

GOVERNMENT DEGREE COLLEGE, HUZURABAD  
DEPARTMENT OF ENGLISH



*Learn Better to Serve Better*

**CERTIFICATE COURSE IN  
COMMUNICATIVE SKILLS IN ENGLISH  
(2021-22)**

**RESOLUTION**

Department of English, Govt. Degree College , Huzurabad decided to  
conduct a **CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN  
ENGLISH** from 01.03.2022 for 30 days to the students.

*Birbu*  
(Coordinator)

*[Signature]*  
**Principal**  
GOVERNMENT DEGREE COLLEGE  
HUZURABAD

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DEPARTMENT OF ENGLISH

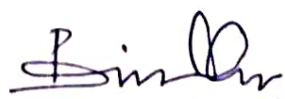


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(2021-22)

**CIRCULAR**

It is here by informed to all the students that the Department of English is going to organize a **CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH** with the duration of one month from 01.03.2022 in order to improve their Communicative skills in English. Hence, the students who are willing to join the course are instructed to enroll their names with the course coordinator on or before 24.02.2022.

  
(Coordinator)

  
**Principal**  
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**Objectives:**

- To be able to speak English fluently and accurately
- To think in English and then speak
- To be able to talk in English
- To be able to compose freely and independently in speech and writing
- To be able to read books with understanding.
- To acquire a vocabulary of 2500 words
- Ability to use reference material such as encyclopedia, dictionary, etc.

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**(2021-22)**

**COURSE OUTCOMES**

After completing the certificate course in 'Communicative Skills in English'

the students will be:

- Acquiring the knowledge of four fold language skills –
  - ✓ Listening,
  - ✓ Speaking,
  - ✓ Reading and
  - ✓ Writing
- Attaining powerful oral skills – Listening and Speaking
- Enabling the learners to develop interpersonal skills or soft skills
- Developing a natural and accurate diction of English pronunciation
- Developing the skills to articulate their ideas and experiences freely
- Improving the levels of confidence among the students in using English
- Helping the students to acquire ample career and employment opportunities

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**CERTIFICATE COURSE IN  
COMMUNICATIVE SKILLS IN ENGLISH  
(2021-22)  
SYLLABUS**

1. Theories of Language Learning – Case Studies
2. Tips to learn a new language
3. The process of learning a language
4. Basics of English
5. Introduce Yourself and Others
6. The parts of speech
7. Usage of Articles
8. Usage of Prepositions
9. Verb - Tenses - Present
10. Verb - Tenses - Past
11. Verb - Tenses - Future

12. Direct Indirect and Indirect speech
13. Active and Passive Voice
14. Vocabulary – Improvement Techniques
15. Regular words used in our daily life
16. Conditional Sentences
17. Usage of Prepositions
18. Conjunctions-Practice
19. Synonyms and antonyms
20. Reading Comprehension – Practice
21. Note-making
22. Précis writing
23. Paragraph writing and letter writing
24. Role Play
25. JAM (Just A Minute)
26. Group Discussions
27. Debates
28. Extempore Topics
29. Telephone Conversation
30. Paper Presentations

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DEPARTMENT OF ENGLISH



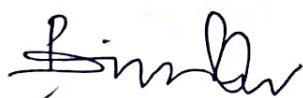
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**CERTIFICATE COURSE IN  
COMMUNICATIVE SKILLS IN ENGLISH  
(2021-22)**

**Schedule**

<b>Inaugural Function - 01.03.2022</b>			
<b>S.No.</b>	<b>Date</b>	<b>Time</b>	<b>Topic</b>
1	01.03.2022	4-5 pm	Theories of Language Learning – Case Studies
2	02.03.2022	4-5 pm	Tips to learn a new language
3	03.03.2022	4-5 pm	The process of learning a language
4	04.03.2022	4-5 pm	Basics of English
5	05.03.2022	4-5 pm	Introduce Yourself and Others
6	07.03.2022	4-5 pm	The parts of speech
7	08.03.2022	4-5 pm	Usage of Articles
8	09.03.2022	4-5 pm	Usage of Prepositions
9	10.03.2022	4-5 pm	Verb - Tenses - Present
10	11.03.2022	4-5 pm	Verb - Tenses - Past

