

**GOVT. DEGREE COLLEGE, KORATLA-505 326
DIST: JAGTIAL**

PERMISSION LETTER

Date: 29/04/2022

To

The Principal,

GDC, Koratla.

Respected Madam,

Subject: Seeking permission to start Free Certificate course in *Communicative Skills in English* in our college Request-Reg.

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We, the Department of English would like to start Free Certificate course in *Communicative Skills in English* in our college for the academic year 2021-22 for the betterment of all students to communicate well for their bright future and career.

Hence, you are requested to permit us to start the above mentioned Certificate course for the academic year 2021-22.

Thanking you Madam,

Yours faithfully,




(M.RAJASHEKAR)


19/19
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KORATLA, DIST: JAGTIAL

Date: 02/05/2022

CIRCULAR

It is here by informed all the students that We, the Department of English start *Communicative Skills in English* Free Certificate course for a period of fifteen days. The classes will be conducted during zero hours that is from 4.30 pm to 5.30 pm on all working days. The detailed schedule will be intimated soon. Interested candidate may enrol your name with Mr. M. Rajashekar, Lecturer in English on or before 04/05/2022. If the enrolled candidates are more than thirty, a formal entrance test will be conducted and based on the performance the selected students will be short listed.


Department of English
Head of the Department


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OBJECTIVES:

- The primary objective of communicative Skills in English is to convey information—instructions, procedures and decisions
- To be able to speak English confidently, fluently and accurately
- To think in English and then speak
- To be able to talk in English in various situations
- To be able to compose freely and independently in speech and writing
- To be able to read books and News Papers with understanding
- To acquire vocabulary of more than 2,000 words (General Service List of words)
- Ability to use reference material such as encyclopaedia, dictionary etc.,
- To help the learner get rid of his present flaws and mistakes in pronunciation, Vocabulary and grammar

PROGRAMME SCHEDULE

Topic No.	Date	Contents	Remarks
1	05/05/2022	Introduction	
2		Basic Structure	
3	06/05/2022	Lang. Skills	
4		Lang. Skills	
5	07/05/2022	Parts of Speech	
6		Parts of Speech	
7	09/05/2022	Introducing oneself & others	
8		Usage of Tenses & verb forms	
9	10/05/2022	Present Tense	
10		Past Tense	
11	11/05/2022	Future Tense	
12		Classified Vocabulary	
13	12/05/2022	Common Sentences in daily use	
14		Presentation Skills	
15	13/05/2022	Presentation Skills	
16		Advantages of reading News Paper	
17	16/05/2022	Improving Word Power	
18		Describing a Picture/place/thing	
19	17/05/2022	Situational Conversations	
20		JAM(Just A Minute)	
21	18/05/2022	GD (Group Discussion)	
22		Preparing C.V	
23	19/05/2022	Interview Techniques	
24		FAQs (Frequently Asked Questions)	
25	20/05/2022	Advantages of watching English Channels	
26		Quotations in daily use	
27	21/05/2022	Facing Interview	
28		Importance of Communication skills	
29	23/05/2022	Importance of Soft skills	
30		Stress & Intonation	

Sl.No	Hall Ticket No.	Name of the Student	Class
1	18077046402010	Ravula Himabindu	B.Com. VI semester
2	19077046402002	Akula Shivani	B.Com. VI semester
3	19077046402003	A.Bhavani	B.Com. VI semester
4	19077046402009	Ch.Harini	B.Com. VI semester
5	19077046402010	D.Kavya	B.Com. VI semester
6	19077046402012	G.Harish	B.Com. VI semester
7	19077046402013	G.Manideep	B.Com. VI semester
8	19077046402025	M.A.Mudabeer	B.Com. VI semester
9	19077046402043	Shaik Mubshir	B.Com. VI semester
10	19077046402044	Laxmi Prasanna	B.Com. VI semester

