

DEPARTMENT OF ENGLISH

**JVR GOVT COLLEGE,
SATHUPALLY**

CERTIFICATE COURSE IN ENGLISH:

**COMMUNICATIVE
ENGLISH**

To

Sathupally

The Principal ,

18-01-2020

JVR GOVT. DEGREE COLLEGE

SATUPALLY

Sir ,

Sub :Request to grant permission to conduct a **Certificate Course** on Communicative English-reg

With the reference to the subject sited above ,Dept. of English is planning to conduct 30 days certificate course on Communicative English from 21 -01-2020 onwards . The main objective of the certificate course is to develop basic Communication skills in English among the students .

Hence ,I request your good self kindly permit to conduct certificate course .

Permitted
(Bgl)

Yours Sincerely ,



Department of English
J.V.R. Govt. Degree College
SATHUPALLY - Kmm, Dt.

JVR GOVT COLLEGE, SATHUPALLY, KHAMMAM DT
CERTIFICATE COURSE IN ENGLISH ON
COMMUNICATIVE ENGLISH
2019-20
COURSE CONTENTS

DAY	CONTENTS	NAME OF THE RESOURCE PERSON
DAY-1	SELF INTRODUCTION	
DAY- 2	INTRODUCING OTHERS	
DAY- 3	SEEKING PERMISSIONS	
DAY-4	POLITE REQUESTS	
DAY-5	MAKING ENQUIRIES	
DAY-6	CONVEYING WISHES	
DAY-7	ACCEPTING/DENYING REQUESTS	
DAY-8	ASKING QUESTIONS	
DAY-9	ASKING QUESTIONS	
DAY-10	ASKING QUESTIONS	
DAY-11	GREETINGS	
DAY-12	CONVEYING WISHES	
DAY-13	NARRATING PRESENT EVENTS-1	
DAY-14	NARRATING PRESENT EVENTS-2	
DAY-15	NARRATING PAST EVENTS-1	
DAY-16	NARRATING PAST EVENTS-2	
DAY-17	NARRATING FUTURE EVENTS-1	
DAY-18	NARRATING FUTURE EVENTS-2	
DAY-19	PRESENTATION SKILLS-1	
DAY-20	PRESENTATION SKILLS-2	

DAY-21	PRESENTATION SKILLS-3	
DAY-22	FACING INTERVIEWS-1	
DAY-23	FACING INTERVIEWS-2	
DAY-24	GROUP DISCUSSIONS-1	
DAY-25	GROUP DISCUSSIONS-2	
DAY-26	GROUP DISCUSSIONS-3	
DAY-27	INVITING GUESTS ON TO THE DAIS-1	
DAY-28	INVITING GUESTS ON TO THE DAIS-2	
DAY-29	PUBLIC SPEECHES-1	
DAY-30	PUBLIC SPEECHES-2	

PRINCIPAL

COORDINATOR.

JVR GOVT COLLEGE-SATHUPALLY, KHAMMAM DT

CERTIFICATE COURSE IN ENGLISH ON 'COMMUNICATIVE ENGLISH'

