

Communication Skills and Soft Skills

Certificate Course 2015-16

Objectives of training

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Course of soft skills are intended to improve the communication skills enrich personality development, computing skills, quantitative aptitude and knowing of students

- These courses are intended to enhance the employability of the students the course will help to bridge the gap between the skill requirement of the employee or industry and the competency of the students.
- The main objectives of the training was to train the participants/ learners to do their day to day work easily and do proper planning for livelihood activities of their centres.

Aims

1. The following were the subjects aimed to be trained during the training conducted on the communication skills.
2. Why to communicate: what is the need to communicate with others? Is communication very important in our day-to-day life?
3. Types of communication: verbal communication and Non verbal communication.
4. Non verbal communication. How to understand body language and how to show positive body language.

Duration of training:-

The training was conducted for a day for 2hours

Out comes: -

1. On completion of the course, student will be able to– Effectively communicate through verbal/oral communication and improve the listening
2. Skills Write precise briefs or reports and technical documents.
3. Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
4. Become more effective individual through goal/target setting, self motivation and practicing creative thinking.
5. Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

Syllabus

Communication Skills

1. Self Introduction,
2. Parts of Speech (Noun, Pronoun, Adjective, Adverb, Prepositions, Conjunction, Interjection)
3. Tenses (Past, Present, Future)
4. Model verbs (can, Will, Shall May etc.)
5. Questions with Be forms, Have forms, Do forms
6. Voice (Active Voice and Passive Voice)-
7. Speech (Direct- Indirect Speech)-
8. Degree of Comparison
9. One word Substitution,
10. Antonyms and Synonyms
11. (JAM, Group Discussions, Role Play Activities)

Soft Skills

Verbal and Non Verbal Communication Skills

1. Personality Development
2. Positive Thinking
3. Goal Setting
4. Team Work
5. Leadership Qualities
6. Multi Tasking
7. Inter Personal Skills
8. Time Management Skills
9. Group Discussion
10. Role Play / JAM
11. CV Preparation Skills

Student's enrolment list

S.NO	NAME	HALL TICKET NO
01	A. MANISHA	500813445-502
02	M.MOUNIKA	500813445510
03	D.SHARADHA	500813445518
04	P.SUDHA RANI	500813445522
05	B.ASHAVINI	500813441502
06	V.SWATHI	500813441523
07	N.DHANUNJAY	500813441527
08	K.VIJAYALAXMI	500813401532
09	B.ARUNKUMAR	500813129518
10	M.YASHODHA	500813129517
11	M MOHAN	500813111515
12	K VISHNU	500813111523
13	M VIJAYA	500813111525
14	M MAMATHA	500813129508
15	D MANJULA	500813129509
16	S SHYAMALA	500813129515
17	K GOVINDAMMA	500813441505
18	K PRIYANKA	500813441511
19	S SARSWATHI	500813441514

S. No	Date	Topic
1	03/08/2015	<ol style="list-style-type: none"> 1. Self Introduction, 2. Parts of Speech (Noun, Pronoun, Adjective, Adverb, Prepositions, Conjunction, Interjection)
2	04/08/2015	<ol style="list-style-type: none"> 1. Tenses (Past, Present, Future) 2. Model verbs (can, Will, Shall May etc.)
3	05/08/2015	<ol style="list-style-type: none"> 1. Questions with Be forms, Have forms, Do forms 2. Voice (Active Voice and Passive Voice)-
4	06/08/2015	<ol style="list-style-type: none"> 1. Speech (Direct- Indirect Speech)- 2. Degree of Comparison
5	07/08/2015	<ol style="list-style-type: none"> 1. One word Substitution, Antonyms and Synonyms
6	10/08/2015	<ol style="list-style-type: none"> 1. Personality Development 2. Positive Thinking
7	11/08/2015	<ol style="list-style-type: none"> 1. Goal Setting 2. Team Work
8	12/08/2015	<ol style="list-style-type: none"> 1. Leadership Qualities 2. Multi Tasking
9	13/08/2015	<ol style="list-style-type: none"> 1. Inter Personal Skills 2. Time Management Skills
10	014/08/2015	<ol style="list-style-type: none"> 1. CV Preparation Skills
11	17/08/2015	<ol style="list-style-type: none"> 1. Group Discussion 2. Role Play / JAM

**GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY DIST, TELANGANA STATE**



**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE COMPLETION**



This is to certify that Mr/Ms _____
S/o,D/o _____ Roll No _____ Group _____ is completed
certificate course on COMMUNICATION SKILLS AND SOFT SKILLS Course from _____ to _____ organised
by the Department of English Government Degree College Yellareddy, Kamareddy Dist, Telangana State.

