



DELUXE ACCOUNT BOOK

Subharam Govt. Degree College,
Punganur, Chittoor Dist.



DEPARTMENT OF ENGLISH
CERTIFICATE COURSE REGISTER

2020 - 21

25

Certificate Course in.

SPOKEN ENGLISH

Department : English

Duration : 30 days

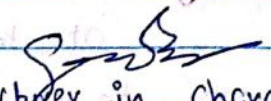
Teacher Name : Sri. S. Sadat Ali Baig Time : 4.00 P.M to 5.00 P.M
lecturer in English. Venue : Room NO: 07

Circular

Date : 15.03.2021

All the final year students of BA/Bcom/BSc are hereby informed that, the Department of English is pleased to announce that the dept is conducting a certificate course in "SPOKEN ENGLISH" from 23.3.21 to 5.5.21. Hence the final year students are requested to enroll your names at Sri. S. Sadat Ali Baig, lecturer in English before 23.3.21. The classes will be held in Room NO:07, From 4. P.M to 5. PM in the above mentioned date.


PRINCIPAL
S.R. Govt. Degree College
PUNGANUR-517247
Chittoor District


Lecturer in Charge.

Sadat Ali Baig
Lect. in English

Course Objectives :-

→ To enhance the learner's communication skills by giving adequate exposure in LSRW skills and the related subskills.

2. To help the learners recognize and operate in various styles and registers in English.

3. To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.

4. To impart better writing skills by sensitizing the learner's to the dynamics of effective writing.

5. To build up the learner's confidence in oral and interpersonal communication specially focussing on interviews, meets, business, travels etc.

6. To enable the learner to achieve adequate linguistic skills to help him complete in national and international certification tests of English such as IELTS, TOEFL etc.

Learning Out Comes.

At the completion of the course the learner will be able to

1. Develop Vocabulary and improve the accuracy in grammar
2. Produce words with correct Pronunciation
3. Improve LSRW skills.
4. Demonstrate positive group communication exchanges.
5. Speak with more confidence and listen carefully to build rapport.
6. Analyse and utilize body language to their advantage.
7. Steer Conversations and influence people
8. Exchange their professionalism at work.
9. Develop confidence to make more impact on the audience

SYLLABUS.

UNIT - I : Introduction to language skills. 3 hours

English Sounds - Vowels, consonants. listening to radio and television programmes. Reading Skills - Skimming and Scanning, reading for Comprehension, reading for pleasure, Reference Skills.

Unit - II Basic Grammar. 8 hours 8 hours

Sentence, clause, phrase, Parts of Speech, Verb, tenses, use of auxiliaries and modals, Concord rules, Articles, Prepositions, Transformation of sentences, Common errors, Adjectives, use of conjunctions.

Unit - III Vocabulary. 4 hours

Methods of enriching Vocabulary, word formation one word substitutes, Synonyms, Antonyms, words often confused, Idioms and Phrases, Collocations, Appropriate Vocabulary in formal and informal contexts, language games.

Unit - IV Functions of a language. 5 hours

Greetings and Introductions, asking for information, Persuasions, Conversations, Self-Introduction and others, Thanking, wishing, apologizing and excusing, Offers, requests, Orders, Invitations, Suggestions, Accepting & Refusing, likes and dislikes, Permissions, Advising, Compliments, Telephone skills, language in formal and informal contexts.

Unit - V Presentation Skills. 10 hours

Public Speaking : Presentation techniques, welcome address, speech, Vote of thanks, Body language, Interviews, Role-play, Debate, Group Discussions.

Writing: Use of connectors, Letter writing, Essay writing
Precise writing, Expansion of an idea, Paragraph writing,
Summarising, note making & taking, Information transfer,
e-mail writing, Poster preparation.

Sl No	Date	Topic Covered	Signature
1.	22.3.21	Sounds - vowels, consonants	S
2.	23.3.21	Listening skills -	S
3.	24.3.21	Reading - skimming & scanning, Comprehension, Reference skills.	S
4.	25.3.21	Sentence - Types, clause, phrase, Parts of speech.	S
5.	27.3.21	Verbs - Type, auxiliaries, modals	S
6.	30.3.21	Concord rules, Articles, Prepositions	S
7.	31.3.21	Subject-verb agreement Active & passive voice	S
8.	01.4.21	Direct and indirect speech.	S
9.	03.04.21	Degrees of comparison.	S
10.	06.4.21	Common errors in English	S
11.	08.4.21	One word substitutes	S
12.	09.4.21	Antonyms, Synonyms, homonyms	S
13.	12.4.21	Idioms and phrases	S
14.	14.4.21	Collocations, Vocabulary games.	S
15.	15.4.21.	Greetings and Introductions.	S
16.	16.4.21	Asking & Giving information Asking for directions	S
17.	17.4.21	Wishes, Compliments, apologizing Polite requests	S
18.	19.4.21	Invitations, Suggestions, Accepting & Refusing.	S