11	14.03.2022	4-5 pm	Verb - Tenses - Future
12	15.03.2022	4-5 pm	Direct Indirect and Indirect speech
13	16.03.2022	4-5 pm	Active and Passive Voice
14	17.03.2022	4-5 pm	Vocabulary – Improvement Techniques
15	19.03.2022	4-5 pm	Regular words used in our daily life
16	21.03.2022	4-5 pm	Conditional Sentences
17	22.03.2022	4-5 pm	Usage of Prepositions
18	23.03.2022	4-5 pm	Conjunctions-Practice
19	24.03.2022	4-5 pm	Synonyms and antonyms
20	25.03.2022	4-5 pm	Reading Comprehension – Practice
21	26.03.2022	4-5 pm	Note-making
22	28.03.2022	4-5 pm	Précis writing
23	29.03.2022	4-5 pm	Paragraph writing and letter writing
24	30.03.2022	4-5 pm	Role Play
25	31.03.2022	4-5 pm	JAM (Just A Minute)
26	01.04.2022	4-5 pm	Group Discussions
27	04.04.2022	4-5 pm	Debates
28	05.04.2022	4-5 pm	Extempore Topics
29	06.04.2022	4-5 pm	Telephone Conversation
30	07.04.2022	4-5 pm	Paper Presentations
<b>Valedictory Function</b> <b>Presentation of Certificates 07.04.2022</b>			

  
 (Dr. P. Dinakaran)

  
**Principal**  
**GOVERNMENT DEGREE COLLEGE**  
**HUBLI**



GOVERNMENT DEGREE COLLEGE, HUZURABAD

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN

COMMUNICATIVE SKILLS IN ENGLISH

(2021-22)

STUDENT ENROLMENT LIST

S.NO.	NAME OF THE STUDENT	GROUP	SIGNATURE OF THE STUDENT
01	D. Harikrishna	B.Sc. (M.P.Cs.) - III	D. Harikrishna
02	M. Ashwini	B.Sc. (M.P.Cs.) - III	M. Ashwini
03	Ch. Sandhya	B.Sc. (B.Z.C.) - III	Ch. Sandhya
04	K. Shiva Prasad	B.Sc. (B.Z.C.) - III	K. Shiva Prasad
05	N. Sammaiah	B.Sc. (B.Z.C.) - III	N. Sammaiah
06	E. Nisha	B.Sc. (B.Z.C.A.) - III	E. Nisha
07	J. Sandhya	B.Sc. (B.Z.C.A.) - III	J. Sandhya
08	M. Sneha	B.Sc. (B.Z.C.A.) - III	M. Sneha
09	N. Prashanth	B.Sc. (B.Z.C.A.) - III	N. Prashanth
10	T. Ravali	B.Sc. (B.Z.C.A.) - III	T. Ravali
11	E. Tharun	B.A. (H.E.P.) - III	E. Tharun
12	M. Shailaja	B.A. (H.E.P.) - III	M. Shailaja
13	R. Sai Anvitha	B.A. (H.E.P.) - III	R. Sai Anvitha
14	E. Sridhar	B.A. (H.E.P.) - III	E. Sridhar
15	K. Prashanth	B.A. (H.E.P.) - III	K. Prashanth
16	M. Laxman	B.A. (H.E.P.) - III	M. Laxman
17	M. Mahesh	B.A. (H.E.P.) - III	M. Mahesh
18	B. Manasa	B.A. (H.E.P.) - III	B. Manasa
19	G. Prashanth	B.A. (H.E.P.) - III	G. Prashanth
20	E. Pranay	B.Com. (C.A.) - III	E. Pranay
21	K. Sai Kumar	B.Com. (C.A.) - III	M. Sai Kumar
22	M. Sindhu	B.Com. (C.A.) - III	M. Sindhu
23	R. Venkatesh	B.Com. (C.A.) - III	R. Venkatesh
24	T. Shiva Prasad	B.Com. (C.A.) - III	T. Shiva Prasad
25	U. Srinithya	B.Com. (C.A.) - III	U. Srinithya
26	V. Naga Jyothi	B.Com. (C.A.) - III	V. N. Jyothi
27	G. Ajay Kumar	B.Com. (C.A.) - III	G. Ajay Kumar
28	G. Sandhya	B.Com. (C.A.) - III	G. Sandhya
29	M. Ravali	B.Com. (C.A.) - III	M. Ravali
30	S. Sravanthi	B.Com. (C.A.) - III	S. Sravanthi

