

GOVERNMENT DEGREE COLLEGE, LUXETTIPET

DEPARTMENT OF ENGLISH

**CERTIFICATE COURSE ON FREE SPOKEN
ENGLISH**

Date:26-12-2018

Government Degree College, Luxettipet

Department of English

Resolution

As part of the betterment of B.A, B.Com, B.Sc. students, we the Department of English decided to engage one month Certificate Course on Free Spoken English.

Department of English

Date: 29th Dec, 2018

To
The Principal
Govt. Degree College
Luxettipet

Dear sir

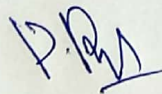
Sub:- Permission for one month certificate course on Free Spoken English request regarding.

* * *

Adverting to the subject cited, we the Department of English decided to engage one month certificate course on Free Spoken English for betterment of B.A, B.Com, B.Sc. students. We appeal for your kind permission.

Thanking you sir

Yours faithfully



Department of English

Permitted
T.K. 1/2
29/12/2018

Principal
Govt. Degree College
Luxettipet- 504 215, Dist: Mancherial.

Date: 30th Dec, 2018

Notice

All the students of BA, B.Com, B.Sc. are informed that the Department of English decided to engage one month Certificate Course on Free Spoken English for betterment of your future employment opportunities and Post Graduation courses. All the students should and make it success.

Department of English

Govt. Degree College, Luxettipet

Objectives of Short Term Spoken English course

The main aim of the course is to increase the command over spoken and written English. The methodology of teaching shall encompass and focus not only on the rules of grammar but also on conversation practices.

- To get job opportunities.
- To relinquish stage fear
- Enhances Self confidence
- Get job placements in MNCs
- Face interviews without hesitation.


Principal
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Luxettipet- 504 215, Dist: Mancherial.

Government Degree College, Luxettipet

Department of English

Syllabus for one month Certificate Course on Free Spoken English

- | | |
|--|---------|
| 1. Introduction to the course | |
| What is the use ? | 1 hour |
| 2. L.S.R.W. Skills | 4 hours |
| 3. Self Introduction | 2 hours |
| 4. Parts of Speech | 3 hours |
| 5. Prepositions | 3 hours |
| 6. Tenses | 6 hours |
| 7. Situational Conversation | 3 hours |
| (at the bank, at the bus station, Railway station) | |
| 8. Group Discussion | 3 hours |
| 9. J A M (Just A Minute) | 2 hours |
| 10. C.V. Preparation | 1 hour |
| 11. Interview Tips | 1 hour |
| 12. Valedictory Function | 1 hour |
| (Certificate Distribution) | |

GOVERNMENT DEGREE COLLEGE, LUXETTIPET
LIST OF STUDENTS ENROLLED
CERTIFICATE COURSE

Date: 02/01/2019

Sl.No	Name of the student	Course & registration no.	Course & Year	Signature of the student
1.	G. Ravi	1001	BA II	G. Ravi
2.	D. Navin	1002	BA II	Navin
3.	K. Bhagyalaxmi	1003	BA II	Bhagyalaxmi
4.	E. Swathi	1004	BA II	E. Swathi
5.	J. Sandhya	1005	BA II	J. Sandhya
6.	G. Thirupathi	1006	BA II	Thirupathi
7.	B. Anusha	1007	BA II	Anusha
8.	B. Naresh	1008	BA II	Naresh
9.	M. Archana	1009	BA II	M. Archana
10.	B. Ajaykumar	1010	BA II	Ajaykumar
11.	H. Sridhar	1011	BA II	H. Sridhar
12.	P. Mounika	1012	BA II	P. Mounika
13.	Ch. Ramkee	1013	BA II	Ramkee
14.	T. Harish	1014	BA II	T. Harish
15.	Ch. Shireesha	1015	BA II	Shireesha
16.	N. Srikanth	1016	B.A II	Srikanth
17.	T. Bhaskar	1017	B.Com II	T. Bhaskar
18.	S. Mallesh	1018	B.com II	Mallesh
19.	P. Sravya sri	1019	B.Z.C.II	Sravya sri
20.	M. Sandhya	1020	B.Z.C.II	M. Sandhya
21.	P. Rakesh	1021	B.Z.C. II	Rakesh
22.	K. Mounika	1022	B.Z.C. II	Mounika
23.	R. UmaMaheswari	1023	B.Z.C. II	Umamaheswari
24.	G. Ganesh	1024	B.Z.C. II	G. Ganesh
25.	G. Manoj	1025	B.Z.C. II	G. Manoj

T.K. J. Principal
Govt. Degree College
Luxettipet- 504 215, Dist. Mancherial.



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Luxettipet- 504 215, Dist: Mancherial.

J A M

JAM is an acronym for 'Just A Minute'. In a Global Market candidates are tested in many ways in the recruitment process of companies. They have to undergo a written test, interview, group discussion and a JAM. These are different ways of testing the skills and ability of the candidates.

In JAM, a candidate is given a topic. He has to say something on the given topic for a minute. It is aimed at testing the quickness of the candidate in grasping and responding to a problem or a question. Both the quickness and depth of his knowledge are tested. As the saying goes, 'a grain of rice is enough to test whether it is boiled properly or not.'