ATTENDANCE ROLL

S.No	HT No	Name of the student	Group	Year	DAY-1	DAY-2	DAY-3	DAY-4	DAY-5	DAY-6	DAY-7	DAY-8	DAY-9	DAY-10
					21/10/20	22/10/20	23/10/20	24/10/20	25/10/20	26/10/20	27/10/20	28/10/20	29/10/20	30/10/20
1	032193011	KAKA.SREE RAM	BZC	II YEAR	P	P	P	P	P	P	P	P	A	P
2	032193016	MARUTHI SRIVALLI	BZC	II YEAR	P	P	P	P	P	P	P	P	P	P
3	032193020	PUCHI SRAVANI	BZC	II YEAR	P	P	A	P	P	P	P	P	P	P
4	032193021	PUSAM NANDINI	BZC	II YEAR	P	A	P	P	P	P	P	P	P	P
5	032193023	SANAPA PRAVALLIKA	BZC	II YEAR	P	P	P	P	P	P	P	P	P	P
6	032193024	TALARI KEERTHI INDIRA	BZC	II YEAR	P	P	P	P	P	P	P	P	P	P
7	032193204	SAVALAM PAVANI	BZC	II YEAR	P	P	P	P	P	P	P	P	P	P
8	032193207	VEMULA SRAVANI	BZC	II YEAR	P	P	P	P	P	P	P	P	P	P
9	032194107	Md.ABDUL REHAMAN	MPC	II YEAR	P	P	P	P	P	P	P	P	P	P
10	032194109	NALLAGATLA MOUNIKA	MPC	II YEAR	P	P	P	P	P	P	P	P	P	P
11	032194110	NANDIPATI VENKATESH	MPC	II YEAR	P	A	P	P	P	P	P	P	P	P
12	032194112	SHAIK NISSAR MAIDI	MPC	II YEAR	P	P	A	P	P	P	A	P	P	P
13	032194011	SREE RAMULA RAJESH	MPC	II YEAR	P	A	P	P	P	P	P	P	P	P
14	032194001	ESANAPALLI PRIYANKA	MPC	II YEAR	P	A	P	P	P	P	P	P	P	P
15	032191202	ERPA NAVEENA	BA	II YEAR	A	P	P	P	P	P	A	P	P	P
16	032191208	KAIPI HIMA SREE	BA	II YEAR	P	P	P	A	P	A	P	P	P	P
17	032191209	KALLURI SARAKKA	BA	II YEAR	A	P	P	P	A	P	P	P	P	P
18	032191210	KALTI SANGEETHA	BA	II YEAR	P	P	P	P	P	P	P	A	P	P

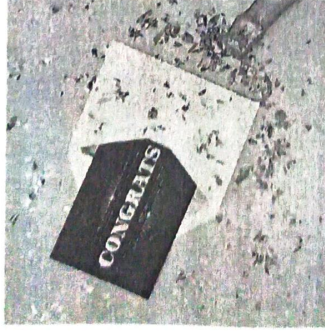
COURSE MATERIAL
SELF INTRODUCTION

- Hi, friends, good morning/ good afternoon/ good evening to you all.
- I'm pleased to introduce myself to you.
- This is Rajesh from Khammam.
- My father is a teacher and mother a home maker.
- I'm studying in MPC I year at JVR Govt college, Sathupally.
- I'm good at singing. I have won many prizes at school in singing.
- My ambition is to become an IAS officer.
- Thank you all..
- Bye.. have a nice day...

INTRODUCING OTHERS

- Hello, friends, good morning/good after noon/ good evening.
- I'm pleased to introduce my cousin to you.
- This is my cousin Ramu.
- He is studying B.Tech I year at NIT, Warangal.
- He is very good at playing cricket.
- He has played in inter collegiate cricket tournament at his Intermediate.
- He is an intelligent person who always gets good ranks in his studies.
- He wants to become a scientist.
- Thank you.

Congratulations Messages: What to Write in a Congratulations Card



By **Keely Chace** on July 16, 2018

A race run, a dream job landed, a new home, a big promotion, a little victory...It's one of life's great joys to see someone you know accomplish what they've been hoping for and working toward. Sending a congratulations card with a warm handwritten message is a perfect way to honor that person and recognize their achievement.

In this guide, you'll find inspiration and personal-message tips for a variety of congratulations and recipients. We've organized our ideas by what they say and how they say it. Feel free to read the whole guide, or jump straight to the ideas that work best for you and the person you're congratulating.

Oh, and if you're looking for something a little more specific, we also have tips and ideas unique to **Wedding Congratulations**, **Baby Congratulations**, and **Graduation Congratulations**.