19	21.4.21	Advising, Compliments, Telephone skills	S
20	22.4.21	Importance of Body language & developing positive Body language	S
21	23.4.21	Speech	S
22	26.4.21	Welcome address, vote of thanks, Interview	S
23	27.4.21	Debates, Group Discussions.	S
24	28.4.21	Letter writing, Use of Connectors	S
25	29.4.21	Essay writing, Precise writing	S
26	30.4.21	Paragraph writing, Expansion of an Idea	S
27	1.5.21	Note making & note taking.	S
28	3.5.21	Information Transfer, E-mail writing	S
29	4.5.21	Poster preparation, Role plays.	S
30	5.5.21	Conversation, Dialogue practice.	S

Sadaf Ali Baig
Teet in English

Sadaf Ali Baig

PRINCIPAL
 S.R. Govt, Degree College
 PUNGANUR-517247
 Chittoor district

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		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Boys పిల్లలు	Girls పిల్లలు
1	Thoti Naveesh M BA CHEP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
2	Kumarthy Gangadharan "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
3	Gumala Subhesh "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
4	Chippali Pavan Kalyan "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
5	V. Pushpa "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
6	Shaik Ashad M BSC(H)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
7	B. Naveen "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
8	R. Prathap "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
9	P. Sravani M B (ent/A)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
10	S. Hareesh Reddy "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
11	S. Apar "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
12	S. Tasmija "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
13	S. Anesh Babu "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
14	T. Shanuprasad "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
15	T. Anesh "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
16	T. Gayatri "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
17	J. Gayatri "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
18	K. Parath Kumar "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
19	K. Rajesh Reddy "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
20	B. Dwar "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
21	K. Rajaseelchar M B (ent/B)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
22	G. Venkatesh "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
23	P. Muneerava "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
24	M. Praveen "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
25	B. Unspathi Nayak "	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			

PRINCIPAL
R. Govt Degree College
PUNGANUR-517261
CHITTOOR DISTRICT

COMMUNICATION SKILLSDepartment : EnglishDuration : 30 DaysTeacher Name : K. Anil KumarTime : 4.00 to 5.00pmLecturer in English.Venue : Room No: 09CircularDate : 04.04.2022.

It is hereby informed to all the final year students of BA/B.Com/BSc that the Department of English is going to conduct a Certificate course of 30 days titled "COMMUNICATION SKILLS" from 11.04.2022 to 14.06.2022. Hence, Interested students are requested to enroll your names at Sri K. Anil Kumar, Incharge of English department on or before 11.04.22. The classes will be held in Room No:09 in the above mentioned dates.


PRINCIPAL
S.R. Govt. Degree College
PUNGANUR-517247
Chittoor District


Incharge of the Department.
K. Anil Kumar.

Course objectives:-

1. To enhance the learners' communication skills by giving adequate exposure in LSRW skills and the related subskills.
2. To help the learners to recognize and operate in various styles and registers in English.
3. To enable the learner get rid of his present flaws and mistakes in pronunciation and grammar.
4. To impart better writing skills by sensitizing the learners to the dynamics of effective writing.
5. To build up the learner's confidence in oral and interpersonal communication specially focussing on interviews, meets, business, travels etc.
6. To enable the learner to achieve adequate linguistic skills to help him complete in national and international certification tests of English such as IELTS, TOEFL etc.

Learning Out Comes:-

After the completion of the course the learner will be able to

1. develop vocabulary and improve accuracy in grammar
2. produce words with correct pronunciation.
3. improve LSRW skills.
4. demonstrate positive group communication exchanges.
5. speak with more confidence and listen carefully to build rapport.
6. analyse and utilize body language to their advantage
7. steer conversations and influence people.
8. Exchange their professionalism at work.
9. develop confidence to make more impact on the audience.

SYLLABUS.

UNIT - I : Introduction to language & skills. 3 hours.
English Sounds - Vowels, Consonants, Listening to radio and television programmes. Reading skills - Skimming & Scanning, Reading for Comprehension, Reading for pleasure, Reference skills.

