

Certificate Courses

CERTIFICATE COURSE

in

Professional Proficiency in English

From 03-02-2021 to 19-02-2021

Offered

by

DEPARTMENT OF ENGLISH

KAKATIYA GOVERNMENT COLLEGE,

HANUMAKONDA

2/2/21

A departmental meeting chaired by Dr. P. Indira Devi in charge was held in the English Department to discuss the activities and other related programmes for effective teaching and learning process.

It is resolved to conduct Certificate Course from 2/2/2021 to 19/2/2021 for 15 days and 20/2/2021 to 10/3/2021 for 15 days.

1. Professional proficiency in English
2. Communicative English

All the faculty members of the department take classes in the course. The course is open to all the students of the college and maximum 75 students on first come first serve basis. The course will be 15 days course. The Time Table will be provided to the students in the first session.

- Dr. P. Indira Devi
- 1) Dr. E. Satyanarayana
 - 2) Dr. E. Rambhadrachari
 - 3) M. Manoj Kumar Sastry
 - 4) K. Uma Kiran

Date: 1-2-2021

To
The Principal
Kakatiya Government College,
Hanumakonda.

Respected Sir

Sub: Dept .of English- Conduct of Certificate course- Permission- Request -Regarding:

The Department of English has resolved to hold a certificate course in **Professional Proficiency in English for the UG students** from 3-2-2021.to 19-2-2021

I therefore request you to kindly accord permission to hold the course on the above said dates in the Seminar Hall of the college.

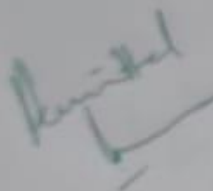
Thanking you.

Yours faithfully,



In-charge

Department of English
Asst. Professor / Lecturer
Department of English
Kakatiya Government College
Hanumakonda, Sangareddy.



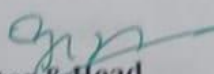
DEPARTMENT OF ENGLISH
KAKATIYA GOVERNMENT COLLEGE
HANAMAKONDA
CERTIFICATE COURSE IN ENGLISH

Date: 02-02-2021

NOTICE


This is to inform to all the students who registered their names for certificate course in English titled "**Professional Proficiency in English**" is scheduled to be conducted from 03-02-2021 to 19-02-2021.

The inaugural function is scheduled on 03-02-2021 at 11.30 a.m. in the college seminar hall.


Course Director & Head

Dr. P. Indira Devi




Principal
PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

DEPARTMENT OF ENGLISH
KAKATIYA GOVERNMENT COLLEGE
HANAMAKONDA
CERTIFICATE COURSE
Professional Proficiency in English
From 03-02-2021 to 19-02-2021

SYLLABUS

Unit I: (10 Hours)

Communication Skills

Unit II: (8 Hours)

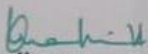
Listening, Speaking

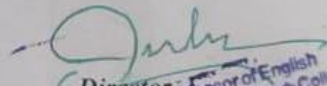
Unit III: (6 Hours)

Reading



Unit IV: (6 Hours)

Writing


Coordinator
K.UMAKIRAN


Director
Assistant Professor of English
Dept. of English, Kakatiya Govt. College
Hanamakonda, Warangal (U), T.S. - 506 001
Dr. P. Indira Devi

Organizers:

- 1)  - Dr. E. Sahyram
- 2)  - Dr. E. Rameshwar Raju

CERTIFICATE COURSE IN PROFESSIONAL PROFICIENCY IN ENGLISH

About the Course

This course has been designed for advanced learners and business professionals who are in employment or seeking employment and need to improve their business and social English skills rapidly, effectively and efficiently. The course aims at developing language skills needed in the modern day business environment.

Course Highlights

- To improve communication technique
- To develop and consolidate the target language
- To develop an alert awareness of inter-cultural and cross-linguistic communicative threats that is essential to safe communication.
- To equip participants with the skills required for argumentation and persuasion
- To provide an understanding of business etiquette
- To enhance the four basic language skills - Listening, Speaking, Reading, and Writing
- To equip the learners with strategies to improve their communication skills

To ensure that the training is useful to the learners to succeed in the real world

Expected Learning Outcomes

- Learners will develop confidence and fluency in the following areas:
 - Socializing, Telephoning, Presenting information, Participating in meetings, and Handling negotiations
- Learners will be able to speed read articles
- Learners should be able to comprehend complex reports
- Learners should be able to write formal letters, resumes and informative and analytical reports
- Learners will learn to write emails and understand email etiquette
- Understanding cross cultural diversity for effective communication

- Learner should be able to engage in discussion with one or more people in a variety of different situations, making clear and effective contributions that produce outcomes appropriate to purpose and topic.
- Learners should be able to make effective presentations
- Learners should be able to use new media effectively

Teaching Methodology

The Methodology shall include classroom teaching, assignments, viva-voce, practical work, seminar, workshop, project work, quiz, group discussion, role play, etc.

