





A CERTIFICATE COURSE ON

BASIC COMMUNCIATION SKILLS IN ENGLISH

Name of the Department: English

Title of the Certificate Course: Basic Communication Skills in English

No. of Hours Taken: 30 hours (30 Working days)

No. of Enrolled Students: 35

Commenced from: 03/03/2021 to 24/04/2021

Course Content:

Oral Communication Skills-I

Asking for and giving information

Offering and responding to offers

Requesting and responding to requests

Congratulating people on their success

Expressing condolences

Asking questions and responding politely

Apologizing and forgiving

Oral Communication Skills-II

Giving instructions

Seeking and giving permission

Expressing opinions (likes and dislikes)

Agreeing and disagreeing

Demanding explanations

Asking for and giving advice and suggestions.

Expressing sympathy

Expected Out Comes:

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

Enhance communication skills

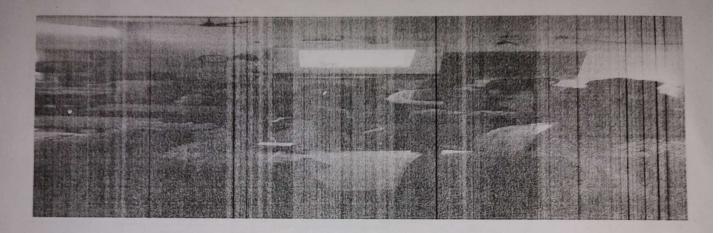
Face interviews with confidence

Compete for national level jobs

Get jobs in corporate sector

Acquire leadership skills and handle management conflict

Use effective expressions



Report of the program:

Undergraduate students need spoken English to lead their life in the employment sector for the betterment of their career requires communication skills in the present scenario. To enhance their skills the department of English has taken a step to conduct a certificate course. So that it will be helpful to obtain employability in different sectors for their livelihood.

The main motto of this certificate course is to acquire the ability to use communication skills in their professional life as well as personal life when they, then they can confidently use the tools of communication. It is also important to use grammar effectively in writing and speaking.

The course dealt with the important aspects of pronunciation, conversational skills in public for daily use and also speaking skills with reference to debates presentation skills group discussions and interview skills which were very important in several fields.

The following students are enrolled in the certificate course

S.N O	NAME	H.T.NO	COURSE
1	GOGGELA RAMADEVI	80211005	B.A
2	KARAM SWAPNA	80211006	B.A
3	KODEM SIRISHA	80211007	B.A
4	PAYAM SOUJANYA	80211011	B.A
5	VOOKE SOWJANYA	80211012	B.A
6	VUKE LAVANYA	80211013	B.A
7	YELLABOINA ANUSHA	80211014	B.A
8	YETTI SUNITHA	80211016	B.A
9	DHILLY SUDHAKAR	80211201	B.COM
10	JAVVAJI PULLARAO	80211207	B.COM
11	Lakavath Shashi Kumar	80211208	B.COM
12	MADE NAGADEVI	80211209	B.COM
13	MARAGANI SANDEEP	80211210	B.COM
14	PARSIKA ASHOK	80211211	B.COM
15	PERUMANDLA S	80211212	B.COM
16	SHAIK RESHMA	80211213	B.COM
17	VAJJA SAMMAKKA	80211214	B.COM
18	BOMMALA SUNITHA	80213002	B.Z.C
19	GOGGALA LAVANYA	80213003	B.Z.C
20	JARUPULA SANTHOSH	80213004	B.Z.C
21	KODEM SREEJA	80213005	B.Z.C
22	KOMARAM SHIREESHA	80213006	B.Z.C
23	KOMARAM SRUTHI	80213007	B.Z.C
24	KORAM PRATHYUSHA	80213008	B.Z.C
25	G.RANI KALPANA	80201205	B.A
26	K.SRIKANYA	80201206	B.A
27	K.ANUSHA	80201207	B.A
	K.ASHWANI	80201208	B.A
28	K.SINDHUPRIYA	80201209	B.A
29		80201210	B.A
30	M.SOUJANYA	80201211	B.A
31	M.BHARGAVI	80201212	B.A
32	P.VASANTHA RAO	80201213	B.A
33	P.NAGENDRA PRASAD	80201213	B.A
34	S.SHANKAR	80201214	B.A
35	T.NAVANEETHA	00201215	



GOVERNMENT DEGREE COLLEGE, YELLANDU

BHADRADRI KOTHAGUDEM (DIST.) (Affiliated to Kakatiya University, Re-Accredited by NAAC with "B")



Department of English Certificate

This is to certify that Kodem Sreeja .BA Government Degree College Yellandu has participated and successfully completed the certificate course on "Basic Communication Skills in English" conducted by Department of English. Government Degree College Yellandu Chadradri Kothagudem (dist.) commenced from 03/03/2021 to 24/04/2021.

