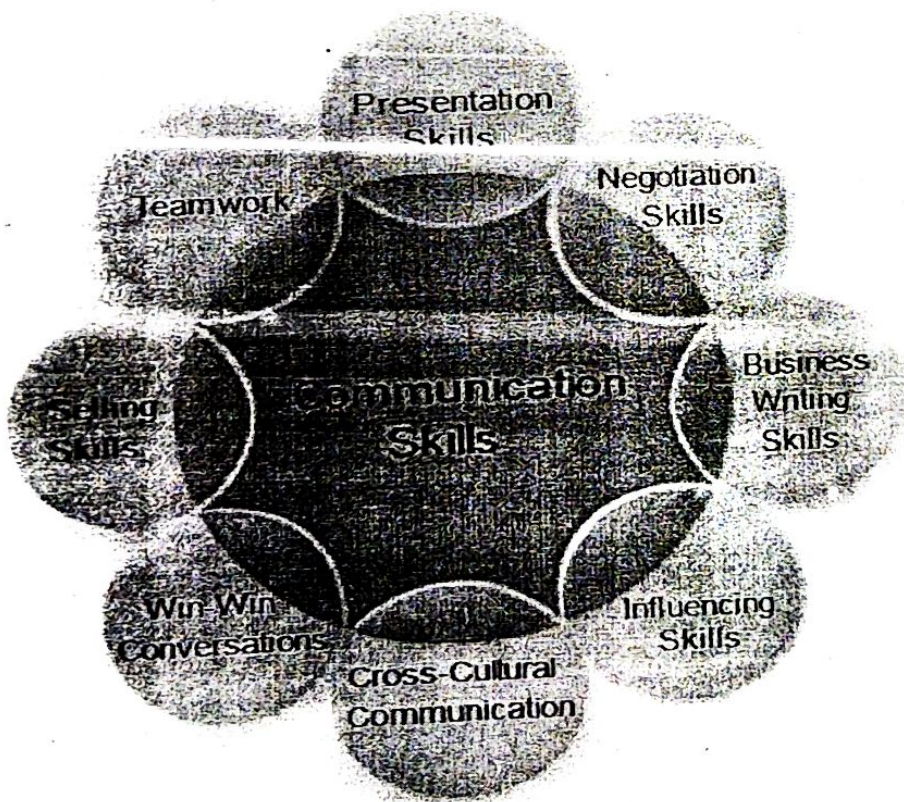
Communication basically means to convey facts, ideas, feeling and thoughts. It is in fact the **most** important activity for social living.

Being **able** to communicate effectively is the most important of all life skills.

Communication is simply the act of transferring information from one place to another.

How **well** this information can be transmitted and received is a measure of how good our communication skills are.

Developing your communication skills can help all aspects of your life, from your professional life to social gatherings and everything in between. The ability to **communicate** information accurately, clearly and as intended, is a vital life skill and **something** that should not be overlooked. It's never too late to work on your communication skills and by doing so improve your quality of life.



• Definition of communication skills

The ability to convey information to another effectively and efficiently. Business managers with good verbal, non verbal and written communication skills help facilitate the sharing of information between people within a company for its commercial benefit.

Communication is more than speaking or writing. To be effective, communication requires the creation of a common understanding of ideas, desires and observations among people. Communication is a two-way exchange that involves both a presenter and an audience. Communication includes written and non-verbal behaviors as well as speaking, and has as its goal to affect the knowledge or behavior of another.

• The importance of English language

➤ Importance of tenses

Simple present tense

VERB+ S/es in third person

Examples:

- You speak English
- Do you speak English?
- You do not speak English

Present continuous tense:

Am/is/are+ present participle

Examples:

- You are watching tv
- Are you watching tv?
- You are not watching tv

Present perfect tense

Has/have+ past participle



[am/is/are + going to + verb]

Examples:

- You **are going to meet** Jane tonight.
- **Are you going to meet** Jane tonight?
- You **are not going to meet** Jane tonight.

Future Continuous

FORM Future Continuous with "Will"

[will be + present participle]

Examples:

- You **will be waiting** for her when her plane arrives tonight.
- **Will you be waiting** for her when her plane arrives tonight?
- You **will not be waiting** for her when her plane arrives tonight.

FORM Future Continuous with "Be Going To "

[am/is/are + going to be + present participle]

Examples:

- You **are going to be waiting** for her when her plane arrives tonight.
- **Are you going to be waiting** for her when her plane arrives tonight?
- You **are not going to be waiting** for her when her plane arrives tonight.

Future Perfect

FORM Future Perfect with "Will"

[will have + past participle]

Examples:

- You **will have perfected your English by the time you come back from the U.S.**
- **Will you have perfected your English by the time you come back from the U.S.?**
- You **will not have perfected your English by the time you come back from the U.S.**

FORM Future Perfect with "Be Going To"

[am/is/are + going to have + past participle]

Examples:

- You are going to have perfected your English by the time you come back from the U.S.
- Are you going to have perfected your English by the time you come back from the U.S.?
- You are not going to have perfected your English by the time you come back from the U.S.

Future Perfect Continuous

FORM Future Perfect Continuous with "Will"

[will have been + present participle]

Examples:

- You will have been waiting for more than two hours when her plane finally arrives.
- Will you have been waiting for more than two hours when her plane finally arrives?
- You will not have been waiting for more than two hours when her plane finally arrives.

FORM Future Perfect Continuous with "Be Going To"

[am/is/are + going to have been + present participle]

Examples:

- You are going to have been waiting for more than two hours when her plane finally arrives.
- Are you going to have been waiting for more than two hours when her plane finally arrives?
- You are not going to have been waiting for more than two hours when her plane finally arrives.