Course Content

Unit 1: Communication Skills

- Building confidence and fluency in spoken English
- Business Etiquette
- Telephone, Email, Video Conferencing, Texting skills
- Presentation skill
- Facing and Conducting interviews and Group Discussions
- Negotiation skills
- Use of infographics
- Phonology, Vocabulary and Syntax

Unit 2: Listening

This component consists of teaching strategies to the learners to effectively respond to complex narratives, statements, questions, discursive explanations and instructions (both face-to face and on the telephone). It will focus on equipping the participants with techniques for note-taking, becoming an active listener and adapting response to speaker, medium and context.

Unit 3: Speaking

The communicative element in the modules aims mainly at building confidence and fluency in spoken English. The students are taught language needed for conducting presentations, negotiations, facing interviews and telephone skills and to effectively communicate straightforward and detailed information, ideas and opinions clearly, adapting speech and content to take account of the listener(s), medium, purpose and situation.

Unit 4: Reading

The reading component of the course enables the students to effectively read complex text and focuses on speed reading techniques and note taking from written discourse so as to effectively summarise, distinguish between facts and opinions, decipher facts and make inferences.

Unit 5: Writing

The writing component of the course will provide the participants with the opportunity to be aware of the writing styles used in the modern day offices. They will be taught the formats and the language structures of business documents such as letters, memos and reports.

Course Materials

Will be sourced from authentic discourse such as newspapers, audio-visuals, etc. Where required materials will be fabricated to teach the student a particular strategy.

**KAKATIYA GOVERNMENT COLLEGE, HANAMAKONDA
DEPARTMENT OF ENGLISH**

**A CERTIFICATE COURSE IN PROFESSIONAL PROFICIENCY
IN ENGLISH
CERTIFICATE**

Date:

This is to certify that _____ s/o _____
attended the course entitled “**A Certificate Course in Professional Proficiency in English**” offered and organized by the Department of English, Kakatiya Government College, Hanamkonda from **03-02-2021** to **19-02-2021** programmed for 15 Days carrying 30 Hours under the aegis of the Commissionerate of Collegiate Education, Government of Telangana, Hyderabad.

Head & Course Director

Course Coordinator

Principal



CERTIFICATE COURSE

in

Communicative English

From 20-02-2021 to 10-03-2021

Offered

by

DEPARTMENT OF ENGLISH

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA

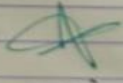
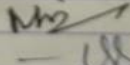

2/2/21

A Departmental meeting chaired by Dr. P. Indira Devi in charge was held in the English Department to discuss the activities and other related programmes for effect Teaching and learning process.

It is resolved to conduct Certificate Course from 3/2/2021 to 19/2/2021 for 15 days and 20/2/2021 to 10/3/2021 for 15 days.

1. Professional proficiency in English
2. Communicative English

All the faculty members of the department take classes for the course. The course is open to all the students of B sem and maximum 75 students on first come first serve basis. The course are 15 days course. The Time Table will be provided to the students in the first session.

- Dr.
- 1) Dr. F. Satyanarayan 
 - 2) D. F. Rambhaskar
 - 3) M. Manojkumar Sawley 
 - 4) K. Uma Kiran 

Date: 10-2-2021

To
The Principal
Kakatiya Government College, Hanamkonda
Warangal.

Respected Sir

Sub: Conduct of certificate course-Permission- Request-Reg:

With reference to the subject cited above, the Department of English is planning to conduct a certificate course in **Communicative English** from 20-2-2021 to 10-3-2021

Therefore, I request you to kindly permit us conduct the same in the seminar hall on the above said dates.

Thanking you

Yours faithfully



In-charge

Department of English
In-charge
Asst. Professor / Lecturer
Department of English
Kakatiya Government College
Hanamkonda, Telangana.



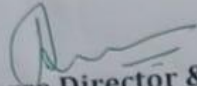
DEPARTMENT OF ENGLISH
KAKATIYA GOVERNMENT COLLEGE
HANAMAKONDA
CERTIFICATE COURSE IN ENGLISH

Date: 15-02-2021

NOTICE

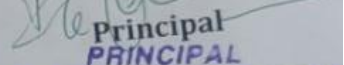
This is to inform to all the students who registered their names for certificate course in English titled "**Communicative English**" is scheduled to be conducted from 20-02-2021 to 10-03-2021.