Share:

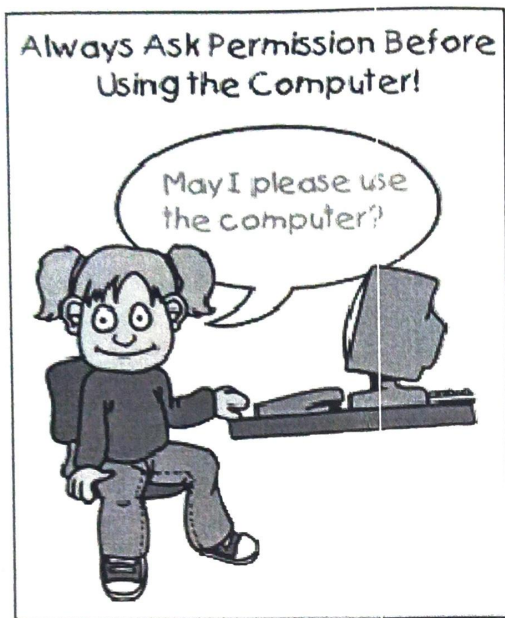
Inspired? Create and share by tagging **@Hallmark**.

SEEKING PERMISSIONS

1. Student: May I come in, sir?

Teacher: It's OK.

Student: Thank you sir.



Liza:	Please mum, can I use the computer?
Her mother:	No, dear you can't. It's time to go to bed.
Liza:	May I read a story before I sleep?
Her mother:	Sure! But try to sleep early.
Liza:	Thanks a lot mummy.

Ram: Can I use your mobile phone once, please?

Sam: I'm sorry. You can't. It's out of battery.

Ram: It's OK. Thank you.

Can I borrow your book?

A *request* is when you ask for something.

Informal

Can I borrow
your book?

Could I borrow
your book?

Formal

We are often
informal with
family and
friends.

We are usually
formal with
everyone else, like
teachers, doctors,
and people we do
not know well.

And More Requests

Would you mind looking over my assignment? I'm not sure it's right.

And, could I leave class ten minutes early today?



J.V.R. GOVERNMENT COLLEGE

SATHUPALLY - KHAMMAM DIST



DEPARTMENT OF ENGLISH



This is Certify that Kalluri Sarekka

of D. B.A. class has Successfully completed the certificate

course in COMMUNICATION SKILLS conducted by Department of English

[Signature]
DEPT INCHARGE

Department of English
J.V.R. Govt. Degree College

[Signature]
Principal

[Signature]
PRINCIPAL

J.V.R. Govt. Degree College
PRINCIPAL

J.V.R. GOVERNMENT COLLEGE

SATHUPALLY - KHAMMAM DIST



DEPARTMENT OF ENGLISH



This is Certify that ... *Kasa. Sree.Ram*

of *P. B.zc* class has Successfully completed the certificate course in **COMMUNICATION SKILLS** conducted by Department of English

[Signature]
DEPT INCHARGE
Department of English

J.V.R. Govt. Degree College

[Signature]
Course Convener

[Signature]
PRINCIPAL

J.V.R. Govt. College

notice

18.03.2020

All the members of the faculty are here by informed to attend departmental meeting at 3-30 pm on the Dept of English to discuss the following agenda:

- To conduct a 30 days certificate course on "Communicative English"
- Review the coverage of syllabus

Arny
 Department of L.
 J.V.R. Govt. Degree College,
 SATHUPALLY - Kmm, Dt.

Arny

Arny

ఆంగ్ల భాషపై

పట్టు సాధించాలి

సత్తుపల్లిటౌన్: విద్యార్థులు ఆంగ్లభాషపై పట్టు సాధించాలని జేవీఆర్ ప్రభుత్వ డిగ్రీ కళాశాల ప్రిన్సిపాల్ పానెం రామచంద్ర రావు అన్నారు. కళాశాలలో మంగళవారం 40 రోజుల సర్టిఫికేట్ కోర్సును ప్రారంభించిన సందర్భంగా ఆయన మాట్లాడారు. విద్యార్థులు జీవిత లక్ష్యాన్ని సాధించాలంటే ఆంగ్ల భాషపై పరిజ్ఞానం అవసరమన్నారు. కార్యక్రమంలో ఆంగ్ల విభాగాధిపతి డి.బంగారి, ఎం.రాంబాబు, కోఆర్డినేటర్ కె.విజయ్ కుమార్, అధ్యాపకులు కిరణ్ కుమార్, వినోద్ కుమార్, చెన్నారావు, నాగరాజు, విద్యార్థులు పాల్గొన్నారు.

