

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



Certificate Course
On
Spoken English & Communication
skills

Organized by
Department of English

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram
Date: 17-06-2022

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 “**Spoken English & Communication Skills**” from 19th Jan 2022 in the afternoon sessions.

Duration of the Course: Thirty Hours only

Course Fee: Free of cost

For further details contact Dr. C.N.Latha, Department of English

C. N. Latha

Lecturer- in charge


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

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



Certificate Course
on
Spoken English & Communication skills

Eligibility: All B.Sc, B. Com. & B.A.
Registration Fee: Free
Registration Start : 17-01-2022
Registration End : 18-01-2022
Duration of Course : Thirty Hours
Course Start : 19-01-2022

Organized by
Department of English

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST

Certificate Course on "Spoken English & 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

C. N. Saitta


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GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM
DEPARTMENT OF ENGLISH
INAUGURATION PROGRAM FOR CERTIFICATE COURSE ON
SPOKEN ENGLISH & COMMUNICATION SKILLS



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GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF ENGLISH 2021-22

CERTIFICATE COURSE ON SPOKEN ENGLISH & COMMUNICATION SKILLS

List of Students Enrolled:

Govt. Degree College, Karvetinagaram, Chittoor Dist.			
Department of English - 2021-22			
Certificate Course on Spoken English & Communication Skills			
List of Students			
S.No	Name of the Student		Class
1	M Venkatadri	Male	III B.A
2	K Anitha	Female	I B.A
3	S Saranya	Female	II B.Sc
4	V Ganesh	Male	II B.Sc
5	C Manoj	Male	II B.Sc
6	M Ravi Kumar	Male	III B.Sc
7	N Lokanadha Reddy	Male	III B.Sc
8	N Vajra Velu	Male	III B.Sc
9	N Hemalatha	Female	III B.Sc
10	N Chandini Priya	Female	III B.Sc
11	N Lokesh	Male	III B.Sc
12	P G Karthik	Male	III B.Sc
13	P Bhavya	Female	III B.Sc
14	P Cholika	Female	III B.Sc
15	P Mahesh	Male	III B.Sc
16	P Chendu	Male	III B.Sc
17	P Soniya	Female	III B.Sc
18	P Samu Velu	Male	III B.Sc
19	P Ooha	Female	III B.Sc
20	S Shireesha	Female	III B.Sc
21	S Ameenulla	Male	III B.Sc

22	S Saifuddeen	Male	III B.Sc
23	S Gayathri	Female	III B.Sc
24	K Kusuma Latha	Female	III B.Sc
25	K Mounika	Female	III B.Sc
26	B Dhamu	Male	III B.Com
27	C Padma	Female	III B.Com
28	C Pavan Kumar	Male	III B.Com
29	C Dinesh	Male	III B.Com
30	C Krishna Prasad	Male	III B.Com
31	C Ramya	Female	III B.Com
32	C Akil	Male	III B.Com
33	D Vaishanvi	Female	III B.Com
34	G Jaya Prakash	Male	III B.Com
35	G Hemavathi	Female	III B.Com
36	A Lokesh	Male	III B.Com
37	A Hemanth	Male	III B.Com
38	A Sai Charan	Male	III B.Com
39	A Sukumar	Male	III B.Com
40	A Sathya	Female	III B.Com


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GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF ENGLISH 2021-22

ATTENDANCE SHEET

FOR

CERTIFICATE COURSE ON SPOKEN ENGLISH & COMMUNICATION SKILLS

Certificate course in ENGLISH - REGISTER OF ATTENDANCE & FEES Name of the Institute <u>G.D.C. Karvetinagaram</u>		SPOKEN ENGLISH & COMMUNICATION SKILLS FOR THE MONTH OF <u>2021-22</u> <u>19/01/22 to 06/03/22</u> 20 <u>22</u>																																					
Sl. No.	Admission No.	NAMES	Section <u>B.A.B.S. B.com</u> Place <u>Karvetinagaram</u>																															No. of days present	FEES Rs. P.	Date of payment			
			1/1/21	2/1/21	3/1/21	4/1/21	5/1/21	6/1/21	7/1/21	8/1/21	9/1/21	10/1/21	11/1/21	12/1/21	13/1/21	14/1/21	15/1/21	16/1/21	17/1/21	18/1/21	19/1/21	20/1/21	21/1/21	22/1/21	23/1/21	24/1/21	25/1/21	26/1/21	27/1/21	28/1/21	29/1/21	30/1/21	31/1/21						
1		M. Venkatadasi (BA)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
2		K. Anitha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
3		S. Saranya (BSC)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
4		V. Ganesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
5		C. Manoj	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
6		M. Ravikumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
7		N. Lokaradhya Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
8		N. Vajravelu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
9		N. Hemalatha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
10		N. Chandini Priya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
11		N. Lokesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
12		P. G. Kartik	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
13		P. Bhavya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
14		P. Cholika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
15		P. Chandya Mahesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
16		P. Chendu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
17		P. Sonia	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
18		P. Samvelu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
19		P. Doha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
20		S. Sireesha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
21		S. Ameenulla	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
22		S. Saifuddin	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
23		S. Gayathri	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
24		K. Kukulmalika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
25		K. Monnika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
26		B. Damu (B.com)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
27		C. Padma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
28		C. Pavankumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
29		C. Dinesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
Number present M																																							
Daily E																																							
Initials M																																							
E																																							
No. on roll at the beginning of month			Admitted during the month			Left No. on roll at end of month			No. of working days			Average attendance during the month			No. on roll during the month																								

