



GOVERNMENT DEGREE COLLEGE
RAZOLE – 533242, EAST GODAVARI (Dist), A.P.
NAAC Re-Accredited with 'B' Grade



GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH

Razole
25-01-2019

To,
The Principal
Government Degree College
Razole

Sir,

Sub: Certificate course- Communication skills in English-2018- 19 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 2018-19. 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,


Lecturer in English
GOVERNMENT DEGREE COLLEGE
RAZOLE - 533242
Dr.B.R. Ambedkar Konaseema Dt.A.P.

(G. BHASKARA RAO)

ABSTRACT

S.NO	NAME OF THE FACULTY	Total number of hours taken
1.	G BHASKARA RAO	40

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
Communication skills in English-2018-19
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 2018-19.
- 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 2018-19

(November 26,2018 to January 23, 2019)

Work done statement of Certificate Course

Name of the Lecturer : G BHASKARA RAO,

Subject : ENGLISH

Batch : 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	26-11-2018	1Hr	Introduction to writing skill
2	27-11-2018	1Hr	Importance of witing
3	28-11-2018	1Hr	Kinds of letters
4	29-11-2018	1Hr	Official letters
5	30-11-2018	1Hr	Informal letters
6	01-12-2018	1Hr	Précis writing
7	03-12-2018	1Hr	Essay writing
8	04-12-2018	1Hr	Kinds of essays
9	05-12-2018	1Hr	Phonetics an introduction
10	06-12-2018	1Hr	Vowel sounds pure vowels
11	07-12-2018	1Hr	Diphthongs
12	08-12-2018	1Hr	Manner of articulation
13	10-12-2018	1Hr	Manner of articulation
14	11-12-2018	1Hr	Place of articulation
15	12-12-2018	1Hr	Place of articulation
16	13-12-2018	1Hr	Word accent
17	14-12-2018	1Hr	Word accent
18	15- 12-2018	1Hr	Stress in connected speech
19	17-12-2018	1Hr	Stress in connected speech
20	18-12-2018	1Hr	Rhythm
21	19-12-2018	1Hr	Intonation
22	20-12-2018	1Hr	Grammar an over view
23	21-12-2018	1Hr	Tenses an introduction
24	22-12-2018	1Hr	The present tense
25	24-12-2018	1Hr	The present tense
26	25-12-2018	1Hr	The past tense
27	28-12-2018	1Hr	The past tense
28	29-12-2018	1Hr	The future tense
29	31-12-2018	1Hr	The future tense
30	01-01-2019	1Hr	Probable condition
31	02-02-2019	1Hr	Imaginary condition
32	03-01-2019	1Hr	Unfulfilled condition

33	04-01-2019	1Hr	Simple sentence
34	05-01-2019	1Hr	Compound sentence
35	07-01-2019	1Hr	Complex sentence
36	08-01-2019	1Hr	Greetings
37	09-01-2019	1Hr	JAM sessions
38	21-01-2019	1Hr	Introducing oneself
39	22 -01-2019	1Hr	Employability skills
40	23-01-2019	1 Hr	Interview skill

Signature of the Lecturers


 Lecturer in English
 GOVERNMENT DEGREE COLLEGE
 RAZOLE - 533242
 Dr.B.R. Ambedkar Konaseema Dt.A.P.

(G Bhaskara rao)



CERTIFICATE COURSE

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AY. 2018-19

Name of the Teacher **Department of English**

Attendance

Register

Month **November**
Year **2018**

S. No.	NAME	Days present	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks	
1	Ch. Vijaya Kumar, Iyarni																																		
2	G. Kallaniam																																		
3	H. Zehra																																		
4	J. Sae Molanura																																		
5	K. Chandrika																																		
6	K. Ravani																																		
7	K. Deepika Davi																																		
8	K. Sumantha																																		
9	K. Indeeep																																		
10	K. Megalaxmi																																		
11	M. Durgeshwar																																		
12	M. Ganeshi																																		
13	M. Mohanika																																		
14	K. Sri Dharmar																																		
15	C. Sindhu																																		
16	T. Jaya Sri																																		
17	U. Suresh Lakshmi																																		
18	G. Sargala																																		
19	G. Sangeetha																																		
20	B. Sudhar Kumar																																		
21	B. Kirishna																																		
22	Ch. Indeeep																																		
23	Ch. Srinivas																																		
24	G. Sai Kumar																																		
25	K. Ruth, Angel																																		

08/11/2018

A close-up photograph of a dark, heavily scratched and worn wooden surface, likely a book cover or binding. The wood grain is visible, and there are numerous scratches, scuffs, and signs of age. Faint, illegible markings or text are visible on the surface.