Sakshi newspaper

Date: 19.02.2020

ఆంగ్లభాష నైపుణ్యాలను విద్యార్థులు పెంపొందించుకోవాలి
నతువల్లి, ప్రభాతవార్త :



విద్యార్థినీ, విద్యార్థులు రానున్న భవిష్యత్ను దృష్టిలో పెట్టుకొని ఆంగ్ల భాషలోని నైపుణ్యాలను పెంపొందించుకోవాలని జేపీఆర్ డిగ్రీ కళాశాల ప్రిన్సిపల్ పానెం రామచంద్రావు పిలుపునిచ్చారు. మంగళవారం విద్యార్థులకు

కమ్యూనికేటివ్ అనే అంశం పై 40 రోజుల సర్టిఫికేట్ కోర్సును ప్రారంభించారు. విద్యార్థులు తమ జీవిత లక్ష్యాలను సులభంగా సాధించాలంటే ఆంగ్లభాషలోని నైపుణ్యాలను అలవరుచుకోవడం ఎంతో అవసరమన్నారు. ఆంగ్ల విభాగాధిపతి డి. బంగారి సమన్వయంతో నిర్వహించబడిన ఈ కార్యక్రమానికి కోర్సు కన్వీనర్, ఆంగ్ల భాష అధ్యాపకులు ఎం. రాంబాబు వ్యవహరిస్తున్నారు. గ్రామీణ విద్యార్థులలో ఆంగ్ల భాషపట్ల నెలకొన్న ఆత్మాన్యుతాభావాన్ని, భాష పట్ల ఉన్న భయాన్ని, బీడిడియాన్ని పోగొట్టి వారిలో ఆత్మవిశ్వాసాన్ని నెలకొల్పేందుకే ఈ కోర్సు ఉపయోగపడుతుందని కోర్సు కన్వీనర్ ఎం. రాంబాబు అన్నారు. 40 రోజుల సర్టిఫికేట్ కోర్సులో భాషనైపుణ్యాలను, బృంద చర్చలు, సమీక్షలు, సందర్భోపసాహిత్య సంభాషణలో చెప్పించడం ద్వారా ఆంగ్ల భాష నేర్పిస్తామని తెలిపారు. కార్యక్రమంలో ఐక్యూఎస్ కోర్డినేటర్ కె.విజయ్ కుమార్, అధ్యాపకులు కిరణ్ కుమార్, వినోద్ కుమార్, చెన్నారావు, నాగరాజు పాల్గొన్నారు.

DEPARTMENT OF ENGLISH,JVR GOVT COLLEGE, SATHUPALLY,KHAMMAM DT.

27.11.2021.

To

The Principal,

JVR Govt.college, Sathupally.

Sir,

SUB: JVR Govt college, Sathupally-Department of English-starting a 40 day certificate course
On "**English for Competitive Examinations**" for semester-V students of BA & B.Com-
Request for accord of permission-Reg

@@@

In light of the subject cited, we are glad to bring it to your kind perusal that the department of English has proposed to start a certificate course on "**English for Competitive Examinations**" for the students of B.A and B.Com studying in semester-V with duration of 40 days.

Hence, we request you to accord permission to start the course at our college for the above said students.