Candidates are assessed on the following:

1. The fluency with which ideas are expressed.
2. Good understanding of the subject matter.

Group Discussion

'Group Discussion' (GD), as the phrase suggests, is a group activity. It is now quite well known that these days, multi-national companies test the personality traits of every employee before recruiting. It is mandatory on the part of every candidate to equip himself/herself with some skills to gain entry into employment. A Group Discussion can bring to the fore the candidate's skill such as leadership skills, communication skills, capability to work in a group, etc. It is an accepted fact that an organisation can progress only if its employees work in harmony with each other. A Group Discussion is a small way of assessing the skills of a candidate. It is one of the stages in the selection process of employees. In a GD, a group of five or six members sit together to discuss a topic assigned to them. Every candidate is free to interact with others and express his/her ideas. The candidates may have opinions that are different from the other members of the group.

The following characteristics are tested in a G.D.

1. The candidate's ability to express his opinions.
2. The candidate's ability to work with a team
3. His leadership skills and the ability to initiate and lead the discussion.
4. The communication skills.
5. Creativity and imagination.
6. The ability to convince others with his statements.
7. His acceptance of others' opinions.

Form a group and discuss the following

1. Merits and Demerits of mobile phones.
2. The role of media in society.
3. The merits and demerits of the withdrawal of 500 and 1000 rupee notes by the Reserve Bank of India.

7.10.21

Self Introduction

My name is Rajitha Pendyala. I was born in Karimnagar District at kothapally on 01 Nov 1989. I am an Indian National. Whose mother tongue is Telugu. I stay at 10-02-289/123, Jyothinagar, Karimnagar . I am a student. I am studying in S.R.R. Degree College, Karimnagar. My father name is P. Prasad Rao. He is an Executive Engineer in P.W.D. My mother's name is P. Padmaja. She is a teacher. I have a brother and sister. My brother is an Electronic Engineer and my sister is studying her M.A. Sociology. I would love to read books and listen to music, in my free time.

Question Paper for Certificate Course on Spoken English

I Answer all the questions. Each carries one mark

Fill in the blanks with suitable articles

1. Hyderabad is _____ ancient city.
2. Rabindranath Tagore is _____ famous poet.
3. He is _____ tallest of all boys in the village.
4. He is _____ honour to his profession.
5. _____ blind depend on others.

II Correct the following sentences.

6. They went to the market now.
7. He walked with the corridor.
8. Sridevi was listening music now.
9. Birds flies in the sky.
10. If you pay money, I would bring the books.
11. In JAM, J means _____
12. In GD, G means _____
13. In LSRW, W means _____

III Fill in the blanks with suitable prepositions.

14. Sudha sits _____ Saroj and usman.
15. Father returned _____ 6 O' clock.
16. He is fond _____ Chocolates.
17. The child jumped _____ the tank.
18. Mathematics book is _____ the table.

7.8.12
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Govt. Degree College
Luxettinet - 504 212

19. They fetched water _____ the river.

20. Vijay cut the lemon _____ knife.

IV Write the parts of speech of underlined words in the sentences.

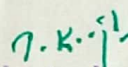
21. Road is blocked

22. Water the plants

23. Please fetch me a glass of water.

24. Sarala is a teacher.

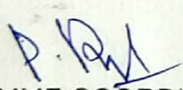
25. Rose is a beautiful flower


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GOVERNMENT DEGREE COLLEGE, LUXETTIPET
FEEDBACK REPORT

Date:

Name of the student	J. Sandhya
Course and Academic year	BA II. 2018-19
Name of the programme	Certificate Course in Spoken English.
Questionnaire for the programme	
1. Are you satisfied by the programme	yes
2. What did you learn from the Programme	I have learnt to speak in english
3. Is it useful to improve your skills	yes
4. Can you apply this in generating self employment	yes
4. Any suggestions by you regarding the programme	No

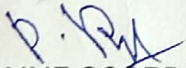

PROGRAMME COORDINATOR



PRINCIPAL
Govt. Degree College
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GOVERNMENT DEGREE COLLEGE, LUXETTIPET
FEEDBACK REPORT

Date:

Name of the student	P. Sravya Sai
Course and Academic year	Bze II 2018-19
Name of the programme	Certificate Course in Spoken English
Questionnaire for the programme	
1. Are you satisfied by the programme	yes
2. What did you learn from the Programme	learn I have learn to speak in english
3. Is it useful to improve your skills	yes
4. Can you apply this in generating self employment	yes
4. Any suggestions by you regarding the programme	NO


PROGRAMME COORDINATOR


Principal
Govt. Degree College
Luxettipet - 504 215



GOVERNMENT (MODEL) DEGREE COLLEGE
LUXETTIPET, Dist: MANCHERIAL
(email: gdclxpt@gmail.com)



CERTIFICATE

This is to certify that Mr./Ms. K. Bhagya Lakshmi
..... of this college has successfully completed the one month Certificate Course
on "Free Spoken English" from 02nd January 2019 to 13th February 2019, organized by the
Department of English and secured A grade.

P. Rajkumar
Coordinator

T.K. Ojha
Dr. Jai Kishan Ojha
Principal
Govt. Degree College,
Luxettipet-504 215