



Government Degree College, Mahabubabad

ESTD : 1984

Affiliated to Kakatiya University

Accredited by NAAC & ISO 9001:2015 Certified

(Mahabubabad, Mahabubabad (Dist.), Telangana-506101).



Objectives of the Certificate Course.

The following are the objectives of Certificate Course

1. To enable students, learn correct pronunciation, spelling, meaning and usage of English Vocabularies.
2. To make students frame correct sentences with known vocabularies based on daily routines.
3. To give English language skill practice to students to enhance their English proficiency.
4. To expose students to native speakers' spoken language to enable students to recognize native speakers' accent and language usage.
5. To simulate real life situations in the classroom to practice real English dialogues and speeches to gain English language fluency.
6. To give both silent and loud reading practice to students, to enhance their comprehension and English sound recognition skills.
7. To help students overcome their fear and to speak in English in front of their peers and teachers thus, build their self-confidence through various classroom activities and outdoor activities.
8. To help students to become autonomous and self-directed English language learners.
9. To produce entrepreneurs among students by making them English language trainers and take communicative English to schools and colleges around.

Govt. Degree College, Mahabubabad is geographically situated in Mahabubabad District, and it is the agricultural hub. Needless to say, that the students at Govt. Degree College, Mahabubabad,

hail from these villages. These students are typically from rural backgrounds. When it comes to education, students from rural areas face a number of challenges. Especially, at the tertiary level of education, English is identified as posing a great challenge to the rural Indian learners. It is against this background that the relevance and urgency of this best practice could be understood in its depth as majority of the students enrolled at Govt. Degree College, Mahabubabad have done their schooling in Telugu medium, that too in government run schools, their exposure to English is to a very minimum standard.

Facts

1. Majority of the students enrolled at Govt. Degree College, Mahabubabad have done their schooling in Telugu medium that too in government run schools and their exposure to English is to a minimum.
2. Though English is a language, it is taught as a subject, i.e., the objective is to acquire knowledge and to merely pass the examinations.
3. As parents themselves are not exposed to English, the family situation does not help in acquiring English language at home.
4. Acquiring English language as a skill needs continuous language practice, which in the present context of education is not provided.
5. These students do have the basic potential for English language, which calls for appropriate ways of making students acquire English.
6. As almost all tertiary level studies are done through English medium of studies, it is necessary to enhance English language proficiency of the student's right at the start of the studies, which will help them to pursue their main subjects of specialization.
7. An enhanced English language increases the self-confidence of the rural Indian learners. An increased self-confidence in students is a sure way to success.
8. A good proficiency in English language could ensure a successful career in the present context of globalization.

All the above-mentioned reasons made the management of Govt. Degree College, Mahabubabad, to implement **Communication Skills in English** as a certificate course for all students enrolled in the institute.

Strategies:

The following strategies are carried out to implement the program:

1. ***Streaming***: Many studies have shown that homogeneous group of students create a more conducive atmosphere for learning. Hence, the first-year students at the tertiary level studies are streamed into three homogeneous groups of students.
2. ***Gender-wise Streaming***: Most of the students enrolled in the college are from rural backgrounds and are not from co-educational schools. Hence, most of the students especially, the girls are tongue-tied in front of the boys. A mixed-gender atmosphere increases the anxiety level, which makes language learning difficult. As language learning involves risk taking, the presence of the opposite gender increases the anxiety level.
3. ***Intensive Language Training***: Any course that meets more than the conventional one period a day can be labelled intensive. It is a well-established fact that a prolonged exposure to a language increases the speed of acquiring that language (The way we have learnt our mother tongue is an example.). Hence, two continuous hours of communicative classes are considered opportune.
4. ***Accommodating Departmental Programmes***: Each department organizes a variety of programmes like remedial classes, association activities, special classes, CQC activities, etc. In order to enable the students to participate in the above-mentioned departmental programmes, Communicative English Programme is organized on alternative days. Besides, all of these programmes are in English. Hence, the language exposure continues unhindered.
5. ***Basic Language Skills are taught in Isolation***: The basic language skills of Listening, Speaking, Reading, and Writing (LSRW) are taught in isolation, emphasizing each skill at a time, though an integrated skill acquisition takes place automatically.
6. ***More Emphasis on Listening and Reading Skills***: In the general English classes, more emphasis is given to Speaking and Writing skills. Hence, in the Communicative English Programme, more emphasis is given to Listening and Reading skills. Outdoor activities are organized and ICT equipments are used easily during the communicative English classes to enhance Listening and Reading skills.
7. ***Language Assessment by a Team***: Language assessment of learners are always done by a team of trainers. Language assessment tends to be more subjective. To make it more

objective, a team of trainers assess the learners. Even for streaming the learners, placement tests in LSRW are conducted to assess the entry-level proficiency of learners and are evaluated by a team of trainers.

