

GOVERNMENT DEGREE COLLEGE
KARVETINAGARAM, CHITTOOR (DT), A.P.



Certificate Course
On
Communication skills

Organized by
Department of English

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram

Date: 20-02-2017

CIRCULAR

All the B.A., B.Com.&B.Sc students are hereby informed that the Department of English is going to commence a certificate course on “**Communication Skills**” from 24th Feb 2017 in the afternoon sessions.

Duration of the Course: Thirty Hours only

Course Fee: Free of cost

For further details contact Sri K Sridhar, Department of English



PRINCIPAL
Govt. Degree College
KARVETINAGAR - 517582
Chittoor Dt. A.P.



**GOVERNMENT DEGREE
COLLEGE KARVETINAGARAM
CHITTOOR DIST. AP. 517582**



**CERTIFICATE COURSE
ON**

COMMUNICATION SKILLS

Eligibility : All B.Sc, B. Com. & B.A.

Registration Fee : Free

Registration Start : 22-02-2017

Registration End : 24-02-2017

Duration of Course : Thirty Hours

Course Start : 24-02-2017

**Organized by
Department of English**

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST

Certificate Course on "**Communication Skills**"

SYLLABUS

Total Hours:30

Unit I

Basic Grammar: Parts of Speech, Tenses, Concord, Articles and Prepositions, Voice, Speech, Vocabulary, Word formation, Collocations and One word substitutes.

Unit II

Functions of Language: Greetings, Introductions, Asking for Information, requests, Orders, Invitations, Suggestions, Seeking permission and Self Introduction.

Unit III

Presentation and Communication Skills: Public Speaking, Welcome Address, Vote of Thanks, Interview Skills, Body Language, Soft Skills, LSRW Skills, Oral and Written communication and Employability Skills



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GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE
ON
COMMUNICATION SKILLS



GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF ENGLISH 2017-18

CERTIFICATE COURSE

ON

COMMUNICATION SKILLS

Student List

Govt. Degree College, Karvetinagaram, Chittoor Dist.

Department of English - 2017-18

Certificate Course on Communication Skills

List of Students

S.No	Name of the Student	Gender	Class
1	B. Dileep Kumar	Male	I B.A
2	K Naveen	Male	I B.A
3	P Prasanna	Female	I B.A
4	K Nandhini	Female	I B.A
5	O Kowsalya	Female	I B.A
6	T Nandhini	Female	I B.A
7	N Dinesh	Male	I B.A
8	M Raja Kumari	Female	I B.A
9	D Rajasekhar	Male	I B.A
10	T Ganesh	Male	I B.A
11	P Prem Kumar	Male	I B.A
12	D Jayalakshmi	Female	I B.A
13	C Ajith	Male	I B.A

14	M Mahesh	Male	I B.A
15	R Diwakar	Male	I B.A
16	V Pavan Kumar	Male	I B.A
17	M Vimala	Female	I B.A
18	B Shunmugam	Male	I B.A
19	N Keerthi Priya	Female	I B.A
20	S Sai Krishna	Male	II B.A
21	S Kavitha	Female	II B.A
22	P Prabhakar	Male	II B.A
23	S Thirumalesh	Male	II B.A
24	N Vamsi	Male	II B.A
25	D Srinivasulu	Male	II B.A
26	T Vinod	Male	II B.A



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DEPARTMENT OF ENGLISH

Brief Report on
“Communication skills”

A certificate course on Spoken English & Communication skills was inaugurated on 24th Feb 2017 in this college by the principal Dr. M. Subramanyam. The course duration was thirty hours. This course was run free of cost to the student by the Department of English. The course was run by Sri K. Sridhar. The course was conducted one hour per day. Twenty Six students are enrolled in this course.



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