K. Harikrishna
Course Instructor

IQAC
Co-Ordinator

PRINCIPAL
GDC-Yellareddy

COMMUNICATIVE ENGLISH COURSE 2015-16

OBJECTIVES:-

- To develop the basic reading and writing skills of learners.
- To help learners develop their listening skills, which will, enable them listen to lectures comprehend them by asking questions; seeking clarification.
- To help learners development their speaking skills and speak featly in real context.
- To help learners develop vocabulary of a general kind by developing their reading skills.

Certificate Course in Communicative English

What is it About?

Certificate course in communicative English course provides students with theoretical and analytical training required to develop professional skills relevant to working with in relevant fields and professional working. This study builds a bridge between theory practices of the methodology of English language.

This course aims to develop writing and reading skills and English vocabulary.

In this course, candidates will study the history of English language, language Acquisition, Composition, Reading, Grammar and language development.

This course is designed to help the candidates to learn different aspects of English language.

This course helps candidates to make teach classes and lesson plans. Candidates may completely learn all aspects of English and gain knowledge and skills in communicative English.

Career prospects:

- Communicative English graduates may get opportunities in both private and public sectors.
- Some of other typical employers work in fields like advertising, marketing administration, research etc...

STUDENT LEARNING OUTCOMES

1. Learning to develop the student's abilities in grammar, oral skills, reading, writing and study skills
2. Students will heighten their awareness of correct usage of English grammar in writing and speaking
3. Students will improve their speaking ability in English both in terms of fluency and comprehensibility
4. Students will give oral presentations and receive feedback on their performance
5. Students will increase their reading speed and comprehension of academic articles
6. Students will improve their reading fluency skills through extensive reading
7. Students will enlarge their vocabulary by keeping a vocabulary journal
8. Students will strengthen their ability to write academic papers, essays and summaries using the process approach.

Communicative English

Syllabus:-

Unit-1:- Grammar and Language Development 6 hours

Parts of speech, wh-Questions- asking and answering yes/no questions, vocabulary development, prefixes and suffixes.

Speaking:- Introducing one self – exchanging personal information.

Reading:- Short comprehension passages, practice in skimming-scanning.

Listening:- Short texts- short formal and informal conversations.

Unit-2:- 6 hours

Reading:- Comprehension- pre-reading, post-reading- comprehension questions.

Listening:- Telephone conversation(dialogues and conversation).

Writing:- Paragraph writing- topic sentence – main idea

Speaking:- Sharing information of a personal kind-greeting-taking leave language development.

Grammar:- Tenses-verb agreement.

Unit-3:- 6 hours

Reading-Short texts and longer passages.(close reading)

Writing-Understanding text structure use reference words.

Listening- Listening to longer texts and feeling of the table.

Speaking- Asking about routine actions and expressing opinion.

Grammar- Degree of comparison, active voice-passive voice, sentence and types of sentence.

**Unit-4:-
hours**

5

Reading- Comprehensive reading longer texts- reading different types of texts.

Writing- Letter writing, formal and informal.

Listening- Listening to Dialogues or Conversations and completing exercise based on them.

Speaking- Pick and Speak (speaking about choosing topic)

Grammar- Direct and indirect speech clause, one word substitution, synonyms and antonyms.

**Unit-5: -
hours**

5

Reading – Longer text close reading (fast and accurate reading)

Writing – Bio-data-CV's (curriculum vitae) preparation, dialogue writing.

Listening: Listening to Talks / Conversation (observation)

Speaking: Participating in conversation – short group conversations

Grammar: Correction of Sentence, Phrasal verbs Idioms, Common errors in the use of words.

- An interview, JAM – **1 hour**
- Final examination - **1 hour**

S.no.	Date	Topic covered / Content
1	11/01/2016	1. Self- introduction, parts of speech.
2	12/01/2016	2. Reading compression
3	13/01/2016	3. Parts of speech (noun, pronoun, verb, adverb)
4	14/01/2016	4. Parts of speech (adverb, preposition, interjection)
5	18/01/2016	5. Short phrases, sentence use in daily lives.
6	19/01/2016	6. Wh-questions- asking and answering yes or no questions.
7	20/01/2016	7. Conversation: introducing self and other asking the way
8	21/01/2016	8. The way of greeting (sentences of greeting)
9	22/01/2016	9. Tenses: present tense and past tense.
10	23/01/2016	10. Tense: past tense and future tense.
11	24/01/2016	11. Comprehension reading (loud reading)
12	25/01/2016	12. Sentences of invitation Sentences of gratitude Sentences of congratulations and good wishes
13	27/01/2016	13. Model verbs (will, shall, can, may)
14	28/01/2016	14. Understanding text structure use of the reference words.
15	29/01/2016	15. Listening to longer text.
16	30/01/2016	16. Asking about routine actions and expressing opinions.
17	31/01/2016	17. Degree of compression.
18	01/02/2016	18. Active voice-passive voice
19	02/02/2016	19. Sentences-types of sentences
20	03/02/2016	20. Conversation: asking the way , at the general store describing your college and courses offered
21	04/02/2016	21. Antonyms and synonyms
22	05/02/2016	22. Direct – indirect speech
23	06/02/2016	23. Pick and speak contents
24	07/02/2016	24. Clauses and one word substitution