The inaugural function is scheduled on 03-02-2021 at 11.30 a.m. in the college seminar hall.


Course Director & Head

D. G. P. Indiradevi




Principal
PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamakonda.

DEPARTMENT OF ENGLISH
KAKATIYA GOVERNMENT COLLEGE
HANAMAKONDA
CERTIFICATE COURSE
Communicative English
From 20-02-2021 to 10-03-2021

SYLLABUS

Unit I: (8 Hours)

Rethinking Communication

Unit II: (8 Hours)

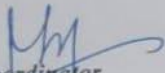
Group Development & Decision Making


Unit III: (8 Hours)

Conflict, Difference, & Diversity

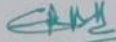

Unit IV: (6 Hours)

Group Communication & Technology


Coordinator
M. Manojkumar Samley.


Assistant Professor of English
Dept. of English, Kakatiya Govt. College
Hanamakonda, Warangal, T.S. - 506 001
I/c Dr. P. P. Sudin

Organizers:

- 1)  Dr. E. Raghavakrishna
→  Dr. E. Satyanarayana

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

Objective of the Course:

This program is mainly aimed at value add to any technical qualification, which help the students to acquire competence to secure jobs in any area related to IT & ITES & in other service industries. In this program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc. along with Communicative English is included. This course would help students to groom their personality, improve upon spoken English, and techniques to face for job, this course can be taken by anyone willing to improve the said traits.

Learning Outcomes:

After the completion of course, the students will be able to:-

Improve their Communicative English and English Speaking ability.

Outline of Course

Brief introduction to: Spoken variety of English, the two chief spoken varieties-British and American; Indian English and idea of a neutral accent.

Refresher classes on English Grammar and Vocabulary

Presentation and speech giving techniques

Module on Office Etiquette

Telephone handling Techniques

Power point Presentation

Module on Telemarketing and Prospecting

Interactive sessions.

Teaching Methodology

The Methodology shall include classroom teaching, assignments, viva-voce, practical work, seminar, workshop, project work, quiz, group discussion, role play, etc.

Syllabus

Unit 1: Rethinking Communication

Week 1 is all about communication. But not the common sense or taken-for-granted notions of communication you might expect. Instead, we're going to rethink communication and challenge some of the conventional wisdom about communication that is common in our society. We'll compare and contrast different theories or models of communication, and see if we can develop a more sophisticated understanding of communication to understand the complexities of human interaction in today's groups. We'll also explore some of the hidden forces of group communication, like context, systems and institutions, and design. These are all things that are "present" in any group situation, influencing how we interact with each other, but easy to miss if we're not looking. We want to expand our field of vision, so to speak, so we have a fuller understanding of what's happening in any group situation.

Unit 2: Group Development & Decision Making

Week 2 focuses on group development and decision making. We'll look at how groups come together through socialization, how they develop norms, and how roles emerge. And we'll compare and contrast different models that explain these processes. We'll examine the various decision making traps that groups can fall into, while also developing better practices for making good group decisions. And we'll explore how groups can be more creative and innovative in their decision making.

Unit 3: Conflict, Difference, & Diversity

Week 3 is all about conflict, difference, and diversity. We'll learn how groups can have a good fight and how you can choose the right words in a dispute...as well as how to negotiate with others when things get difficult. We'll also explore why difference and diversity are so important for group communication, and how understanding the concept of identity is critical for our involvement in groups. And we'll pay special attention to communication and gender, one of the most significant aspects of difference and diversity for groups to understand.

Unit 4: Group Communication & Technology

Week 4 covers group communication and technology...an increasingly prevalent aspect of the modern landscape of group work we must understand. We'll look at the concept of virtual work and how groups are using technology, as well as various models and theories of media functionality and information processing. We'll cover several practical and conceptual issues we should always keep in mind when it comes to technology and group communication, and we'll explore some cutting-edge thinking about technology and group work through the fascinating theory of socio materiality.

Course Materials

Will be sourced from authentic discourse such as newspapers, audio-visuals, etc. Where required materials will be fabricated to teach the student a particular strategy.

KAKATIYA GOVERNMENT COLLEGE, HANAMAKONDA
DEPARTMENT OF ENGLISH
A CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

CERTIFICATE

Date:

This is to certify that _____ s/o _____
attended the course entitled “**A Certificate Course in Communicative English**”
offered and organized by the Department of English, Kakatiya Government
College, Hanamakonda from **20-02-2021** to **10-03-2021** programmed for 15 Days
carrying 30 Hours under the aegis of the Commissionerate of Collegiate Education,
Government of Telangana, Hyderabad.

Head & Course Director

Course Coordinator

Principal

