

GOVERNMENT DEGREE COLLEGE, BHUPALPALLY-2425

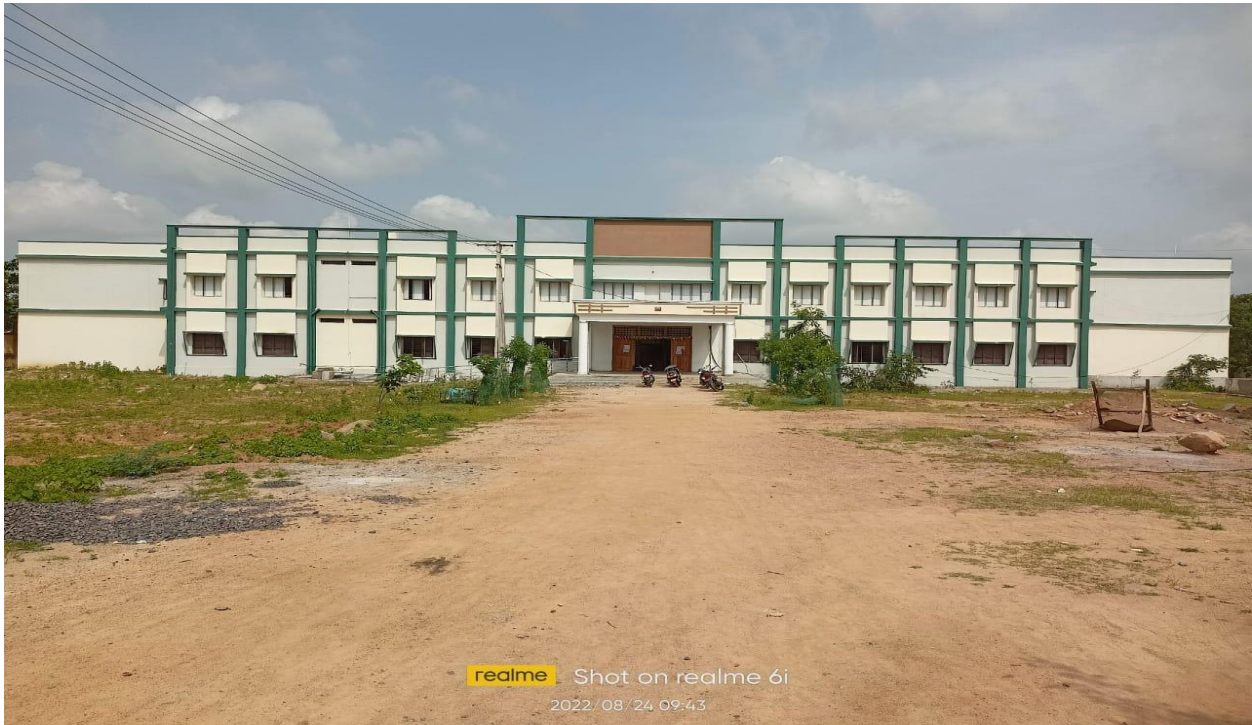
# **GOVERNMENT DEGREE COLLEGE, BHUPALPALLY**

JAYASHANKAR BHUPALPALLY DISTRICT – 506169

TELANGANA STATE, INDIA

*Affiliated to Kakatiya University, Warangal*

**College code : 2425**



## **A CERTIFICATE COURSE ON SOFT SKILLS IN ENGLISH**

(2020-2021)

From 05.02.2021 to 23.02.2021

**Course Coordinator : T.SREEDHAR**  
**Contract Lecturer in English**  
**DEPARTMENT OF ENGLISH**

**COURSE SYLLABUS/CONTENT**

SL.NO	NAME OF THE LESSON
1	Why Soft Skills
2	Body Language
3	Interpersonal Skills
4	Positive Attitude
5	Presentation Skills
6	SWOT Analysis
7	JAM
9	Group Discussion
10	Interview Skills
11	Electronic Mail

## Soft skills in English

### Action plan

Sl.No.	Day	Topic
1	Day -1	Introduction class
2	Day -2	Why Soft Skills
3	Day -3	Why Soft Skills
4	Day -4	Body Language
5	Day -5	Body Language
6	Day -6	Body Language
7	Day -7	Interpersonal Skills
8	Day -8	Interpersonal Skills
9	Day -9	Interpersonal Skills
10	Day -10	Positive Attitude
11	Day -11	Positive Attitude
12	Day -12	Positive Attitude
13	Day -13	Presentation Skills
14	Day -14	Presentation Skills
15	Day -15	Presentation Skills
16	Day -16	SWOT Analysis
17	Day -17	SWOT Analysis
18	Day -18	SWOT Analysis
19	Day -19	JAM
20	Day -20	JAM
21	Day -21	Group Discussion
22	Day -22	Group Discussion
23	Day -23	Group Discussion
24	Day -24	Interview Skills
25	Day -25	Interview Skills
26	Day -26	Interview Skills
27	Day -27	Electronic Mail
28	Day -28	Electronic Mail
29	Day -29	End examination
30	Day -30	Valedictory session – Certificate presentation