25	08/02/2016	25. Classified vocabulary
26	09/02/2016	26. Bio data CV's
27	10/02/2016	27. Phrasal verbs, idioms and correction of sentences.
28	11/02/2016	28. Conversation practice (daily life usages)
29	12/02/2016	29. Letter writing (formal and informal)
30	13/02/2016	30. Interview, JAM conducted.

Spoken English Course:

The Spoken English Course for the year 2016 was organized by the Department of English from 30th March to 16th April for the students who will have completed their Degree final year. There were 34 students, 15 boys and 19 girls from different Groups of the Courses . The Course was inaugurated with the speech of the Principal of the College. An Entrance test was conducted to check each student's English and they were divided into three groups according to their performance. The three groups were named as G1, G2 and G3. There were monitoring under the coordinator of the programme.



Entrance Test conducted to the students

The students began the day with one new word or the sentence which are used in daily life . They had only one class per day for learning Basic English Grammar. To make learning more interesting and informal, the students were introduced into audio visual learning. Apart from learning English, much importance was given to the inspirational lectures and human values. They had practiced on English Grammar daily and gave enough time to speak in the classroom one to another. With the keen interest of Mentor, the students were taught about JAM, Group Discussions, interviews and an importance of English language nowadays, which would help them in the competitive field.



Students involved in the Group Discussion

Pick and Speak Activity was part of the curriculum. It was a good opportunity for each and every student to share their skills on the stage and it was a motivating force to develop their confidence in learning English. To create interest for the language some appropriate English movies and grammar related programmes were shown to them. Every Sunday, a weekend test was taken to check the progress of the students. The next day students were allowed to take a review of the test and give some suggestions.

Atmosphere was created in the classroom for the students to speak only in English. JUST A MINUTE (JAM) programme was conducted in English. The students were encouraged by the Lecturers to communicate only in English. The course was fruitful. It was seen in the students who really worked hard and made a lot of effort to speak in English.

The Course came to the conclusion with got Certificates by the principal and his speech. The programme was well prepared with the help of English Department and the staff. Everyone who was present there enjoyed the programme and appreciated the students for their wonderful performance.



End of the session with Othe of thanks by Course Coordinator

S. No	Name of the Student	H.T.No
1	A. MANISHA	500813445502
2	M MAMATHA	500813445507
3	J. PRATHIBHA	500813445513
4	D, SHARADHA	500813445518
5	K. GOUTHAMI	500813445525
6	K.BALAPPA	500813445531
7	G.MAHIPAL	500813445534
8	G RENUKA	500813445555
9	CH. GEETHA	500813441504
10	L. LAVANYA	500813441508
11	CH. SAVITHA	500813441515
12	N. SRAVANI	500813441516
13	M. SRAVAN	500813441518
14	G. SUNITHA	500813441520
15	V. SWATHI	500813441523
16	G. SRIKANTH	500813441538
17	J. RAJU	500813441539
18	D. MANJULA	500813129509
19	D.BHEEMA	500813129517
20	M. LACHIRAM	500813129520
21	B. ARUN KUMAR	500813129527
22	Y. PAVAN	500813129518
23	M. RAJESH	500813129533
24	P. PEERYA	500813129535
25	K. SANTHOSH	500813129534
26	C. LANAYNYA	500813129542
27	G. RAMITHA	500813111501
28	M.MOHAN	500813111504
29	M.SHOBAN	500813111515
30	M. SRAVANTHI	500813111506
31	M RAJU	500813445540
32	CH NARSIMULU	500813445541
33	K SRINIVAS	500813445543
34	K GANESH	500813445544

Notice Board

All the B.A, B.com, B.Sc III Year Students are here by informed that the college introduced Communicative English Course for this Academic year from 11th Jan 2016 to 13th Feb 2016 one Month Course. So students who are interested to joined in this course should be registered their names at Department of English on or before 05th Jan 2016 without Fail.