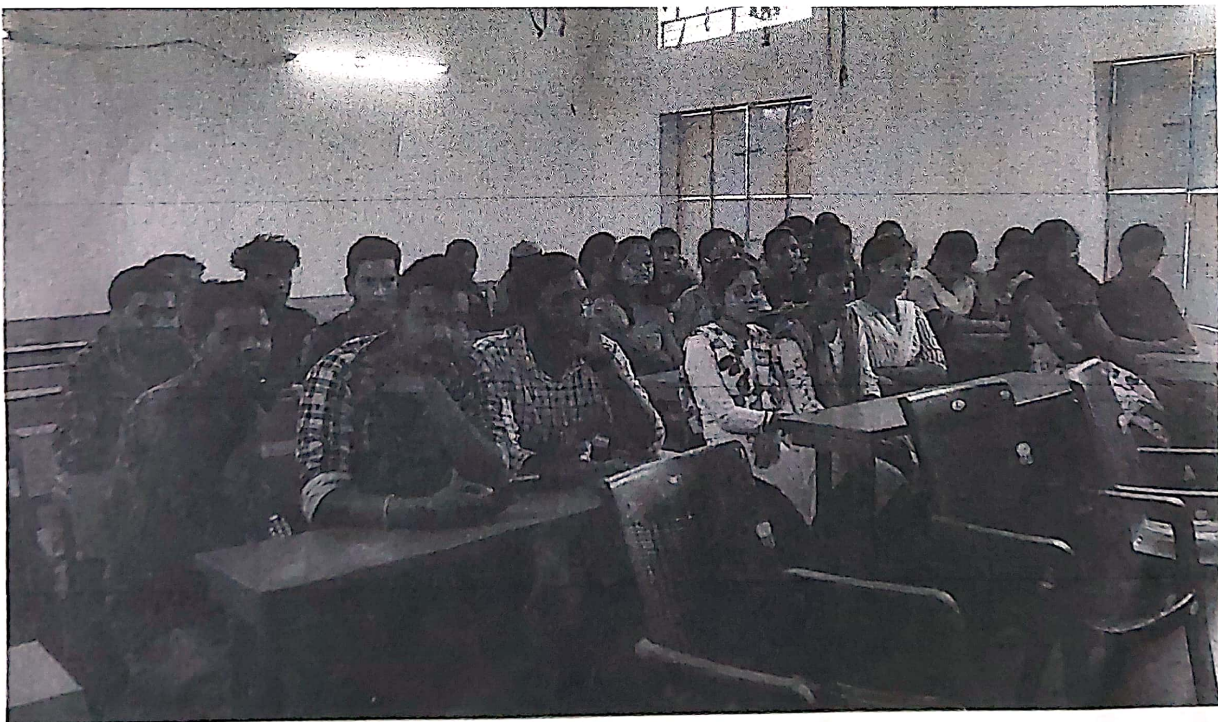
STUDENTS ATTENDANCE SHEET-2021-22

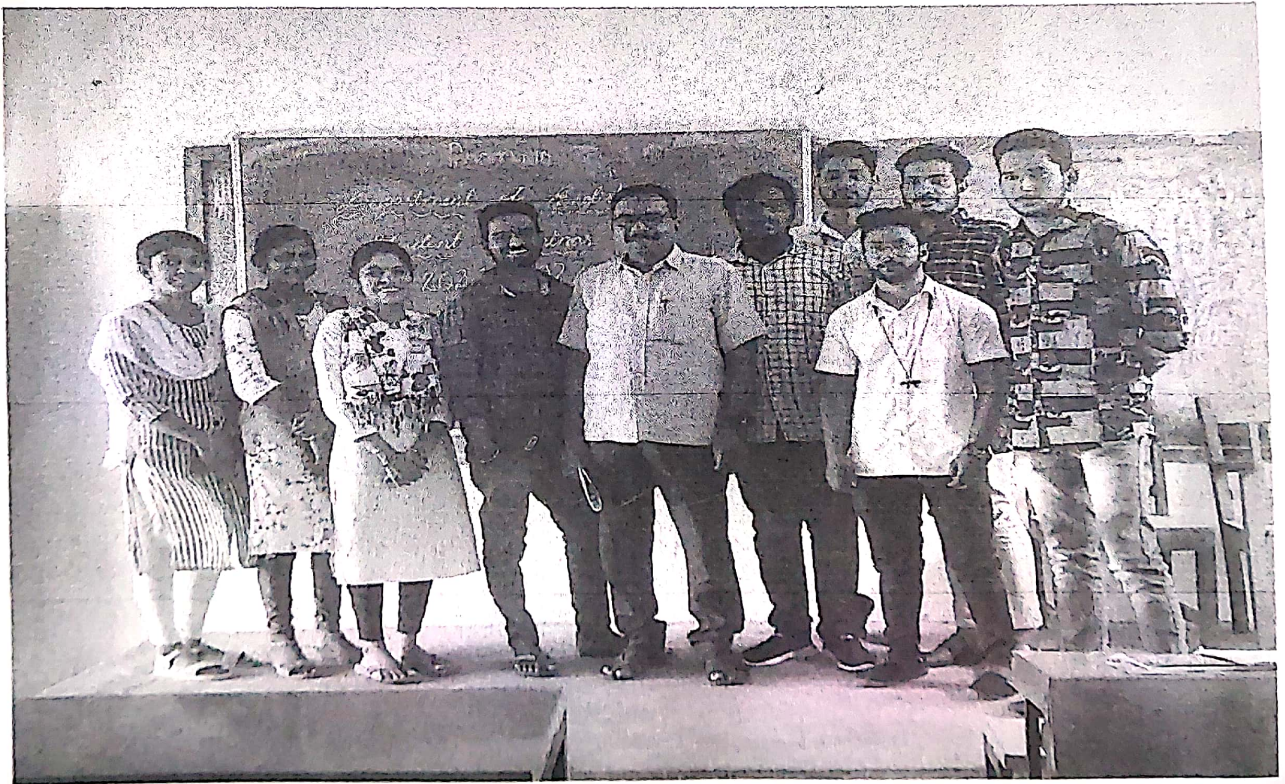
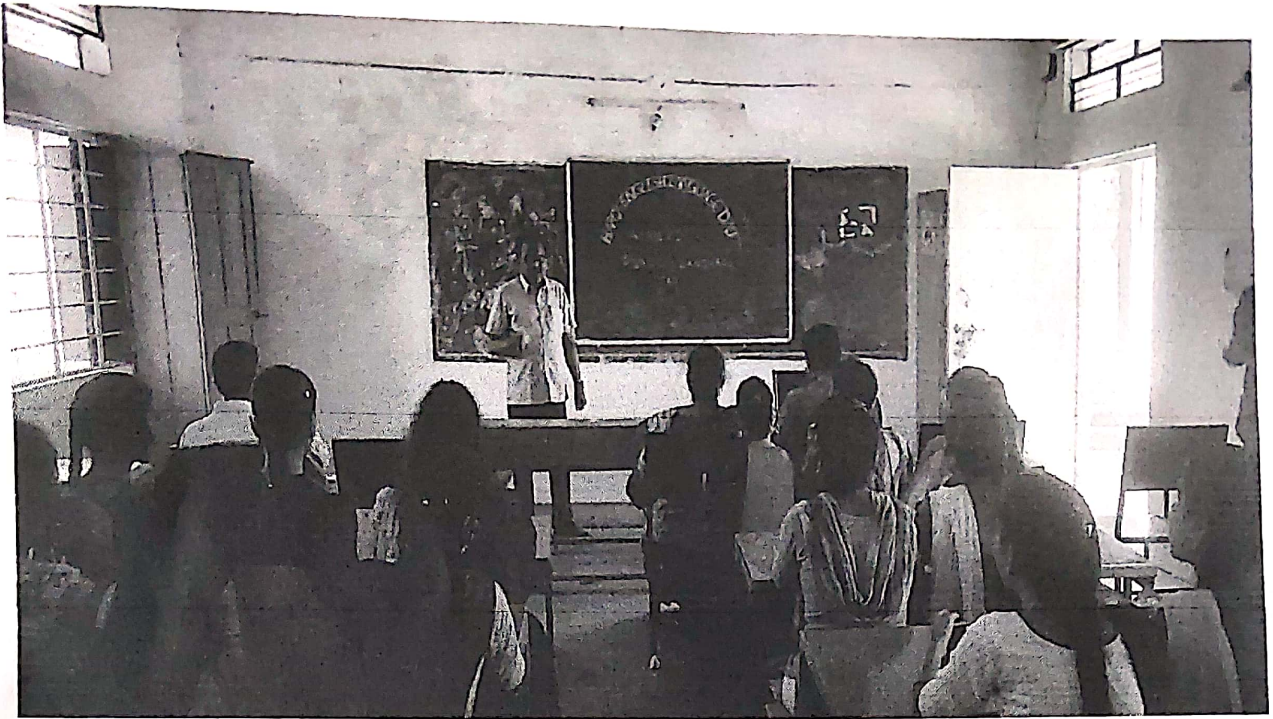
SL.NO	NAME OF THE STUDENT	DATES														
		5/5/22	6/5	7/5	9/5	10/5	11/5	12/5	13/5	16/5	17/5	18/5	19/5	20/5	21/5	23/5
1	R.HIMABINDU	P	P	A	P	P	P	A	P	P	P	A	P	P	A	P
2	A.SHIVANI	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A
3	A.BAVANI	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P
4	CH.HARINI	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P
5	D.KAVYA	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P
6	G.HARISH	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A
7	G.MANIDEEP	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P
8	M.A.MUDABEER	P	A	P	P	P	A	P	P	P	P	A	P	P	P	A
9	SHAIK MUBSHIR	P	P	P	A	P	P	P	A	P	P	P	P	A	P	A
10	LAXMI PRASANNA	P	P	P	A	P	P	A	P	P	P	A	P	P	A	P