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

DEPARTMENT OF ENGLISH

Brief Report on
Certificate course on “Spoken English & Communication skills”

A certificate course on Spoken English & Communication skills was inaugurated on 19th Jan 2022 in this college by the principal Dr. S. Vijuyulu Reddy. 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 Dr. C. N. Latha. The course was conducted one hour per day. Forty students are enrolled in this course.

After completion of the course, Certificate was distributed to the students on 04-03-2022.




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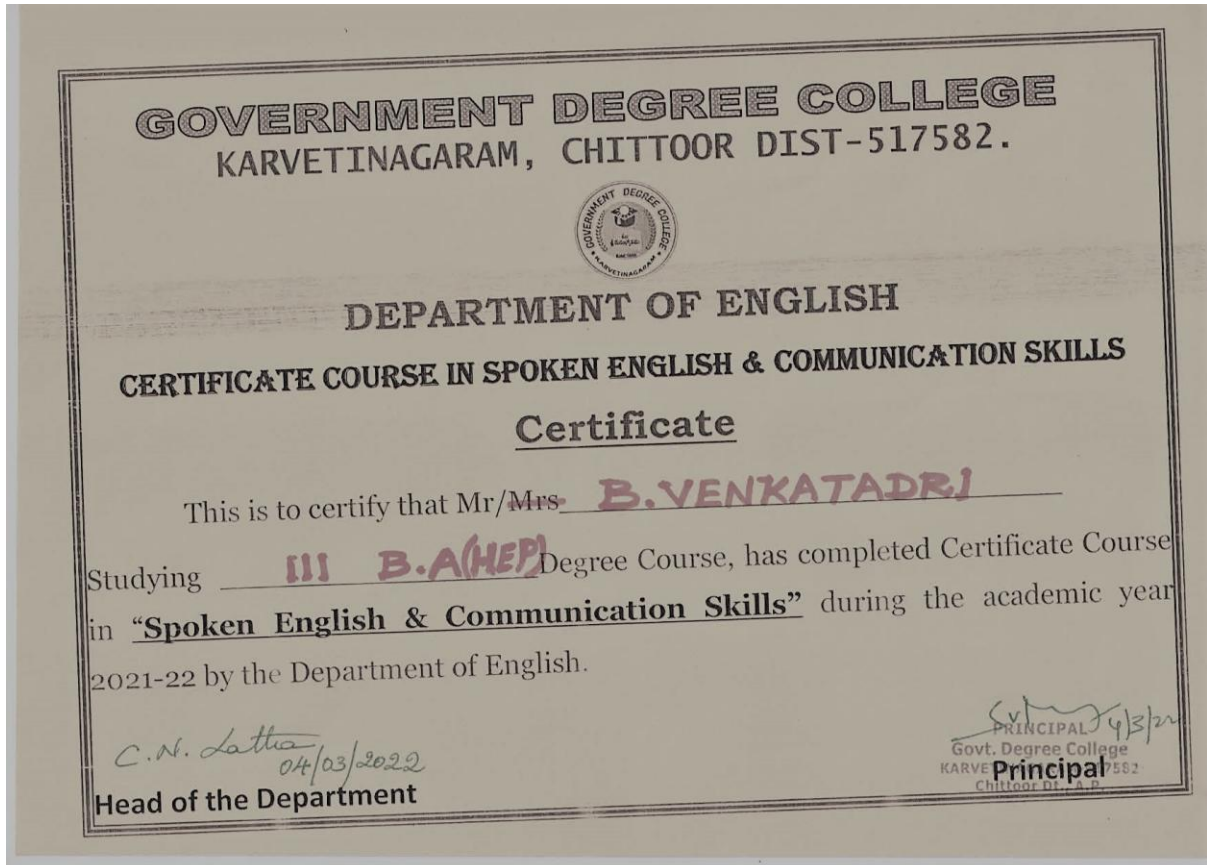
GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF ENGLISH 2021-22

CERTIFICATE COURSE

ON

SPOKEN ENGLISH & COMMUNICATION SKILLS



Certificate Issued to the Student

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