

**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: 18-07-2018


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 23th Jul 2018 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


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

PRINCIPAL



**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 : 20-07-2018

Registration End : 23-07-2018

Duration of Course : Thirty Hours

Course Start : 23-07-2018

**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



N.V.L.
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Chittoor Dt. A.P.

GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF ENGLISH 2021-22

CERTIFICATE COURSE

ON

COMMUNICATION SKILLS

Students Enrolled

Govt. Degree College, Karvetinagaram, Chittoor Dist.

Department of English - 2018-19

Certificate Course on Communication Skills

List of Students

S.No	Name of the Student		Class
1	N Prasad	Male	I B.Com (CA)
2	A Rakesh	Male	I B.Com (CA)
3	A Govinda Rajulu	Male	I B.Com (CA)
4	B Bhaskar Reddy	Male	I B.Com (CA)
5	B Ganesh	Male	I B.Com (CA)
6	B Joga Rao	Male	I B.Com (CA)
7	C Naveen Kumar	Male	I B.Com (CA)
8	C Menaka	Female	I B.Com (CA)
9	C Pavithra	Female	I B.Com (CA)
10	D Makbul	Male	I B.Com (CA)
11	D Dhanasekhar	Male	I B.Com (CA)
12	K Martin	Male	I B.Com (CA)
13	K Koteswar Reddy	Male	I B.Com (CA)
14	K Pavithra	Female	I B.Com (CA)
15	K Annamayya	Male	I B.Com (CA)
16	K Gopinath	Male	I B.Com (CA)
17	K Kalyan	Male	I B.Com (CA)
18	K Rajesh	Male	I B.Com (CA)
19	L Kamalesh	Male	I B.Com (CA)
20	M Arunachalam	Male	I B.Com (CA)

21	M Arun Kumar	Male	I B.Com (CA)
22	M Purushotham	Male	I B.Com (CA)
23	N Viswanadham	Male	I B.Com (CA)
24	N Ajith Kumar	Male	I B.Com (CA)
25	P Jayaram	Male	I B.Com (CA)
26	P Vinod Kumar	Male	I B.Com (CA)
27	P Srividya	Female	I B.Com (CA)
28	S Avinash	Male	I B.Com (CA)
29	T Chandu	Male	I B.Com (CA)
30	V Pradeep	Male	I B.Com (CA)


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DEPARTMENT OF ENGLISH

Brief Report on
“Communication skills”

A certificate course on Spoken English & Communication skills was inaugurated on 23rd Jul 2018 in this college by the principal Dr. N. Vijayasree. 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.

After completion of the course, Certificates were distributed to the students on 06-09-2018.


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