



GOVERNMENT DEGREE COLLEGE

RAZOLE – 533242, EAST GODAVARI (Dist), A.P

NAAC Re-Accredited with 'B' Grade



GOVERNMENT DEGREE COLLEGE RAZOLE DEPARTMENT OF ENGLISH

Razole
30-01-2018

To,

The Principal
Government Degree College
Razole

Sir,

Sub: Certificate course- Communication skills in English-2017- 18 Submission of Work done statements-request for action-reg.

I submit that the Department of English has conducted classes for the Certificate course in Communication skills in English for the year 2017-18. The statement showing the work done together with the details of number of hours and the faculty name is provided in the statement that follow.

Thanking you sir

Yours faithfully,

(B. Murali Krishna)

ABSTRACT

S.NO	NAME OF THE FACULTY	Total number of hours taken
1.	B. Murali Krishna	40

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
Communication skills in English-2017-18
Minutes of Certificate Course

After through discussion the following resolutions are made

Resolutions

- It was resolved to introduce “Communication skills in English” certificate course in this academic year 2017-18.
- It is resolved to conduct certificate course for final year students.
- It is resolved to conduct classes for 45 working hours on the syllabus presented.
- Resolved to approve the syllabus and model paper. it is resolved to conduct external examination for 60 marks and internal examinations for 40 marks. Average will be considered marks seminars/ Assignment and vive-voce.

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH
SYLLABUS

UNIT I SPEAKING SKILLS

1. Vowel sounds
2. Consonant sounds
3. Stress
4. Intonation

UNIT II WRITING SKILLS

1. Letter writing
2. Essay writing
3. Précis writing
4. Note making

UNIT III GRAMMAR

1. Tense and aspect
2. Kinds of verbs
3. Types of sentences
4. Functions of language
5. If conditions

UNIT IV SOFT SKILLS

1. Interview skills
2. Introducing oneself
3. Employability skills
4. JAM Sessions

PATTERN OF EXAMINATION

TOTAL 100 MARKS

THEORY EXAMINATION 60M

PRACTICAL EXAM 40(ASSAIGNMENTS AND VIVA VOCE) 40M

GOVERNMENT DEGREE COLLEGE—RAZOLE
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH
QUESTION PAPER

TIME 3 Hrs

Max Marks 60

Section A

I Answer any three of the following questions. 3x10=30 M

1. Write a note on word accent.
2. What is intonation? Illustrate with examples.
3. Convert the following words into phonetics.
 1. Situation 2. Obedient 3. Available 4. sure 5. teacher 6. Love 7. Book 8. Computer 9. Window 10. Bottle
4. Write a note on consonant sounds.

II Answer any four of the following 3x5=15M

1. Write a letter to the principal of your college requesting to issue TC, SC, and other certificates.
2. What is a précis Write a note.
3. Write an essay on covid 19 calamity.
4. What are the techniques involved in making notes?

III Answer all of the following questions. 5x1=5M

1. The problem is too difficult to solve. (Change into compound)
2. If you call me, I will come (Change into unfulfilled condition)
3. It ----- (rain) since this morning.
4. Tagore----- (write) the Gitanjali in 1913.
5. My father ----- (go) for a walk every morning.

IV. Answer any two of the following questions. 5x2=10M

1. Write a note on JAM session.
2. Write a note on interview skills
3. What are employability skills?

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
COMMUNICATION SKILLS IN ENGLISH 2017-18

(December 01,2017 to January 27, 2018)

Work done statement of Certificate Course

Name of the Lecturer : B. Murali Krishna,

Subject : ENGLISH

Batch : 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	01-12-2017	1Hr	Introduction to writing skill
2	02-12-2017	1Hr	Importance of witing
3	04-12-2017	1Hr	Kinds of letters
4	05-12-2017	1Hr	Official letters
5	06-12-2017	1Hr	Informal letters
6	07-12-2017	1Hr	Précis writing
7	08-12-2017	1Hr	Essay writing
8	09-12-2017	1Hr	Kinds of essays
9	10-12-2017	1Hr	Phonetics an introduction
10	11-12-2017	1Hr	Vowel sounds pure vowels
11	12-12-2017	1Hr	Diphthongs
12	13-12-2017	1Hr	Manner of articulation
13	14-12-2017	1Hr	Manner of articulation
14	15-12-2017	1Hr	Place of articulation
15	16-12-2017	1Hr	Place of articulation
16	17-12-2017	1Hr	Word accent
17	18-12-2017	1Hr	Word accent
18	19- 12-2017	1Hr	Stress in connected speech
19	20-12-2017	1Hr	Stress in connected speech
20	21-12-2017	1Hr	Rhythm
21	22-12-2017	1Hr	Intonation
22	23-12-2017	1Hr	Grammar an over view
23	24-12-2017	1Hr	Tenses an introduction
24	27-12-2017	1Hr	The present tense
25	28-12-2017	1Hr	The present tense
26	29-12-2017	1Hr	The past tense
27	30-12-2017	1Hr	The past tense
28	01-01-2018	1Hr	The future tense
29	02-01-2018	1Hr	The future tense
30	03-01-2018	1Hr	Probable condition
31	04-01-2018	1Hr	Imaginary condition
32	05-01-2018	1Hr	Unfulfilled condition

33	06-01-2018	1Hr	Simple sentence
34	08-01-2018	1Hr	Compound sentence
35	09-01-2018	1Hr	Complex sentence
36	22-01-2018	1Hr	Greetings
37	23-01-2018	1Hr	JAM sessions
38	24-01-2018	1Hr	Introducing oneself
39	25 -01-2018	1Hr	Employability skills
40	27-01-2018	1 Hr	Interview skill

Yours faithfully,



(B. Murali Krishna)



Yours faithfully,

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