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KAMAREDDY Dist, TELANGANA STATE**

Department of English
Certificate Course Completion



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certificate course on COMMUNICATIVE ENGLISH Course from _____ to _____ organised by the

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K.Harikrishna
Course Instructor

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GOVERNMENT MODEL DEGREE COLLEGE, YELLAREDDY

Dist KAMAREDDY, T.S

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE

The Department of Economics conducted a certificate course on “POSITIVE PSYCHOLOGY” in the month of December 2015-16. The following students were participated in the Certificate Course.

List of the Students

s.no	Student Name	Roll no	Group
1	P.Balamani	5008-14-129-501	BA-HEP
2	K.Sunitha	5008-14-129-508	BA-HEP
3	B.Babu	5008-14-129-510	BA-HEP
4	Ch.Ravi Babu	5008-14-129-527	BA-HEP
5	K.Ramesh	5008-14-129-530	BA-HEP
6	B.Ashwini	5008-14-111-501	BA-EPP
7	P.Chaithanya	5008-14-111-502	BA-EPP
8	MD.Seema	5008-14-111-515	BA-EPP
9	A.Swathi	5008-14-111-517	BA-EPP
10	B.Umadevi	5008-14-111-518	BA-EPP
11	M.Veena	5008-14-111-521	BA-EPP
12	M.Akhil Goud	5008-14-111-529	BA-EPP
13	M.Mamatha	5008-14-129-508	BA-HEP
14	B. Swathi	5008-14-129-516	BA-HEP
15	D.Shekar	5008-14-129-544	BA-HEP
16	K.Renuka	5008-14-129-555	BA-HEP

LECTURER WISE PLAN

S.No	Date	lecturer No	Topic	Activity
1	09-12-2016	Lecture No.1	Introduction	
2	10-12-2016	Lecture No.2	What is Happiness	
3	11-12-2016	Lecture No.3	Positive Emotion	write on positiveness
4	14-12-2016	Lecture No.4	Positive Thinking	
5	15-12-2016	Lecture No.5	Positive Engagement	write on strength & weakness
6	16-12-2016	Lecture No.6	Strengths & virtues	
7	18-12-2016	Lecture No.7	Achievements	write on Goals
8	19-12-2016	Lecture No.8	Health and Nutrition	Write on healthy food
9	21-12-2016	Lecture No.9	Positive Relations	
10	22-12-2016	Lecture No.10	Mindfulness, spirituality	
11	23-12-2016	Lecture No.11	Certificate Distribution	

SYLLABUS

Lecture -1 Introduction of positive psychology

This lecture introduces positive psychology and its relationship to the rest of the field of psychology.

Lecture-2 What is Happiness?

In this lecture taught definition of Happiness as the overall experience of meaning and pleasure.

Lecture-3 Positive Emotions

This lecture gives the information about positive Emotion, eliminating negative emotions and cultivating positive emotions.

Lecture-4 Positive Thinking

In this lecture explains the thinking process and transforming human thoughts process.

Lecture-5 Positive Engagement (Flow)

Flow describes the state in which were fully engaged in an activity losing track of time and Place.

Lecture-6 Strengths & Virtues

This lecture focuses on how we can identify our intrinsic and extrinsic strengths. How it useful to us in daily life.

Lecture-7 Achievements

This lecture discuss about setting the positive goals and how to achieve them and also distinction between the perceiving one work as job, career and settlement.

Lecture-8 Health and Nutrition

Healthy food can determine the minds and body work capacity along with nutrients. In this
Class discusses impact of food on human behavior.

Lecture-9 Positive Relations

Relationships are the important generator of wellbeing, gone away, they produce pain and misery.

Lecture-10 Mindfulness and spirituality

Mindfulness practices have been an integral part of most east and western religions. Various meditations practices literally transform the way we perceive feel and act.

Objectives of the certificate course

1. Developing positive thinking among students.
2. To get mental happiness in daily life.
3. Overcome the mental problems in life.
4. To take healthy and Nutrition food for better healthy life.
5. Maintaining balanced emotions and decision making.
6. Maintaining positive relations in family and society.
7. Improving mindfulness and helping nature among students.

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KAMAREDDY DIST, TELANGANA STATE**



**DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE COMPLETION**



This is to certify that Mr/Ms _____ S/o,D/o
_____ Roll No _____ Group _____ is completed certificate
course on Positive Psychology from _____ to _____ organised by the Department of Economics
Government Degree College Yellareddy, Kamareddy Dist, Telangana State.

G. Venkatesham
Course Instructor

IQAC
Co-Ordinator

PRINCIPAL
GDC-Yellareddy