



GOVERNMENT DEGREE COLLEGE-NAIDUPET

SPSR NELLORE DIST, ANDHRA PRADESH-524126



NOTICE

All the 1st year B. A and B.Com students are hereby informed that department of English is going to organize a certificate course in Communication Skills and Soft Skills, during the academic year 2020-21. The duration of the course is 30 hrs and this course is designed for 1st Year B.A and B.Com students only. Interested students are informed to enroll their particulars in Department of English before 24-08-2021. The detailed objective syllabus will be displayed on the notice board. The course will be conducted from 01-09-2021 to 04-10-2021.

Organizing secretary
Head of the Dept. of English
Govt. Degree College
NAIDUPETA - 524 126

Principal

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CERTIFICATE COURSE ON “Communication Skills and Soft Skills”

The course provides an introduction to communication skills, and soft skills. It is designed to give students a basic understanding of communication and usage of language. The course consists of lectures and well prepared material is given to students. Assignments are assigned to students and discussed in the class. Much stress has been laid on practice. Basic grammar also covered in the course.

Objectives of the course:

1. Able to use simple and correct English.
2. Able to speak English meaningfully.
3. Able to communicate in English.
4. To motivate students to improve Communication skills for competitive examinations.

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CERTIFICATE COURSE ON "Communication Skills and Soft Skills"

SYLLABUS/COURSE CONTENT		
Sl.No	Units	Topics to be covered
1	Unit I	Vocabulary Building ➤ Analogy ➤ <i>One-word substitutes</i> ➤ Words often confused ➤ <i>Synonyms and Antonyms</i>
2	Unit II	Grammar ➤ Types of Verbs ➤ subject verb Agreement
3	Unit III	Listening Skills ➤ The importance of Listening. ➤ Barriers of Listening ➤ Strategies for Effective Listening.



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4	Unit IV	Conversation Skills <ul style="list-style-type: none"> ➤ <i>Greetings</i> ➤ <i>Introductions</i> ➤ <i>Asking for Information</i> ➤ <i>Agreeing and Disagreeing</i> ➤ <i>Dialogue Writing</i>
5	Unit V	Soft Skills <ul style="list-style-type: none"> ➤ SWOC ➤ Attitude ➤ Emotional Intelligence ➤ Interpersonal Skills ➤ Telephone Etiquette

References

1. Burton, S.H.(Mastering English Language, The Macmillian Press Ltd.
2. Sethi, J., and P.V. Dhamija (1999) A Course in Phonetics and Spoken English.


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CERTIFICATE COURSE ON "Communication Skills and Soft Skills"


Course outcomes:

1. Improve vocabulary and grammatical ability.
2. Demonstrate a set of basic skills in literary communication.
3. Use apt words and structures required for a situation.
4. Develop conversational skills.
5. Develop communication skills.


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List of the participants

S.NO	NAME OF THE STUDENT	CLASS
1	A.Naveen	I B.A
2	D.Polamma	I B.A
3	A.Abhilash	I B.A
4	N.Nagaraju	I B.A
5	S.Lokesh	I B.A
6	M.Raviteja	I B.A
7	T.Chenchamma	I B.A
8	K.Mounika	I B.Com
9	P.Guru Babu	I B.Com
10	Ch.Samba	I B.Com
11	P.Karthik	I B.Com
12	Ch. Vamsi	I B.Com
13	T.Murali Krishna	I B.Com
14	K.Kasthuraiah	I B.Com
15	V.Vinod	I B.Com


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Name of the certificate course
Academic Year
Students of which class
Duration
Resource Person(s)

Attendance Register

: Communication Skills and Soft Skills
: 2020-21
: I B.A./B.Com
: 30 hours
: A. Nageswara Rao

S N	Name of the Student	September 2021																												Oct-2021				Student Signature
		2	3	4	4	6	7	8	8	9	11	13	14	15	16	17	18	20	21	22	23	24	25	27	28	29	30	1	2	2	4			
1	A.Naveen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A. Naveen	
2	D.Polamma	P	P	P	P	P	A	P	P	P	P	A	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	D. Polamma	
3	A.Abhilash	P	A	P	P	P	A	P	P	A	P	A	P	P	A	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	A. Abhilash	
4	N.Nagaraju	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	N. Nagaraju	
5	S.Lokesh	A	P	P	P	P	P	A	A	P	P	P	A	P	P	P	A	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	S. Lokesh	
6	M.Raviteja	P	P	A	A	A	P	P	P	P	A	P	A	A	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	M. Raviteja	
7	T.Chenchamma	P	A	P	P	A	A	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	T. Chenchamma	
8	K.Mounika	P	P	A	A	A	P	P	P	P	A	P	P	A	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P	P	P	P	K. Mounika	
9	P.Guru Babu	A	A	A	A	A	P	P	P	P	P	A	P	P	P	P	P	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P. Guru Babu	
10	Ch.Samba	P	P	A	A	P	A	P	P	A	P	P	P	A	P	A	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	Ch. Samba	
11	P.Karthik	P	A	P	P	P	P	A	A	A	P	A	P	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P. Karthik	
12	Ch. Vamsi	P	P	P	P	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	Ch. Vamsi	
13	T.Murali Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	T. Murali Krishna	
14	K.Kasthuraiah	A	P	A	A	P	P	A	A	P	P	P	A	A	P	P	A	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P	K. Kasthuraiah
15	V.Vinod	P	A	P	P	P	A	P	P	A	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	V. Vinod

A. Jale
Organizing secretary
Head of the Dept. of English
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Principal
[Signature]
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Assignment

1. Prepare a self introduction of your own.
2. List out useful phrases for formal and informal requests.
3. List out useful phrases for agreement and disagreement.
4. Write a paragraph on dialogue writing.
5. List out useful phrases for asking and giving directions
6. List out useful phrases for giving instructions

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Communication Skills and Soft Skills

Evaluation

The Course syllabus and evaluation process are decided by course coordinator and approved by the principal. The evaluation is done by the department itself. Examinations are conducted and the final grades are awarded. Each qualified student is awarded with a certificate. The awarding of grades are in the following pattern,

Grade A-more than 75%

Grade B- from 60% to 75%

Grade C- from 50% to 60%

Grade D-not qualified

Evaluation

Grade A- Very good, Grade B- Good, Grade C- Pass, and Grade D- Fail

SNo	Name of the Student	Grade	Result(P/F)
1	A.Naveen	B	P
2	D.Polamma	B	P
3	A.Abhilash	A	P
4	N.Nagaraju	B	P
5	S.Lokesh	B	P
6	M.Raviteja	A	P
7	T.Chenchamma	A	P
8	K.Mounika	B	P
9	P.Guru Babu	D	F
10	Ch.Samba	D	F
11	P.Karthik	A	P
12	Ch. Vamsi	B	P
13	T.Murali Krishna	B	P
14	K.Kasthuraiah	B	P
15	V.Vinod	B	P


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GOVT. DEGREE COLLEGE, NAIDUPET

(Re accredited with 'B' Grade by NAAC)

SPSR Nellore Dist., A.P.



CERTIFICATE

This is to Certify that Mr/Kum.....*M. Ravi Teja*.....
of.....*J. RA*..... has attended the Add on programme on
Communication skills and soft skills... Conducted by the Dept. of.....*English*.....
during the academic year 20*20* - 20*21* and Qualified with Grade.....*A*.....

Convener
Head of the Dept. of English
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