UNIT - II :- Basic Grammar 8 hours.
Sentence & its types, clause, phrase, Parts of speech, verb, tenses, uses of auxiliaries and modals, Concord rule, Articles, prepositions, Transformation of sentence, Common errors, Adjectives, uses of conjunctions.

UNIT - III Vocabulary. 4 hours.
Methods of enriching vocabulary, word formation, One word substitutes, Synonyms, Antonyms, words often confused, Idioms and phrases, Collocations, Appropriate Vocabulary in formal and informal contexts, language games. [word].

Unit - IV Functions of a language 5 hours.
Greetings and Introductions, Asking & giving information, persuasions, conversations, self-introduction and others, Thanking, wishing, apologizing and excusing, offers, requests, Orders, invitations, suggestions, Accepting & Refusal, likes & dislikes, Permission, Advising, Compliments, Telephone skills, language in formal and informal contexts.

Unit - V Presentation skills 10 hours.
Public Speaking: Presentation techniques, welcome address, Speech, Vote of thanks, Body language, interviews, Role-play, debate, Group discussions.

Writing: Uses of connectors, Letter writing, Essay writing, Precise writing, Expansion of an idea, Paragraph writing, Summarising, note making & taking, Information transfer, e-mail writing, Poster Preparation.

Sl. No.	Date	Topic Covered	Signature
1.	11.04.22	Inauguration, Introduction to Sounds	Just.
2.	12.04.22	Listening to audio and videos, Skimming & Scanning.	Just.
3.	13.04.22	Reading for Comprehension, News paper reading, Referring to dictionary.	Just.
4.	16.04.22	Introduction to Sentence and its types, Clause & Phrase.	Just.
5.	18.04.22	Parts of Speech	Just.
6.	19.04.22	Verbs and tenses.	Just.
7.	20.04.22	Auxiliaries and Modals, Concord rules	Just.
8.	21.04.22	Articles & Prepositions.	Just.
9.	22.4.22	Transformation of Sentences	Just.
10.	23.4.22	Adjective and Conjunctions.	Just.

S/no	Date	Topic Covered	Signature
11.	25.04.22	Error Corrections & common errors in English	My.
12.	26.04.22	Improving vocabulary and word games & Spelling rule.	My.
13.	27.04.22	one word substitutes, Antonyms & Synonyms	My.
14.	05.05.22	Confusing words, Idioms and phrases.	My.
15.	06.05.22	collocations, formal and informal - vocabulary	My.
16.	07.05.22	Greetings, Self-Introduction, Introducing others	My.
17.	23.5.22	Asking & Giving information, Dialogue building	My.
18.	24.5.22	Polite Requests, apologizing, Invitations, Suggestions, Permissions, Compliments	My.
19.	25.5.22	Accepting & Refusal, Thanking, Likes & dislikes, asking excuses.	My.
20.	13.5.22	Telephone etiquette - formal & informal.	My.
21.	14.5.22	Public speaking - welcome address, Speech, note of thanks, Body language.	My.
22.	15.6.22	Interviews, role-play	My.
23.	16.06.22	Debate, Group discussions.	My.

S.No	Date	Topic covered	Signature
24	17.06.22	letter writing, paragraph, essay writing.	My
26	18.06.22	Precise writing, note making & note taking.	My
27	20.06.22	Information transfer, e-mail writing	My
28	21.06.22	Expansion of an idea	My
29	22.06.22	Poster preparation, writing invitation, apology	My
30	23.06.22	Test, valediction,	My
31	24.06.22	Results, Distribution of certificates.	My

