



Government Degree College, Seethanagaram

Accredited by NAAC with "B" Grade, ISO 9001:2015 Certified College

Affiliated to Aadi Kavi Nannayya University
Opp K.G.N.M. Trust, Purushottapatnam Road, Seethanagaram



DEPARTMENT OF ENGLISH

2022-2023

CERTIFICATE COURSE

ON

COMMUNICATIVE ENGLISH



23-01-2023 to 02-03-2023

Submitted by

V.V.Subba Rao

Lecturer - in – charge
Department of English

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Aim, Objectives & Out Comes

Aim:

- The course provides candidates with a basic understanding of the English language and aims at developing the skills required for effective communication and writing.

Objectives:

- To communicate effectively and appropriately in real-life situation.
- To use English effectively for study purpose across the curriculum.
- To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking, Writing.
- To develop interest in and appreciation of Literature.
- To Communicate ideas in clear, logical and persuasive ways

Out Comes:

- Students will heighten their awareness of correct usage of English grammar in writing and speaking
- Students will improve their speaking ability in English both in terms of fluency andcomprehensibility
- Students will give oral presentations and receive feedback on their performance
- Students will increase their reading speed and comprehension of academic articles
- Students will improve their reading fluency skills through extensive reading
- Students will strengthen their ability to write academic papers, essays and summaries using the process approach.



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Proceedings of the Principal

Dated 09th January, 2023


Ref: Department of English –Request letter- dated 09th January, 2023-

Reg.

With reference to your request letter cited above, I am pleased to give permission to conduct a Certificate Course on “**Communicative English**” for final B.A, B.Com. & B.Sc., students from 27-01-2023 to 02-03-2023 at 5 pm.

For this, you should maintain records properly and submitted the same after completion of the Course to the undersigned.

Copy to: Sri.V.V.Subba Rao,
Lecturer in English


PRINCIPAL
Government Degree College
SEETHANAGARAM-533 287
E.G. District, (A.P.)

Eligibility Criteria & Examination Pattern

Eligibility criteria:

- Only the existing final year students are eligible for the course.
- Registration is mandatory for the admission into the course.
- The course will be completed in 30hours.

Examination Pattern:

- 80% of attendance is compulsory for every student to write the examination.
- Total marks of the Course is 100 marks
- Theory 75 marks & Practical 25 marks
- 40% is the minimum qualifying mark to pass in the examination.
- Exam would be held after completion of 30 hours.
- Duration of exam is 2 ½ hours
- The students who are passed in the exam would only the awarded the certificate. The will not be any repletion of exam.
- Entire syllabus contains six modules. (Theory-5 & Practical-1)
- Study material and model question paper would be given to every student.
- Grade points given as below.

Marks	Grade
91-100	O
81-90	A
71-80	B
61-70	C
51-60	D
40-50	E
Below 40	F

Syllabus

Module-I: Functional Grammar:-

Parts of speech – Tenses - Transformation of sentences – Articles - Prepositions

Vocabulary

Module-II: Communication:-

Importance of communication - Types communication - Verbal and Non-Verbal communication - Barriers to communication-Essentials of good communication

Mode of Communication

Module-III: Listening skills:-

Stages or steps in the Listening Process- Types of Listening

Importance of listening skills

Module-IV: Spoken English:-

Organs of speech - Sounds of English - Syllable and Stress - Intonation

Module-V: Presentation skills:-

Interviews - Public speaking- Preparing the speech

Module-VI: Class Room Practice:-

- Greeting and Introducing
- Practicing Short Dialogues
- Group Discussions
- Seminars
- Job applications, Curriculum Vitae, Resume
- Drafting an E-mail

Blue Print

Theory: 75M & Practical: 25

Module No.	Module Name	Essay questions 10M	Short questions 5M	Grammar 1M
I	Functional Grammar	-	-	25
II	Communication	1	1	-
III	Listening skills	1	1	-
IV	Spoken English	1	1	-
V	Presentation skills	1	2	-

Grammar

Sl.No.	Topics	No. of Questions	Marks
1	Tenses	5	5M
2	Articles	5	5M
3	Prepositions	5	5M
4	Common errors	5	5M
5	Matching	5	5M
	Total	25	25

Department Of English
Certificate course
Model Question Paper

Time: 3 hours

Max Marks: 75

Section-A

I. Answer any THREE of the following questions. 3x10=30M

- a) How can you justify Communication Techniques?
- b) Vary Verbal and Nonverbal Communication?
- c) How is effective listening benefited?
- d) Is Language a tool of communication?