Continuous Assessment Tests:

No term-end examination is conducted for Communicative Skills in English. A series of formative tests are conducted at regular intervals to assess the progress made by the learners. The tests' scores are used to make a final evaluation of a learner.

Evidence of Success

A scientific analysis was carried out to evaluate the effectiveness of Communicative Skills in English as one of the best practices of Govt. Degree College, Mahabubabad. This study was extended to the final year undergraduate students who have successfully completed two years of vigorous training with regard to the programme on Communicative Skills in English

After the Completion of the Course, it is observed that:

- Majority (65.4%) of the respondents stated that they were able to improve their English vocabulary.
- Majority (65.4%) of the respondents have developed their skills in narration.
- More than half (56.8%) of the respondents have developed their extempore skills
- Majority (63.7%) of the respondents have improved on their reading comprehensions through the programme "Communicative English".
- More than half (56.6%) of the respondents have improved their skills with regard to comprehending an audio and video presentations in English.
- More than half (58.9%) of the respondents have stated that the programme on „Communicative English“ was effective to their overall development in their proficiency of the language.

GOVERNMENT DEGREE COLLEGE MAHABUBABAD

(Accredited By NAAC with 'B' Grade)

A CERTIFICATE COURSE ON BASIC COMMUNICATION SKILLS IN ENGLISH

Organization: The Course organized by the Department of English of this College and This course has conducted for 43 students and the course has commenced on 25th March 2019 and closed on 14th April, 2019 with a duration of 31 days. and lasted for 55 days.

Course Content:

Section - A

NECESSARY SKILLS FOR SELECTION

1. Communication Skills

- a. Use of Modals
- b. Use of Auxiliary Verbs
- c. Vocabulary

2. Application Grammar

- a. Some common Situations in Daily Life
- b. Application questions and answers in day to day situations
- c. Application of Passive forms in day to day situations
- d. Comparisons in daily use
- e. Reporting others' voices

Section - B

ON JOB SKILLS

3. Writing Skills

- a. Basic Structure of sentences in English

- b. maintaining Coherence in composition
- c. Introduction, Development of thought and Conclusion
- d. How to prepare a report in English

4. Soft Skills

- a. Developing an impressive personality
- b. Working in Teams
- c. Leading a Team
- d. Managing Conflicts

5. Making Your Presentation effective

- a. Positive presentation of self (without overtones)
- b. Use of effective expressions

Expected Out Comes: After completion of the course, the students will be able to:

- Enhance communication skills
- Face interviews with confidence
- Compete for national level jobs
- Get jobs in corporate sector
- Write proper reports
- Acquire leadership skills and handle management conflict
- Use effective expressions



Report of the programme

It is observed that students UG students are lagging behind in the job arena due to lack of requisite skills for obtaining employment in both Government and private sector. Keeping the significance of the required skills the Department of English resolved to launch a 21 day

Certificate Course on Job Skills and Communication Skills from 25/3/2019 to 14/4/2019. Fifty students have enrolled for the course. We have incorporated the following components in the course.

The conduct of the course turned out to be a successful one as many students acquired skills and are now able to face interviews and participate in GDs confidently.

Attendance Register of

Year, Class

MR

25-19-4002

25-19-4007

25-19-4101

25-19-4102

25-19-4108

25-19-3001

25-19-3002

25-19-3007

25-19-3009

25-19-3010

25-19-3012

25-19-3014

25-19-3015

25-19-3201

25-19-3202

25-19-3203

25-19-3205

25-19-3206

25-19-2001

25-19-2002

25-19-2003

25-19-2005

25-19-2201

25-19-2203

25-19-2204

25-19-2205

25-19-2206

25-19-2208

25-19-2209

25-19-2212

25-19-2213

25-19-2214

25-19-2215

25-19-2216

25-19-2217

25-19-2218

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25-19-2220

25-19-2221

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25-19-2233

25-19-2234

25-19-2235

25-19-2236

25-19-2237

25-19-2238

25-19-2239

25-19-2240

25-19-2241

25-19-2242

25-19-2243

25-19-2244

25-19-2245

NAME OF THE STUDENT

Month

Date

Sig. of Lecturer

No. of Lecturers

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SEPTEMBER
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Attendance Register of