My
Lecturer in English

30.6.22
Y Rajasekar
21/1/23
PRINCIPAL
S.R. Govt, Degree College,
PUNGANUR-517247
Chittoor District

S.No. పదం సం.	Name పేరు	20 వ సంవత్సరము												నెలతొలూకు హాజరు పట్టి																			Days Attended హాజరు పదం		Remarks మార్పులు
		1 1/1/24	2 2/1/24	3 3/1/24	4 4/1/24	5 5/1/24	6 6/1/24	7 7/1/24	8 8/1/24	9 9/1/24	10 10/1/24	11 11/1/24	12 12/1/24	13 13/1/24	14 14/1/24	15 15/1/24	16 16/1/24	17 17/1/24	18 18/1/24	19 19/1/24	20 20/1/24	21 21/1/24	22 22/1/24	23 23/1/24	24 24/1/24	25 25/1/24	26 26/1/24	27 27/1/24	28 28/1/24	29 29/1/24	30 30/1/24	31 31/1/24	Boys పిల్లలు	Girls పిల్లలు	
1	P. Gayathri B.A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
2	B. Sunitha "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
3	A. Sowmya "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
4	M. Jayanth "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
5	M. Hemanth Kumar "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
6	R. Mahesh "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
7	B. Mahesh B.Com (Gen)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
8	P. Kumar Raja "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
9	K. Nagaraja "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
10	R. Sarath Kumar "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
11	P. Sreenivasulu "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
12	K. Sravani B.Com (C.A)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
13	H. Hani Tejavathi "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
14	P. Suvarna "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
15	S. Jabeer Basha "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
16	E. Chandu "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
17	B. Chandrasekhar "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
18	S. Lavanya "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
19	T. Pallavi "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
20	A. Chiranjeevi Raja "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
21	V. Tharun "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
22	Y. Mohan Kumar "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
23	B. Jayanth "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
24	U. Lavanya "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
25	M. Munesh "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
26	C. Sreekanth "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
27	M. Sivaraja B.Sc (MPC)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
28	B. Charan Kumar "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
29	P. Ganesh "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
30	G. Mohan Kumar "	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			

Teacher in English
30.11.22

Principal
S.R. Gov. Prep College
PUNGANUR-517247
Chittoor District

2022-2023

37

Communication Skills.

Department : English

Duration: 30 days

Time: 4:00 to 5:00 PM

Teacher Name : K. Anil Kumar

Venue: Room No. 7

Lecturer in English.

Date: 30/11/22

Circular -

It is hereby informed to all the final year students of BA/B.Com/B.Sc that the Department of English is going to conduct a Certificate Course of 30 days titled "Communication Skills" from 1/12/22 to 31/12/22. Interested students are requested to enroll your names at Sri. K. Anil Kumar, Incharge of English Department on or before 1/12/22. The classes will be held in Room No. 09 in the above mentioned dates.


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S.R. Govt. Degree College
PUNGANUR-517247
Chittoor District

Incharge of the Department

K. Anil Kumar,

Course objectives:

1. To enhance the learners communication skills by giving adequate exposure in LSRW skills & the related sub skill.
2. To help the learner get rid of his Present-Flaws & Mistakes in Pronunciation & grammar.
3. To help the learners to recognize & operate in various styles & registers in English.
4. To impart better writing skills by sensitizing the learners to the dynamics of effective writing.
5. To build up the learners confidence in oral & interperson communication specially focussing on interviews meets, business, travels etc.
6. To enable the learner to achieve adequate linguistic skills to help him complete in national & international certification tests of English such as IELTS, TOEFL etc.

Learning Outcomes:-

After the completion of the course the learner will be able to,

1. develop vocabulary and improve accuracy in grammar
2. Produce words with correct Pronunciation
3. improve LSRW skills
4. demonstrate positive group communication exchanges.
5. Speak with more confidence & listen carefully to build rapport.
6. Analyse & utilize body language to their advantage
7. steer conversations & influence people.
8. Exchange their Professionalism at work.
9. develop confidence to make more impact audience.

SYLLABUS

Unit I :- Introduction to Language & Skills, 3 hours
 English sounds - Vowels, Consonants, Listening to radio & television programmes, Reading skills - Skimming & Scanning, Reading for Comprehension, Reading for Pleasure, Reference skills.

Unit II :- Basic Grammar 8 hours
 Sentence & its types, Clause, Phrase, Parts of Speech, Verb tenses, uses of auxiliaries & modals, Concord rules, Articles, Prepositions, Transformation of sentences, Common errors, Adjectives, uses of Conjunctions.

Unit III :- Vocabulary 4 hours
 Methods of enriching vocabulary, Word formation, one word substitutes, Synonyms, Antonyms, Words often confused, idioms & Phrases, Collocations, Appropriate vocabulary in formal & informal contexts, Language games (Word)

Unit IV :- Functions of a language.
 Greetings & introductions, Asking & giving information, Persuasions, Conversations, self introduction & others, Thanking, wishing, Apologizing & Excusing, offers, requests, orders, invitations, suggestions, Accepting & refusal, likes & dislikes, Permissions, Advising, Compliment, Telephone skills, Languages in formal & informal context.

Unit V :- Presentation skills.
 Public speaking: Presentation techniques, Welcome address, Speech, vote of thanks, body language, interview, Role-play, debate, Group discussions.

Writing : Uses of connectors, letter writing, Essay writing
 Precise Writing, Explain, of a idea, Paragraph Writing
 Summarising, note making & taking, Introduction
 transfer, e-mail writing, Poster Preparations.

