



GOVERNMENT DEGREE COLLEGE
BHADRACHALAM-507111, BHADRADRI KOTHAGUDEM DIST



DEPARTMENT OF ENGLISH

SYLLABUS FOR CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH 2020-21

**DESIGNED BY
SRI.D.REDDIAH
ASST PROF OF ENGLISH**



Place: Bhadrachalam

Date: 02-02-2021

From

The Incharge

Department of ENGLISH

Govt. Degree College

Bhadrachalam.

To

The Principal

Govt. Degree College

Bhadrachalam.

Sir,

Sub: Department of ENGLISH. Conduct of Certificate Course In
COMMUNICATIVE ENGLISH for 40 days.

For academic year 2020-2021. Permission requested -Reg.

With reference to the Subject, I hereby Submit to your kindness that the Department of English is planning to conduct a 40 days certificate Course in COMMUNICATIVE ENGLISH for the students of II year IV sem students of B.A, B.Com, B.sc Course. This Course aims at improving communication skills among the students. Hence, I request you to kindly permit the department to conduct the said course with effect from 04-2-2021.

Thanking you sir.

permitted
by
2/2
Principal
Govt. Degree College,
Bhadrachalam-507 111,
Bhadrachalam Kothagudem Dist.

Yours Faithfully,

B. Gopaliah
(B. Gopaliah.)



NOTICE

Bhadrachalam
02 Feb 2024

Students it is to inform you that Department of ENGLISH is organizing certificate course for 35 students for 40 days i.e., from 04/2/24 to 25/3/24 for 3rd year students. The course is in COMMUNICATIVE ENGLISH. Timings for the course is from 4:00pm To 5:00pm. Interested students are invite to register your names for the course in the department.

Department of English


Principal 24/2
Govt. Degree College
Bhadrachalam-507 11,
Bhadrachalam District

B. Gurusel
(B. Gopalaiah)

Certificate Course in Communicative English

(Course Structure & Syllabus)

BY DEPARTMENT OF ENGLISH

**GOVT DEGREE COLLEGE, BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT
TELANGANA STATE**



GOVERNMENT DEGREE COLLEGE :: BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH-2020-21

COURSE CONTENTS

SL.NO.	CONTENT	NO.OF HOURS REQUIRED
01	CONVERSATIONAL SKILLS – SELF INTRODUCTION	02
02	CONVERSATIONAL SKILLS – INTRODUCING OTHERS	01
03	CONVERSATIONAL SKILLS – SEEKING PERMISSIONS	01
04	CONVERSATIONAL SKILLS – POLITE REQUESTS	02
05	CONVERSATIONAL SKILLS – MAKING ENQUIRIES	01
06	CONVERSATIONAL SKILLS – CONVEYING WISHES	02
07	CONVERSATIONAL SKILLS – ACCEPTING/DECLINING REQUESTS	02
08	CONVERSATIONAL SKILLS – ASKING QUESTIONS	03
09	CONVERSATIONAL SKILLS – RESPONDING TO QUESTIONS	02
10	CONVERSATIONAL SKILLS – GREETINGS	01
11	CONVERSATIONAL SKILLS – CONVEYING WISHES	01
12	NARRATING SKILLS -NARRATING PRESENT EVENTS	02
13	NARRATING SKILLS – NARRATING PAST EVENTS	02
14	NARRATING SKILLS -NARRATING FUTURE EVENTS	02
15	DESCRIBING SKILLS- DESCRIBING PEOPLE/PLACES	02
16	PRESENTATION SKILLS	03
17	FACING THE INTERVIEW	02
18	PARTICIPATING IN GROUP DISCUSSIONS	03
19	ROLE PLAYS	03
20	PUBLIC SPEECH	03
	TOTAL HOURS	40


Principal
 Govt. Degree College
 Bhadrachalam-507 111,
 Bhadradi Kothagudem Dist.

COURSE CO-ORDINATOR/DESIGNER

Certificate Course in Communicative English

Objectives:

1. Describe aspects of personal and everyday life in both oral and written form
2. Produce short and simple connected texts on familiar topics
3. Demonstrate some control of essential grammatical structures with occasional inconsistencies.

