



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI K. DIST.
(Affiliated to Kakatiya University, Warangal)
gdcyellandu@gmail.com



**A CERTIFICATE COURSE ON
BASIC COMMUNICATION 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

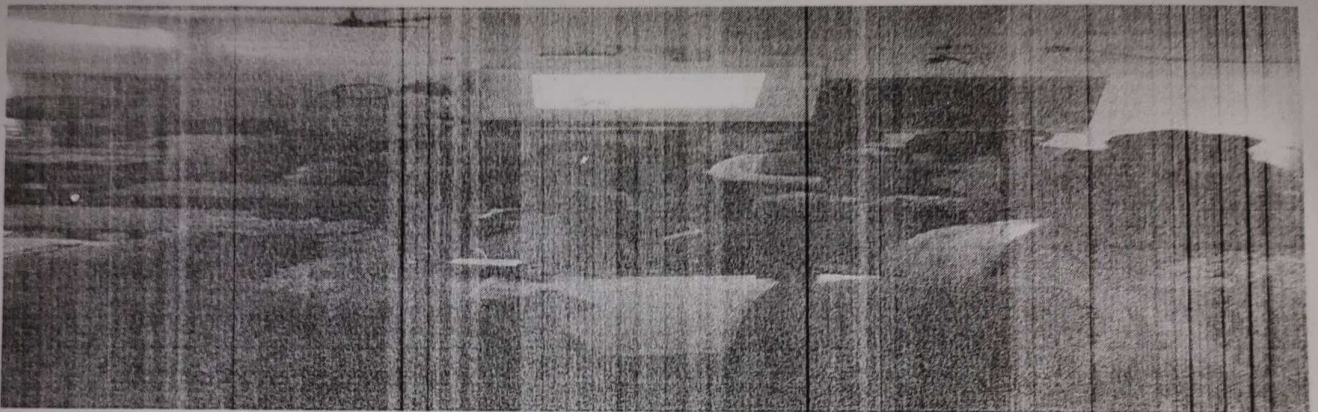
Asking for and giving advice and suggestions.

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 NAGADEV	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
28	K.ASHWANI	80201208	B.A
29	K.SINDHUPRIYA	80201209	B.A
30	M.SOUJANYA	80201210	B.A
31	M.BHARGAVI	80201211	B.A
32	P.VASANTHA RAO	80201212	B.A
33	P.NAGENDRA PRASAD	80201213	B.A
34	S.SHANKAR	80201214	B.A
35	T.NAVANEETHA	80201215	B.A



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

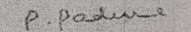


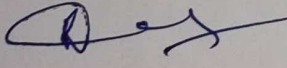
Department of English
Certificate

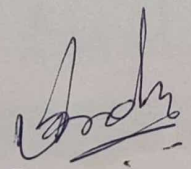
This is to certify that Kodem Sreeja, BA Government Degree College Yellandu has participated and successfully completed the certificate course on "Basic Communication Skills in English" conducted by Department of English, Government Degree College Yellandu Bhadradi Kothagudem (dist.) commenced from 03/03/2021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

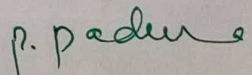
Certificate generated on : 24/04/2021


(Thodeti Raju)
Department of English


(DR. P. PADMA)
PRINCIPAL


(Thodeti Raju)
Lecturer in English


IBAC
CO-ORDINATOR


PRINCIPAL
Govt Degree College
Yellandu

Certificate Course
Basic Communication Skills in English

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Name Of The Office		Department of English		Attendance										
S. No.	NAME	Designation	H.T. NO.	01/03/2019	02/03	03/03	04/03	05/03	06/03	07/03	08/03	09/03	10/03	11/03
35	T. Navaneetha		08020215	0	1	2	3	4	5	6	7	8	8	

(Thodet Kijy)
Lecturer in English

Name Of The Office		Department of English		Register											Month	Year	Remarks																				
S. No.	NAME	Designation	H.T. NO.	01/03/2019	02/03	03/03	04/03	05/03	06/03	07/03	08/03	09/03	10/03	11/03	12/03	13/03	14/03	15/03	16/03	17/03	18/03	19/03	20/03	21/03	22/03	23/03	24/03	25/03	26/03	27/03	28/03	29/03	30/03	31/03			
				8	9	10	11	12	13	14	15	15	16	17	18	19	19	20	21																		



P. Padma
PRINCIPAL
Govt. Degree College
Yellanadu