Thanking you sir,

Yours faithfully

DEPARTMENT OF ENGLISH
JVR GOVT COLLEGE, SATHUPALLY, KHAMMAM DT
40 DAY CERTIFICATE COURSE
TOPIC: ENGLISH FOR COMPETITIVE EXAMINATIONS
2021-22 COURSE CONTENTS

S.NO	TOPIC	NO OF WORKING HOURS ALLOTTED	NAME OF THE RESOURCE PERSON	SIGN OF THE RESOURCE PERSON
1	VOCABULARY BUILDING	5		
2	TENSES	5		
3	ACTIVE AND PASSIVE VOICE	4		
4	DIRECT AND INDIRECT SPEECH	4		
5	ARTICLES	3		
6	PREPOSITIONS	4		
7	SIMPLE, COMPOUND & COMPLEX SENTENCES	4		
8	CONDITIONAL CLAUSES	3		
9	QUESTION TAGS	2		
10	IDIOMS AND PHRASES	4		
11	PHRASAL VERBS	2		
	TOTAL	40		

Signature of the coordinator.

Attendance Register of

Year Class

Subject

Roll No.	Name of the Student	Month															
		Date															
		Signature of Lecturer															
		No. of Lecturer															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Bandani. Saroja			P	P						P						
2	Maji. Anusha			P	P												
3	S. Stee Laxmi			P	P						P						
4	S. Rajani			P	P												
5	SK. Rihana			P	P						P						
6	K. Vasantha																
7	K. Krishnaakani																
8	M. Mahaswari																
9	SK. Adf Babu										P						
10	T. Kishore Rami				P	P					P						
11	K. Achamma				P	P					P						
12	M. Ravi Varma										P						
13	B. Venu																
14	M. Sireekha																
15	M. Seshakumari										P						
16	P. Krishna Kumari										P						
17	V. Madhu Rami																
18	Y. Arwani																
19	K. Ramuka																
20	S. Anitha										P						
21	K. Geetha Rani																
22	K. Anusha				P	P					P						
23	M. Annapurna				P	X											
24	P. Swarna				P	P											
25	K. Divya																
26	K. Sanjeeta Rami				P	P											
27	P. Nagamani				P	P											
28	P. Shadhu																
29	G. Vana Rami																
30	K. Jyothi																
31	M. Parvathi																

List of idioms and Phrases

An **idiom** is a phrase where the words together have a meaning that is different from the dictionary definitions of the individual words.

A

A Bird In The Hand Is Worth Two In The Bush:

Having something that is certain is much better than taking a risk for more, because chances are you might lose everything.

A Blessing In Disguise:

Something good that isn't recognized at first.

A Chip On Your Shoulder:

Being upset for something that happened in the past.

A Dime A Dozen:

Anything that is common and easy to get.

A Doubting Thomas:

A skeptic who needs physical or personal evidence in order to believe something.

A Drop in the Bucket:

A very small part of something big or whole.

A Fool And His Money Are Easily Parted:

It's easy for a foolish person to lose his/her money.

A House Divided Against Itself Cannot Stand:

Everyone involved must unify and function together or it will not work out.

A Leopard Can't Change His Spots:

You cannot change who you are.

A Penny Saved Is A Penny Earned:

By not spending money, you are saving money (little by little).

A Picture Paints a Thousand Words:

A visual presentation is far more descriptive than words.

A Piece of Cake:

A task that can be accomplished very easily.

Idioms and Phrases

A Slap on the Wrist:

A very mild punishment.

A Taste Of Your Own Medicine:

When you are mistreated the same way you mistreat others.

A Toss-Up:

A result that is still unclear and can go either way.

Actions Speak Louder Than Words:

It's better to actually do something than just talk about it.

Add Fuel To The Fire:

Whenever something is done to make a bad situation even worse than it is.

Against The Clock:

Rushed and short on time.

All Bark And No Bite:

When someone is threatening and/or aggressive but not willing to engage in a fight.

All Greek to me:

Meaningless and incomprehensible like someone who cannot read, speak, or understand any of the Greek language would be.

All In The Same Boat:

When everyone is facing the same challenges.

An Arm And A Leg:

Very expensive. A large amount of money.

An Axe To Grind:

To have a dispute with someone.

Apple of My Eye:

Someone who is cherished above all others.