Attendance		Month	
		Date	
		Sig. of Lecturer	
		No. of Lectures	
Roll No.	NAME OF THE STUDENT		
25-19-4002	CH. Mahesh		
25-19-4007	T. Mounika		
25-19-4101	CH. Pallavi		
25-19-4402	D. Ambika		
25-19-4408	V. Mumsam		
25-19-3001	B. Sushma		
25-19-3002	B. Sumalatha		
25-19-3007	K. Vijay		
25-19-3009	K. Madhukar		
25-19-3010	M. Gouthami		
25-19-3012	P. Swapna		
25-19-3014	S. Madhulatha		
25-19-3015	V. Bhavani		
25-19-3201	B. Ashok		
25-19-3202	J. Ramesh		
25-19-3203	J. Raghu		
25-19-3205	P. Vineela		
25-19-3206	T. Santhosh		
25-19-2001	A. Navesh		
25-19-2002	B. Suman		
25-19-2003	G. Greetha		
25-19-2005	T. Anil Kumar		
25-19-2201	A. Premchand		
25-19-2203	B. Dayakar		
25-19-2204	B. Naveen		
25-19-2205	B. Saipavan		
25-19-2206	B. Sangeetha		
25-19-2208	G. Ravaniatha		
25-19-2209	J. Karthik		
25-19-2212	M. Hemalatha		
25-19-2213	M. Soujanya		
25-19-2214	N. Vijaya Lakshmi		
25-19-2215	P. Umarani		
25-19-2216	S. Sreedhar		
25-19-2217	S. Aparna		
25-19-2218	T. Sandhya Rani		

[illegible]

Year, Class

Year, Class

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Attendance Register of

[illegible]

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Government Degree College, Mahabubabad

ESTD: 1984

Affiliated to Kakatiya University

Accredited by NAAC & ISO 9001:2015 Certified

(Mahabubabad, Mahabubabad (Dist.), Telangana-506101).

Website: <https://gdcts.cgg.gov.in/mahabubabad.edu> e-Mail: wgl.jkc.mbad@gmail.com



COMMUNICATION SKILLS IN ENGLISH

Q1. The origin of the word communication is _____

- A) Communicate
- B) Communicate
- C) Compute
- D) Computer

Q2. Types of words used for verbal communication?

- A) Acronyms
- B) Simple
- C) Technical
- D) Jargons

Q3. The first language which we learn or speak as a child _____

- A) Jargon
- B) Dialect
- C) Mother Tongue
- D) Vernacular

Q4. Which of the following shows a positive facial expression?

- A) Frowning while concentrating
- B) Maintaining eye contact
- C) Smiling continuously
- D) Rolling up your eyes

Q5. By what method we can know what the receiver understood or got the message

- A) transmitting
- B) feedback
- C) message
- D) listening

Q6. What is a sentence?

- A) A group of ideas.
- B) A group of words that communicate a complete thought.
- C) A set of rules to write correctly.
- D) A set of words that is grammatically correct

Q7. Which type of word is generally not used in verbal communication.

- A) Technical
- B) Simple
- C) Easy
- D) Local Language

Q8. _____ can be presented by face

- A) Gestures
- B) Body Language
- C) Para Language
- D) Expressions

Q9. _____ are a group of words that together act as a grammatical unit.

- A) Imperative
- B) Interrogative
- C) Phrase
- D) Exclamatory

Q10. Using abbreviations in communication leads to which type of communication barrier

- A) Language/ Linguistic
- B) Physical
- C) Cultural
- D) Organisational

Q11. which can be used to overcome the communication barrier

- A) Using a translator
- B) By writing a letter
- C) Not communicating at all
- D) Using your own language

Q12. Which of the following is NOT a communication barrier?

- A) Linguistic barrier
- B) Interpersonal barrier
- C) Financial barrier
- D) Organisational barrier

Q13. Straight body posture shows what?

- A) Pride
- B) Professionalism
- C) Confidence
- D) Humility

Q14. Which of the following is a positive facial expression?

- A) Staring hard
- B) Wrinkled forehead
- C) Looking somewhere else
- D) Nodding while listening

Q15. Which type of words should be used for good communication?

- A) Acronyms
- B) Technical
- C) Jargons
- D) Simple

Q16. Sending a letter is which type of communication?

- A) Listening
- B) Writing
- C) Speaking
- D) Reading

Q17. Which of the following is not an element of the communication cycle?

- A) Channel
- B) Receiver
- C) Time
- D) Sender

Q18. Written communication can be classified in which type of communication?

- A) Non-verbal
- B) Verbal
- C) Visual
- D) None of these

Q19. is the exchange of messages in the communication cycle.

