



GOVERNMENT DEGREE COLLEGE

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

NAAC Re-Accredited with 'B' Grade



GOVERNMENT DEGREE COLLEGE RAZOLE DEPARTMENT OF ENGLISH

Razole
03-10-2022

To,

The Principal
Government Degree College
Razole

Sir,

Sub: Certificate course- Communication skills in English-2021-22 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 2021-22. 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 D.A.P.

(G. BHASKARA RAO
N RAJU)

ABSTRACT

S.NO	NAME OF THE FACULTY	Total number of hours taken
1	G BHASKARA RAO	20
2.	N RAJU	25

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
Communication skills in English-2021-2022
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 2021-22.
- 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.


Lecturer in English
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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 2021-2022

(August 2021 to September 2021)

Work done statement of Certificate Course

Name of the Lecturer : G BHASKARA RAO, N RAJU

Subject : ENGLISH

Batch 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	03-10-2022	1Hr	Introduction to writing skill
2	04-10-2022	1Hr	Importance of witing
3	05-10-2022	1Hr	Kinds of letters
4	06-10-2022	1Hr	Official letters
5	07-10-2022	1Hr	Informal letters
6	10- 10-2022	1Hr	Précis writing
7	11-10-2022	1Hr	Essay writing
8	12-10-2022	1Hr	Kinds of essays
9	13-10-2022	1Hr	Phonetics an introduction
10	14-10-2022	1Hr	Vowel sounds pure vowels
11	15-10-2022	1Hr	Diphthongs
12	17-10-2022	1Hr	Manner of articulation
13	18-10-2022	1Hr	Manner of articulation
14	19-10-2022	1Hr	Place of articulation
15	20-10-2022	1Hr	Place of articulation
16	21-10-2022	1Hr	Word accent
17	22-10-2022	1Hr	Word accent
18	24-10-2022	1Hr	Stress in connected speech
19	25-10-2022	1Hr	Stress in connected speech
20	26-10-2022	1Hr	Rhythm
21	27-10-2022	1Hr	Intonation
22	28-10-2022	1Hr	Grammar an over view
23	29-10-2022	1Hr	Tenses an introduction
24	31-10-2022	1Hr	The present tense
25	01-11-2022	1Hr	The present tense
26	02-11-2022	1Hr	The past tense
27	03-11-2022	1Hr	The past tense
28	04-11-2022	1Hr	The future tense
29	05-11-2022	1Hr	The future tense
30	07-11-2022	1Hr	Probable condition
31	08-11-2022	1Hr	Imaginary condition
32	09-11-2022	1Hr	Unfulfilled condition

33	10-11-2022	1Hr	Simple sentence
34	11-11-2022	1Hr	Compound sentence
35	14-11-2022	1Hr	Complex sentence
36	15-11-2022	1Hr	Greetings
37	16-11-2022	1Hr	JAM sessions
38	17-11-2022	1Hr	Introducing oneself
39	18-11-2022	1Hr	Employability skills
40	19-11-2022	1 Hr	Interview skill

Signature of the Lecturers


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

(G Bhaskara rao)
 (N Raju)

Name of the Institute

No. on roll at the beginning of month

Admitted during the month

Left No. on Roll at end of month

Section

Polymers

RA20

Remarks

No. of Days Present/Absent	Date of Birth	Remarks
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

PRINCIPAL
GOVERNMENT DEGREE COLLEGE,
RAJAHMUNDRAM, RAJAHMUNDRAM DISTRICT.

In-Charge
Department of English
Government Degree College
Rajahmundry, E.G.D.R. A.P.

Signature

Date

Page No.

Total

Remarks

No. of Working days.

Average Attendance during the month

No. on Roll during month



GOVERNMENT DEGREE COLLEGE
NAAC Re-accredited with 'B' Grade & ISO 9001 : 2015 Certified)
RAZOLE, Dr B R AMBEDKAR KONASEEMA(D), ANDHRA
PRADESH -533242.

Department of English

Certificate of Completion

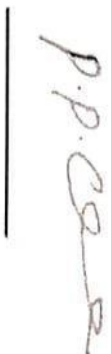
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For successfully completing a Certificate course on
Communication skills in English " in Department of English
Government Degree College, Razole.



HOD



IQAC Coordinator



Principal



GOVERNMENT DEGREE COLLEGE RAZOLE

DEPARTMENT OF ENGLISH



CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH




PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAZOLE, D.R.R. Ambedkar Konaseema D.A.P.


Lecturer in English
GOVERNMENT DEGREE COLLEGE
RAZOLE - 533242
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