*Div*  
(Dr. P. Divakar)

**GOVERNMENT DEGREE COLLEGE, HUZURABAD**  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE IN**  
**COMMUNICATIVE SKILLS IN ENGLISH**

(2021-22)

Student Name:

Max. Marks : 20

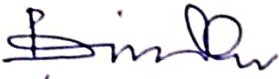
Time :30 min

**I. Select the correct answer from the alternatives.**

**10 X 1=10 M**

1. I sing a song. (Change into Passive Voice)  
a) A song sung by me.                      b) A song is sung by me.  
c) A song is being sung by me.            d) I sing a song that is sung by me.                      ( )
2. He brings two pens. (Change into Passive Voice)  
a) Two pens are brought by him.            b) Two pens were brought by him.  
c) Two pens is brought by him.              d) Two pens are being brought by him.                      ( )
3. She said, "I Work in a factory". (Change into Indirect Speech)                      ( )  
a) She said that she has worked in a factory. b) She said that she had worked in a factory.  
c) She said that she would work in a factory. d) She said that she worked in a factory.
4. Teacher says, "The earth is round."                      (Change into Indirect Speech)                      ( )  
a) Teacher said that the earth is round. b) Teacher says that the earth was round.  
c) Teacher told that the earth is round. d) Teacher says that the earth is round.
5. They met no one there, ..... (Choose the correct question tag)                      ( )  
a) did they?    b) do they?    c) didn't they?                      d) weren't they?
6. Today is the last day for payment of exam fee, .....(Choose the correct question tag)  
a) is it?            b) isn't it?            c) didn't it?                      d) was it?                      ( )
7. Some of you have been selected for the job, .....(Choose the correct question tag)  
a) have you?    b) had you?            c) haven't you?                      d) hadn't you?                      ( )
8. Rajesh is not as clever as Rakesh. (Change it into comparative degree)                      ( )  
a) Rakesh is cleverer than Rajesh.            b) Rakesh is clever than Rajesh.  
c) Rakesh was cleverer than Rajesh.            d) Rakesh was clever than Rajesh.
9. Vintha is taller than Saroja.                      (Change it into positive degree)                      ( )  
a) Saroja is as tall as Vinitha.            b) Saroja is taller as Vinitha.  
c) Saroja is not taller as Vinitha.            d) Saroja is not as tall as Vinitha.
10. They sell mangoes.                      (Change into Passive Voice)                      ( )  
a) Mangoes sold by them.                      b) Mangoes were sold by them.  
c) Mangoes is sold by them.                      d) Mangoes are sold by them.

- II. Fill in the blanks with the most appropriate words given. (10X1=10)**
1. Economics ..... with financial issues.  
a) deals      b) deal      c) is dealing      d) was dealing      ( )
  2. Measles ..... very common in olden days.  
a) were      b) was      c) are      d) is      ( )
  3. .... happiness is necessary in one's life.  
a) a      b) an      c) the      d) some      ( )
  4. He has many .....  
a) fishes      b) piece of fish      c) variety of fishes      d) fish      ( )
  5. One should respect ..... teachers.  
a) One's      b) his      c) every      d) her      ( )
  6. They ..... the movie yesterday.  
a) Have seen      b) saw      c) had seen      d) will see      ( )
  7. We can't walk ..... on the road.  
a) fastly      b) faster      c) fast      d) fastest      ( )
  8. Our English teacher distributed English grammar books ..... the students.  
a) between      b) to      c) for      d) among      ( )
  9. Mr. Raju prefers coffee ..... tea.  
a) than      b) to      c) for      d) of      ( )
  10. Children are fond ..... ice-creams.  
a) of      b) off      c) for      d) on      ( )