## COURSE DETAILS

- ✓ **Duration** : Course is offered for 30 days.
- ✓ **Eligibility** : II/III Year students of all departments.
- ✓ **Class Schedule** : Daily 2 hours ( Before and after regular class hours).
- ✓ **Venue** : Virtual classroom, GDC Bhupalpally.
- ✓ **Total hours** : 30
- ✓ **Faculty** : T.SREEDHAR, Contract Lecturer , Department of English.
- ✓ **Evaluation Procedure** : 50 Marks (30 for Attendance & 20 for Oral presentation)
- ✓ **Certificate** : Based on student's attendance and oral presentation certificate will be issued on completion of course.

### Course outcome :

- A. Learn employing Communication skills for employability and workplace
- B. Enables students understand the significance and essence of a wide range of Communication skills in English.
- C. Learn spoken English in a wide range of routine social and professional setting

### Objectives :

- Department of English with the prime aim of catering to the language and communicative needs of the tribal students has come out with this course.
- The crucial role of language skills in personal and professional life is universally proven.
- In the contemporary era of globalization, it has become imperative to be proficient in communication skills.
- Hence the Centre for Languages proposes to offer a specially designed Certificate Course in Communication Skills in English. The uniquely designed

course aims at thorough understanding of the basic skills of communication in English and of their practical social and workplace usage.

- It helps participants to communicate effectively and to carry themselves confidently and in harmony with the surroundings.
- Participants also learn how to identify and overcome the barriers in interpersonal relationships, and to employ oral and written communication, besides reading and listening skills.
- Students would find this course immensely useful for securing a good job, building a career also finding employment across the globe.

**LIST OF SYUDENTS ENROLLED IN CERTIFICATE COURSE ON SOFT SKILLS IN ENGLISH**

Sl.No	Name of the Student	Group/Year	Whether Course Completed or Not.
1	U.PRAKASH	B.A. II YEAR	COMPLETED
2	K.RAVALI	B.A. II YEAR	COMPLETED
3	V.MOUNIKA	B.A. II YEAR	COMPLETED
4	B.LENIN	B.A. II YEAR	COMPLETED
5	M.POOJA	B.A. II YEAR	COMPLETED
6	B.PRAVEEN	B.A. II YEAR	COMPLETED
7	A.REENA	B.A. II YEAR	COMPLETED
8	CH.SREEMATHI	B.A. II YEAR	COMPLETED
9	S.THIRUPATHI	B.A. II YEAR	COMPLETED
10	G.SATHEESH	B.A. II YEAR	COMPLETED
11	G.LAXMAN	B.A. II YEAR	COMPLETED
12	S.CHANDU	B.A. II YEAR	COMPLETED
13	P.SANJEEV	B.A. II YEAR	COMPLETED
14	K.SRAVANTHI	B.A. II YEAR	COMPLETED
15	P.SAMPATH	B.A. II YEAR	COMPLETED
16	S.SUMAN	B.A. II YEAR	COMPLETED
17	P.PAVAN	B.A. II YEAR	COMPLETED
18	N.RAVALI	B.A. II YEAR	COMPLETED
19	L.SUPRIYA	B.A. II YEAR	COMPLETED
20	V.SREEJA	B.A. II YEAR	COMPLETED
21	T.RAMYA	B.COM II YEAR	COMPLETED
22	K.AJAY	B.COM II YEAR	COMPLETED
23	M.RAKESH	B.COM II YEAR	COMPLETED
24	N.SAMPATH	B.COM II YEAR	COMPLETED
25	A.RAJITHA	B.COM II YEAR	COMPLETED
26	G.ANITHA	B.COM II YEAR	COMPLETED
27	A.SRAVANHI	B.COM II YEAR	COMPLETED
28	R.ANIL KUMAR	B.COM II YEAR	COMPLETED
29	B.DEEPIKA	B.COM II YEAR	COMPLETED
30	K.SRUTHI	B.COM II YEAR	COMPLETED
31	P.SREEKANTH	B.COM II YEAR	COMPLETED
32	N.RAVALI	B.COM II YEAR	COMPLETED
33	G.MEGHANA	B.COM II YEAR	COMPLETED
34	M.SONI	B.COM II YEAR	COMPLETED
35	J.PRAVALIKA	B.COM II YEAR	COMPLETED
36	G.SHIREESHA	B.COM II YEAR	COMPLETED
37	A.RACHANA	B.COM II YEAR	COMPLETED
38	P.KARTHIK	B.COM II YEAR	COMPLETED
39	M.PRAVEEN	B.COM II YEAR	COMPLETED
40	T.SUNIL	B.COM II YEAR	COMPLETED
41	B.AJAY		COMPLETED