- A) Transmitting
- B) Listening
- C) Message
- D) Feedback

Q20. The abilities to communicate properly are:

- A) read
- B) write
- C) speak
- D) all of these

Q21. Which of the following is an example of negative feedback?

- A) You can dance better.
- B) Your Dance was good, but you can do better.
- C) Your Dance skill is not really good. You have to practise more.
- D) None of the above

Q22. is not a communication barrier?

- A) Language
- B) Culture
- C) Habits
- D) Physical

Q23. The communication cycle does not include.....

- A) sender
- B) message
- C) receiver
- D) programming

Q24. Which of the following is quick and clear method of communication

- A) e-mail
- B) notices/posters
- C) face-to-face informal communication
- D) business meetings?

Q25. Which method is good for taking leave in the office.

- A) Website
- B) notices/posters
- C) e-mail
- D) business meetings?

Q26. The word Commūnicāre means _____ in Latin.

- A) to deliver
- B) to share
- C) to present
- D) to sacrifice

Q27. To understand the message properly the receiver, need to _____ the message properly.

- A) transmit
- B) throw
- C) listen
- D) ignore

Q28. Keeping shoulders straight right and body relaxed is an example of:

- A) Facial Expressions
- B) Posture
- C) Gesture
- D) Eye contact

Q29. Aural communication is based on

- A) Body language
- B) Language and tone of voice
- C) Facial expressions
- D) Listening and Hearing

Q30. Visual communications are dependent on what factors?

- A) Signs, symbols, and pictures
- B) Text messages
- C) Posture
- D) Body language

Q31. What is the final step in the communication cycle?

- A) Encoding
- B) Decoding
- C) Feedback
- D) Receiving

Q32. Which type of feedback supports student development from their current level of achievement?

- A) Specific Feedback
- B) Descriptive Feedback
- C) Non-Specific Feedback
- D) None of the above

Q33. If there is the absence of feedback, then it will lead to

- A) Mistrust
- B) Communication Barrier
- C) Interference
- D) None of the above

Q34. It is a word used in place of a noun that is

- A) Pronoun
- B) Verb
- C) Adverb
- D) Preposition

Q35. A word used to express emotion and is often followed by an exclamation mark is called

- A) Preposition
- B) Conjunction
- C) Adverb
- D) Interjection

Q36. Which part of the sentence contains two independent clauses joined by conjunction?

- A) Compound Sentences
- B) Simple Sentences
- C) Complex Sentences
- D) Compound-Complex Sentences

Q37. The process in which the receiver interprets and understands the message is called

- A) Decoding
- B) Encoding
- C) Feedback
- D) None of these

Q38. is an instance of non-verbal communication.

- A) A speech
- B) Proximity
- C) A notice
- D) An e-mail?

Q39. Which of the following is an example of oral communication?

- A) Newspapers
- B) Letters
- C) Phone call
- D) e-mail

Q40. "Two girls talking over a phone" – is an example of....

- A) interpersonal communication
- B) written communication
- C) small group communication
- D) public communication

Q41. Pointing finger to something is an example of....

- A) Expressions
- B) Gestures
- C) Body Language
- D) Para Language

Q42. which of the following includes the tone, speed, and volume of voice

- A) Eye Contact
- B) Body Language
- C) Para Language
- D) Gestures

Q43. Which communication method does not require any language to understand?

- A) Verbal
- B) Non-Verbal
- C) Visual
- D) None of these

Q44. Which is the suitable method to overcome communication barriers?

- A) Use visuals
- B) Take the help of a translator
- C) Always be respectful in other's opinion
- D) All the Above

Q45. Identify the noun(s): Radhika went to the park for a picnic.

- A) Radhika and picnic
- B) park and picnic
- C) Radhika and Park
- D) went

Q46. Which one of the following is prepositions?

- A) And
- B) The
- C) Under
- D) Because

Q47. Rakesh is playing with football – Identify the verb

- A) Rakesh
- B) Football
- C) Playing
- D) None of the above

Q48. The frog jumped quickly – Identify the adverb

- A) The
- B) Quickly
- C) jump
- D) frog

Q49. Identify the Pronoun(s): Raju is a brave boy. He went to the forest at night.

- A) He
- B) Raju
- C) brave
- D) boy

Q50..... is not a communication barrier?

- A) Language
- B) Culture
- C) Physical
- D) Habit



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Sri.P. Ram Reddy

Convenor & Lecturer in English

Government Degree College,

Mahabubabad



Sri.R. Venugopal

IQAC Coordinator

Government Degree College,

Mahabubabad


Principal & IQAC Sign person
Govt. Degree College
Mahabubabad

Dr.G.Poshaiiah

Principal & President

Government Degree College,

Mahabubabad