  
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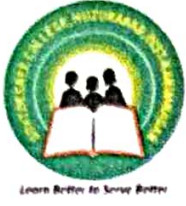
**CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH (2021-22)**

STUDENTS EVALUATION REPORT (Marks award list) Max. Marks: 20

Sl.No	Name of the Student	Group	Marks Awarded	Result
1	D. Harikrishna	B.Sc. (M.P.Cs.) - III	16	Pass
2	M. Ashwini	B.Sc. (M.P.Cs.) - III	17	"
3	Ch. Sandhya	B.Sc. (B.Z.C.) - III	18	"
4	K. Shiva Prasad	B.Sc. (B.Z.C.) - III	16	"
5	N. Sammaiah	B.Sc. (B.Z.C.) - III	16	"
6	E. Nisha	B.Sc. (B.Z.CA.) - III	17	"
7	J. Sandhya	B.Sc. (B.Z.CA.) - III	19	"
8	M. Sneha	B.Sc. (B.Z.CA.) - III	17	"
9	N. Prashanth	B.Sc. (B.Z.CA.) - III	13	"
10	T. Ravali	B.Sc. (B.Z.CA.) - III	14	"
11	E. Tharun	B.A. (H.E.P.) - III	15	"
12	M. Shailaja	B.A. (H.E.P.) - III	16	"
13	R. Sai Anvitha	B.A. (H.E.P.) - III	16	"
14	E. Sridhar	B.A. (H.E.P.) - III	19	"
15	K. Prashanth	B.A. (H.E.P.) - III	15	"
16	M. Laxman	B.A. (H.E.P.) - III	17	"
17	M. Mahesh	B.A. (H.E.P.) - III	18	"
18	B. Manasa	B.A. (H.E.P.) - III	17	"
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28	G. Sandhya	B.Com. (C.A.) - III	17	"
29	M. Ravali	B.Com. (C.A.) - III	17	"
30	S. Sravanthi	B.Com. (C.A.) - III	18	"

*(Dr. P. Dinakar)*

*Principal*  
GOVERNMENT DEGREE COLLEGE  
HUZURABAD



**OFFICE OF THE PRINCIPAL  
GOVERNMENT DEGREE COLLEGE, HUZURABAD  
DIST:KARIMNAGAR**

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**ATTENDANCE CERTIFICATE**

This is to certify that **DR. P. DINAKAR**, Asst. Professor of English has prepared the syllabus, Question Paper for Certificate Course in **COMMUNICATIVE SKILLS IN ENGLISH**. He / She conducted the certificate course from 01.03.2022 to 07.04.2022. His / Her services are highly appreciable. He/she has not been paid any honorarium for this purpose.

  
**Principal**  
GOVERNMENT DEGREE COLLEGE  
HUZURABAD



GOVERNMENT DEGREE COLLEGE, HUZURABAD

DIST : KARIMNAGAR

Re-Accredited with 'B' Grade by NAAC



CERTIFICATE OF PARTICIPATION

This is to certify that, U, SRINITHYA studying in B.Com (CA) group/programme III year at GDC Huzurabad has attended "The Certificate course in Communicative Skills in English offered by the Department of English. The certificate course was organized from 01.03.2022 to 07.04.2022. The student has successfully completed the course and qualified the summative assessment test that was conducted as part of the course.

  
Convener

Date: 07.04.2022



  
PRINCIPAL

Principal  
Govt Degree College  
Huzurabad Karimnagar