Learning Outcomes:

By the end of the course, the students will be able to:

1. Understand and extract the essential information from a written or spoken text on a familiar topic
2. Perform a variety of social functions including greetings, introductions and farewells, making and responding to requests, suggestions, invitations and apologies, conducting simple transactions in shops and offices, asking for and giving directions, etc.
3. Describe people, places, likes and dislikes and daily routines in a series of simple phrases and sentences.
4. Construct short and simple descriptive paragraphs about people, places and events.
5. Write a clear topic sentence for a paragraph.
6. Understand and perform the structure and rationale of descriptive, narrative, expository and argumentative writing.

Government Degree college : Bhadrachalam. $\frac{35}{32}$
Bhadravari Kothagudem : District:

Certificate Course in Communicative English - 2020-2021

Time: 2 hours Section-I (marks: $4 \times 5 = 20$) max marks: 50

Q. Answer ^{any four of} the following questions

- write the self introduction to yourself?
- write / construct the dialogue writing between two persons?
- write the examples of seeking permissions?
- write the any four of wh-questions with answers?
- write the Greeting words with examples?

Section - B — $4 \times 5 = 20$

Q. Answer any four of the following questions.

- what are the present events give examples?
- what are the past events give examples?
- describe the favorite place of you
- describe the favorite person?
- what are polite words give examples?

Section - C $2 \times 5 = 10$

Q. Answer any two of the following questions:

- what is the useful Group Discussion?
- what are role plays give examples?
- what is public speech and private speech?



**GOVT DEGREE COLLEGE
BHADRACHALAM TELANGANA
STUDENT ATTENDANCE REPORT**

PLACE:-

DATE:-

Department of English

2020-2021
(32)

40 days

S.NO	H.T.No	STUDENT NAME	SIGNATURE OF STUDENT
01	033-19 1305	G. Pavan Kalyan	P. Kalyan
02	1307	K. Sri pravallika	K. Sri pravallika
03	1308	KARAM CHANDU	K. Chandhu
04	1309	Katta Bolna Sravani	K. B. Sravani
05	1310	Kesupaka Sowjanya	K. Sowjanya
06	1311	Madakam Ramu	M. Ramu
07	1312	Mukhera Bhargavi	M. Bhargavi
08	03319 1106	parnika shireetha	P. Shireetha
09	1108	Kalluri Anurha	K. Anurha
10	1110	Komaram Thangsi Rani	K. Thangsi Rani
11	1113	Kursam Raju	K. Raju
12	1118	Vajja Kavitha	V. Kavitha
13	03319 1004	mallela Radhika	M. Radhika

Teacher Signature

S.NO	H.T.NO	STUDENT NAME	SIGNATURE OF STUDENT
14	03319 3204	K. Anil Kumar	K. Anil Kumar
15	3203	J. Kamalakkar.	J. Kamalakkar.
16	3206	K. Baby Suma	K. Baby Suma
17	3207	K. Sridivya	K. Sridivya
18	3208	K. Nandini	K. Nandini
19	3210	P. Nagadewi	P. Nagadewi
20	3212	P. Sowjanya	P. Sowjanya
21	3214	R. Bishwajith	R. Bishwajith
22	3215	S. Tridev.	S. Tridev.
23	03319 3301	M. Asra Begum	Md. Asra Begum
24	3302	B. Ganesh	B. Ganesh
25	3304	Ch. Rajitha	Ch. Rajitha
26	3305	G. Ravi Kumar	G. Ravi Kumar
27	3308	K. Gowtham Reddy	K. Gowtham Reddy
28	3309	K. Dwaraka	K. Dwaraka
29	3310	K. Sravani	K. Sravani
30	3314	M. Lavanya	M. Lavanya
31	3316	N. Sandhya	N. Sandhya
32	3318	P. Sindhu.	P. Sindhu.

Kg

Principal
Govt. Degree College
Bhadrachalam-507
Bhadrachalam Kothagudem



GOVERNMENT DEGREE COLLEGE

BHADRACHALAM

BHADRADRI KOTHA GUDDEM, TELANGANA STATE

NAAC-B⁺



DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Mr. /Miss.....

S/o/ D/o.....of class.....was trained in

in "COMMUNICATIVE ENGLISH" in Govt. Degree & P.G College, Bhadrachalam
from.....to.....

COURSE
ORGANISER

DEPARTMENT
IN-CHARGE

PRINCIPAL