 Sign. of Teacher



PHOTOS





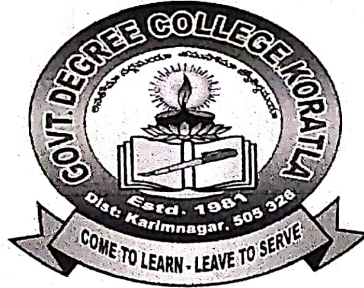

Sign. of Lecturer


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GOVT. DEGREE COLLEGE, KORATLA

DIST: JAGTIAL TELANGANA

(Affiliated to Satavahana University, Karimnagar)



CERTIFICATE OF COMPLETION

This is to certify that Mr/Miss _____ has successfully completed the programme certificate in "*COMMUNICATIVE SKILLS IN ENGLISH*" organised by Department of English from 05/05/2022 to 23/05/2022.

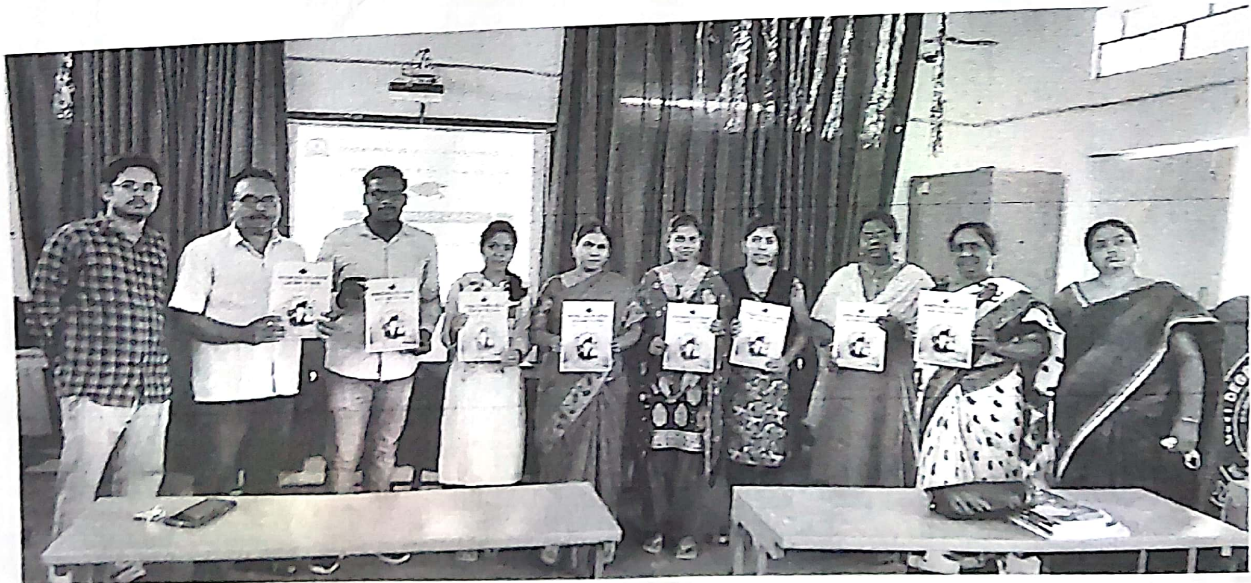
Course
Co-convenor



Course
Convenor


Principal
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

CERTIFICATION CEREMONY ALONG WITH FREE SPOKEN ENGLISH BOOK DISTRIBUTION TO PARTICIPANTS






Lecturer in English.


Principal
GOVT. DEGREE COLLEGE
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