



# GOVERNMENT DEGREE COLLEGE

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

NAAC Re-Accredited with 'B' Grade



## GOVERNMENT DEGREE COLLEGE RAZOLE DEPARTMENT OF ENGLISH

Razole  
28-01-2020

To,

The Principal  
Government Degree College  
Razole

Sir,

Sub: Certificate course- Communication skills in English-2019-20 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 2019- 20. 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-2019-20**  
**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 2019-20.
- 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 2019-20**

(December 02,2019 to January 27, 2020)

Work done statement of Certificate Course

Name of the Lecturer : G BHASKARA RAO,

Subject : ENGLISH

Batch : 1

| S.NO | DATE        | BATCH TIME<br>(4.00 to 5.00 PM) | TOPIC                         |
|------|-------------|---------------------------------|-------------------------------|
| 1    | 02-12-2019  | 1Hr                             | Introduction to writing skill |
| 2    | 03-12-2019  | 1Hr                             | Importance of witing          |
| 3    | 04-12-2019  | 1Hr                             | Kinds of letters              |
| 4    | 05-12-2019  | 1Hr                             | Official letters              |
| 5    | 06-12-2019  | 1Hr                             | Informal letters              |
| 6    | 07-12-2019  | 1Hr                             | Précis writing                |
| 7    | 09-12-2019  | 1Hr                             | Essay writing                 |
| 8    | 10-12-2019  | 1Hr                             | Kinds of essays               |
| 9    | 11-12-2019  | 1Hr                             | Phonetics an introduction     |
| 10   | 12-12-2019  | 1Hr                             | Vowel sounds pure vowels      |
| 11   | 13-12-2019  | 1Hr                             | Diphthongs                    |
| 12   | 14-12-2019  | 1Hr                             | Manner of articulation        |
| 13   | 16-12-2019  | 1Hr                             | Manner of articulation        |
| 14   | 17-12-2019  | 1Hr                             | Place of articulation         |
| 15   | 18-12-2019  | 1Hr                             | Place of articulation         |
| 16   | 19-12-2019  | 1Hr                             | Word accent                   |
| 17   | 20-12-2019  | 1Hr                             | Word accent                   |
| 18   | 21- 12-2019 | 1Hr                             | Stress in connected speech    |
| 19   | 22-12-2019  | 1Hr                             | Stress in connected speech    |
| 20   | 23-12-2019  | 1Hr                             | Rhythm                        |
| 21   | 24-12-2019  | 1Hr                             | Intonation                    |
| 22   | 27-12-2019  | 1Hr                             | Grammar an over view          |
| 23   | 28-12-2019  | 1Hr                             | Tenses an introduction        |
| 24   | 30-12-2019  | 1Hr                             | The present tense             |
| 25   | 31-12-2019  | 1Hr                             | The present tense             |
| 26   | 01-01-2020  | 1Hr                             | The past tense                |
| 27   | 02-01-2020  | 1Hr                             | The past tense                |
| 28   | 03-01-2020  | 1Hr                             | The future tense              |
| 29   | 04-01-2020  | 1Hr                             | The future tense              |
| 30   | 06-01-2020  | 1Hr                             | Probable condition            |
| 31   | 07-01-2020  | 1Hr                             | Imaginary condition           |
| 32   | 08-01-2020  | 1Hr                             | Unfulfilled condition         |

|    |             |      |                      |
|----|-------------|------|----------------------|
| 33 | 09-01-2020  | 1Hr  | Simple sentence      |
| 34 | 21-01-2020  | 1Hr  | Compound sentence    |
| 35 | 22-01-2020  | 1Hr  | Complex sentence     |
| 36 | 23-01-2020  | 1Hr  | Greetings            |
| 37 | 24-01-2020  | 1Hr  | JAM sessions         |
| 38 | 25-01-2020  | 1Hr  | Introducing oneself  |
| 39 | 27 -01-2020 | 1Hr  | Employability skills |
| 40 | 28-01-2020  | 1 Hr | Interview skill      |

Signature of the Lecturers



Lecturer in English  
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( G Bhaskara rao)