Certificate generated on: 24/04/2021

(Thodeti Raju)
Department of English

p. padure (DR.P.PADMA)

CThoLeti. Kaju)

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Lecture in English CO-DE

Govt Degree College Yellandu.

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S. No.	NAME Designation	83 63120 84 63 1 86	16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Remarks
1.	6. Ramaderi -0803 05 k. Swapna -080211006	01 1 2 3 4 6 3 3 7 1 2 3 3 3 4 5 6 7 8	8 9 9 9 9 9 10 11 14 13 13 14 14 15 16 17 18 19 20 20 21
2. N.	F. 500 118030 - DATION 2. 3	1 2 3 4 5 6 7 7 7 8	9 0 10 10 12 12 13 14 15 16 16 17 18 19 14 18 20 20 20 20 21 1
5.	V. Soymy - 080311012	1 1 1 2 2 3 4 5 6 7 1 2 2 2 3 4 4 5 6 7	8 9 9 10 10 11 12 13 10 15 15 16 16 16 17 17 18 (8 19 20 2)
7.	V. Anutha - 0802/1014 V. Sunitra - 0802/1016 D. Sudhakar - 0802/1301	011 13 15 2 3 4 5 5 6	7 7 8 8 19 9 10 10 11 12 12 13 13 14 15 16 17 18 2021 9 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 24 25 25
9.	J. Pulla KaD -0803/1207	1 2 21 3 3 4 6 5 6 7	7 8 9 10 11 11 11 12 13 13 14 15 16 17 16 16 10 20 21 21 1
12.	M. Najaduri - 080211209 M. Sandup & -080211210	1 2 3 4 5 6 7 8 4 10 -	4 4 5 6 7 7 8 8 8 9 10 11 12 13 14 15 16 17 18 19 12 12 8 11 11 14 15 16 17 18
15	P. Ashok —0808[181] ** Pennarada s —0808[181] Shaik Reshara —0103[181]	0 0 0 1 2 3 4 5 6 7 1 1 2 2 3 4 5 6 7	8 9 10 11 12 13 14 15 613 18 19 19 30 91 27 2324 25 25 1 8 8 9 9 9 10 10 10 11 11 12 13 14 14 15 16 17 18 14 20 1
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20	G. Cavanya -0802 3003 J. Santhush -0802 3004	00112253444	11 12 12 17 13 13 14 14 15 15 16 16 17 17 18 18 19 20 20 21 1 6 6 7 7 8 8 9 9 9 10 10 11 11 12 13 14 15 16 17 18 19 1
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24	K. prathyusha _ 08081 3008 G. Kani Kalpang _ 0808 01205	0 0 0 1 2 3 4 5 6 0	7 7 8 8 9 9 10 11 12 13 14 15 16 17 18 19 20 21 21
27	K. Svikanya - 060201206 K. Amusha - 08021207 R. Achwani - 08021202	0 1 2 3 4 5 6 7 8 9	0 11 12 12 12 13 13 14 5 15 16 16 17 17 18 14 20 20 81 21 2 2 2 18 12 1 2 2 2 18 12 1 2 2 2 18 12 1 2 2 2 18 12 1 2 2 2 18 12 12 2 2 2
29	K. Sindhupriya - 080201209 M. Saujanya - 080201210	0 0 1 2 2 2 3 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4	5 6 6 7 7 6 0 10 11 11 12 12 13 14 15 16 17 17 10 19
37	P. Varantha Rab Demonson	1 2 3 4 5 6 7 8 0 0	5 6 7 8 9 10 10 11 11 11 12 13 14 15 16 17 18 19 20 21
84	p. Magandra pratad 0 5901213 S. Shankar - Othery	0123455567	6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 20 2 1 21 22 29

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