As High As A Kite:

Anything that is high up in the sky.

At The Drop Of A Hat:

Willing to do something immediately.

Idioms and Phrases

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Anything that is high up in the sky.

At The Drop Of A Hat:

Willing to do something immediately.

Attendance Register of

Year Class

Subject

Roll No.	Name of the Student	Month																
		Date	17/12	18/12	20/12	21/12												
		Signature of Lecturer																
		No. of Lecturer	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
32	R. Navya			P	P					P								
33	G. Anusha																	
34	S. Sree Laxmi			P	P													
35	S. Rajani			P	P													
36	R. Sravya																	
37	B. Salyamalayana			P	P													
38	M. Gowtham			P	P					P								
39	K. Khavani																	
40	K. Madhavi																	
41	M. Sireesha																	
42	M. Subhasree																	
43	M. Sravani																	
44	V. Navya Sree																	
45	T. Lavanya																	
46	M. Sri Lekha																	
47	M. Sravani																	
48	K. Sireesha																	
49	N. Jagapathi			P	P													
50	V. Pavan Kumar			P	P													
51	V. Solomon Raju			P	P													
52	Kalika									P								
53	Rambabu									P								

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DEPARTMENT OF ENGLISH
APPLICATION FOR CERTIFICATE COURSE IN ENGLISH
TOPIC: ENGLISH FOR COMPETITIVE EXAMINATIONS

PHOTO

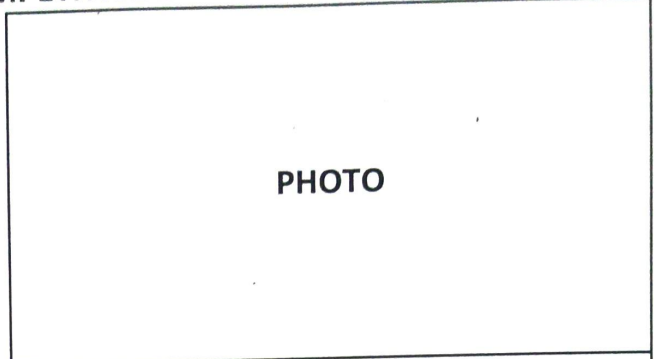
1	Name of the student	Bandari. Sravya
2	Father's name	Bandari. Anji babu.
3	Group	III rd B.A (HEPS) T/m
4	Semester	V sem and VI semester.
4	Roll No	032201103
5	Mobile number	9701336107
6	e-mail id	
7	Address	Thoggu dem (vi), Sathupally (m) Khammam (D) Telangana (TS)

B. Sravya

Signature of the student

(2)

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1	Name of the student	Thati, Anusha
2	Father's name	Thati, Rajulu
3	Group	III rd BA [HEPS]
4	Semester	V semester
4	Roll No	032201142
5	Mobile number	7731885921
6	e-mail id	Thati Anusha 0@gmail.com
7	Address	Buchannagudem, Annapureddi pally(m) Badsadsi Kotnagudem (D)

T. Anusha
Signature of the student

(3)

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PHOTO

1	Name of the student	S. Soilaxmi
2	Father's name	S. Venkateswarlu
3	Group	III rd B.A [H.E.PS]
4	Semester	V th
4	Roll No	032201141
5	Mobile number	9908919232
6	e-mail id	soilaxmisunnam961@gmail.com
7	Address	Yerragunta, Annareddy palli (M) Bhadra, Kathagudem (D)

S. Soilaxmi

Signature of the student

(4)

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APPLICATION FOR CERTIFICATE COURSE IN ENGLISH
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PHOTO

1	Name of the student	Shyamala. Rajini
2	Father's name	Thammaiah
3	Group	B.A III rd year H.E.P.S
4	Semester	V
4	Roll No	032201138
5	Mobile number	8888093843
6	e-mail id	syamalasarajini77@gmail.com
7	Address	Duxdapadu, Aswarao Peta (M) B. K. 0150946

Signature of the student

S. Rajini