S.No	Date	Topic Covered	Signature
1	1/12/22	Inauguration, Introductions to sounds	luy.
2	2/12/22	Listening to audio & videos, skimming & scanning	luy.
3	3/12/22	Reading for Comprehension, News Reading Referring to dictionary.	luy.
4	4/12/22	Introduction to sentence and its types, Clause of Phrase	luy.
5	5/12/22	Parts of Speech	luy.
6	6/12/22	Verbs & tenses	luy.
7	7/12/22	Articles & modals, Concorded rules	luy.
8	8/12/22	Articles & Pre-positions	luy.
9	9/12/22	Transformation of sentences	luy.
10	10/12/22	Adjectives & Conjunctions	luy.

11	11/12/22	Error Corrections & Common Errors in English	ly.
12	12/12/22	Improving vocabulary & Word games & Spelling rules	ly.
13	13/12/22	One Word substitutes, Antonyms & synonyms	ly.
14	14/12/22	Confusing Words, Idioms & Phrases	ly.
15	15/12/22	Collocations, Formal and informal - vocabulary	ly.
16	16/12/22	Greetings, self-introduction, introducing others	ly.
17	17/12/22	Asking & giving information, Dialogue building	ly.
18	18/12/22	Polite requests, apologizing; Invitations suggestions permission compliments.	ly.
19	19/12/22	Accepting & refusal; thanking, like & dislike asking excuses.	ly.
20	20/12/22	Telephone etiquette - formal & informal	ly.
21	21/12/22	Public speaking - Welcome address, speech vote of thanks, body language	ly.
22	22/12/22	Interview, role-play	ly.
23	23/12/22	Debate, Group discussion.	ly.

S.No	Date	Topic	Sig
24	23/12/22	Letter writing, Paragraph, Essay writing	luy
25	24/12/22	Precise writing, note making, & note making	luy
26	25/12/22	Information transfer, E-mail writing	luy
27	26/12/22	Expansion of an idea	luy
28	27/12/22	Poster Preparation, writing invitation, apologies	luy
29	28/12/22	Test, valediction	luy
30	29/12/22	Results, Distribution of Certificates	luy

[Signature]

V. Rajasekar
 PRINCIPAL
 S.R. Govt. Degree College
 PUNGANUR-517247
 Chittoor District

Attendance Register for the

Month of

- 20

Average Attendance సగటు హాజరు

S.No వరుస నెం.	Name పేరు	20 వ సంవత్సరము												నెలతొలూకు హాజరు పట్టి																	Days Attended హాజరు ఉన్న రోజులు		Remarks మార్పులు				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Boys బాలుకు	Girls బాలికలు		
1.	Y. Hareesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
2.	V. Renuka	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
3.	V. Sunil Kumar	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
4.	Y. Mahesh Reddy	/	/	/	/	a	/	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
5.	V. Yuvashakhi	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
6.	V. Balakrishna	/	a	/	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
7.	V. Sruvan Kalpan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
8.	T. Nagarmohan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
9.	T. Gokitham.	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
10.	K. Meharth	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
11.	S. Saideharani	/	a	/	a	/	a	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
12.	S. Asiya	/	/	/	a	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/				
13.	S. Akrambasha	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
14.	S.c. Thrisha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
15.	R. Gangadhar	/	/	/	/	/	a	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/				
16.	P. Sandhya	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
17.	P. Rajkumar	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
18.	P. Riyaz Khan	/	/	a	/	a	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	a	/	a	/	/	/	/	/	/	/	/	/			
19.	P. Mahesh	/	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
20.	O. Venugopalaidu	/	/	/	a	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
21.	K. Prishna	/	/	a	/	/	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
22.	K. Jyothi	/	/	/	a	/	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
23.	K. Veni	/	/	/	a	/	a	/	a	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
24.	K. Suresh	/	/	/	/	a	/	a	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
25.	K. Ashok Kumar	/	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
26.	K. Bhargava Kumar	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
27.	J. Vinay	/	/	/	/	/	/	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
28.	J. Rahul	/	/	/	/	a	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
29.	G. Vasanthi	/	/	/	/	/	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
30.	G. Venkatesh.	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				

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SUBHARAM

GOVERNMENT DEGREE COLLEGE

Certificate Course in Communication Skills

This is to certify that Mr. / Miss _____

of _____ participated in the Certificate Course in COMMUNICATION SKILLS

conducted by the Department of English, SUBHARAM GOVERNMENT DEGREE COLLEGE,

Punganur.

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COURSE CO - ORDINATOR

COURSE IN - CHARGE