42	S.HIMABINDHU	B.SC(BZC) II YEAR	COMPLETED
43	A.HARIKA	B.SC(BZC) II YEAR	COMPLETED
44	N.SAI PRASANNA	B.SC(BZC) II YEAR	COMPLETED
45	A.VIHARI	B.SC(BZC) II YEAR	COMPLETED
46	N.SPANDANA	B.SC(BZC) II YEAR	COMPLETED
47	T.SRAVANI	B.SC(BZC) II YEAR	COMPLETED
48	G.SUPRIYA	B.SC(BZC) II YEAR	COMPLETED
49	T.SHISHA	B.SC(BZC) II YEAR	COMPLETED
50	S.ROHITH	B.SC(BZC) II YEAR	COMPLETED
51	B.NAVATHA	B.SC(BZC) II YEAR	COMPLETED
52	K.SHARANYA	B.SC(BZC) II YEAR	COMPLETED
53	L.SARITHA	B.SC(BZC) II YEAR	COMPLETED
54	J.VENKATARAMANA	B.SC(BZC) II YEAR	COMPLETED
55	N.LATHA	B.SC(BZC) II YEAR	COMPLETED
56	Y.SRAVANI	B.SC(BZC) II YEAR	COMPLETED
57	J.DEEPIKA	B.SC(BZC) II YEAR	COMPLETED
58	E.ANUSHA	B.SC (P.S) II YEAR	COMPLETED
59	K.RAVALI	B.SC (P.S) II YEAR	COMPLETED
60	N.NAVATHA	B.SC (P.S) II YEAR	COMPLETED
61	B.MOUNIKA	B.SC (P.S) II YEAR	COMPLETED
62	K.KEERTHI	B.SC (P.S) II YEAR	COMPLETED
63	K.DEVENDER	B.SC (P.S) II YEAR	COMPLETED
64	A.AKHILA	B.SC (P.S) II YEAR	COMPLETED
65	S.RAMYA	B.SC (P.S) II YEAR	COMPLETED
66	CH.TEJA	B.SC (P.S) II YEAR	COMPLETED
67	T.AKHILA	B.SC (P.S) II YEAR	COMPLETED
68	K.ANUSHA	B.SC (P.S) II YEAR	COMPLETED
69	E.NAVYA	B.SC (P.S) II YEAR	COMPLETED
70	N.RAVALI	B.SC (P.S) II YEAR	COMPLETED
71	D.SRAVANI	B.SC (P.S) II YEAR	COMPLETED
72	G.VAMSHI KRISHNA	B.SC (P.S) II YEAR	COMPLETED
73	V.VYSHNAVI	B.SC (P.S) II YEAR	COMPLETED
74	K.SREENIVAS	B.A. III YEAR	COMPLETED
75	M.JEEVITHA	B.A. III YEAR	COMPLETED
76	P.DEVENDER	B.A. III YEAR	COMPLETED
77	B.SRAVANTHI	B.A. III YEAR	COMPLETED
78	D.KONDAIAH	B.COM III YEAR	COMPLETED
79	M.VIDYA	B.SC (P.S.) III YEAR	COMPLETED
80	B.RANJITH KUMAR	B.SC (P.S.) III YEAR	COMPLETED
81	S.RAVALI	B.SC (P.S.) III YEAR	COMPLETED

**Sign. of the Lecturer**

**Sign of the Principal**







72	G.VAMSHI KRISHNA	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
73	V.VYSHNAVI	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
74	K.SREENIVAS	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
75	M.JEEVITHA	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A
76	P.DEVENDER	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A
77	B.SRAVANTHI	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
78	D.KONDAIAH	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	A
79	M.VIDYA	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	A
80	B.RANJITH KUMAR	A	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	B
81	S.RAVALI	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	B	



**MODEL CERTIFICATE**