Section-B

II. Answer any FOUR of the following questions. 4x5=20M

- a) Write a letter to your friend inviting him to spend summer vacation in your village.
- b) Write about your future plans after completing degree.
- c) How do you describe an accident you saw?
- d) Explain your inability to attend a marriage function.
- e) Write a note on pronunciation.

Section-C

III. Answer the following as directed.

1. Fill in the blanks with suitable verb forms. 5x1=5M

- a) India _____ (get) Independence in 1947.
- b) Look! Someone _____ (come).
- c) Milk _____ (be) white.
- d) If only I _____ (be) rich.
- e) When we reached the station, the train _____ (leave).

2. Fill in the blanks with suitable articles.

5x1=5M

- a) He is _____M.A.
- b) She stressed_____ need of English.
- c) Once upon _____time he was a millionaire.
- d) He is _____Shakespeare.
- e) They make _____plan.

3. Fill in the blanks with suitable Prepositions.

5x1=5M

- a) The Police prevented them_____ going.
- b) He has been working_____ one year.
- c) He took _____his coat.
- d) My father is angry _____ me.
- e) I have a house to live _____

4. Correct the following sentences.

5x1=5M

- a) They are awaiting for the Bus.
- b) She is my cousin sister.
- c) We have seen a film yesterday.
- d) He and I are friends.
- e) She is innocent, is n't it?

5. Match the following phonemics.

5x1=5M

Group-A

Group-B

1) Bring

A) k^t

2) Make

B) d^kt

3) Doctor

C)brI

4) Guide

D) meik

5) Cut

E) gaid

Notice

Date: 09-01-2023

It is informed that the department of English is planning to conduct a certificate course in English on “**Communicative English**” from **23-01-2023 to 02-03-2023 (30hours)** in the college at 5pm.

All the final year students (B.A., B.Com. & B.Sc.) those who are interested to join in the course may register their names.

For further details, contact Sri. V.V. Subba Rao, HOD, English & Course Coordinator.



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DEPARTMENT OF ENGLISH

REGISTRATION FORM

CERTIFICATE COURSE

on

“Communicative English”

1. Name of the Student :

2. Class :

3. Group :

4. Admission No :

5. Community :

6. Purpose :

Course Coordinator

Signature of the Candidate

Enrolment of Students

Sl.No.	Regd. No.	Name of the student	Class	Program
01	201107101001	A. Jhansi Rani	III B.Sc.,	M.P.C.
02	201107101009	K.Vishali	III B.Sc.	M.P.C.
03	201107101011	K.N.S.Sai	III B.Sc.	M.P.C.
04	201107101012	K.Shiva	III B.Sc.	M.P.C.
05	201107101013	M.Devi Sri	III B.Sc.	M.P.C.
06	201107101015	P.V.D.Prasad	III B.Sc.	M.P.C.
07	201107101018	S.Sai Durga	III B.Sc.	M.P.C.
08	201107101019	S.V.K.Durga	III B.Sc.	M.P.C.
09	201107101020	S.S.R.Krishna	III B.Sc.	M.P.C.
10	201107101021	T.Taraka	III B.Sc.	M.P.C.
11	201107110026	M.Sharuni	III B.Sc.	B.Z.C.
12	201107110027	M.Rani	III B.Sc.	B.Z.C.
13	201107110030	N.Durga Prasad	III B.Sc.	B.Z.C.
14	201107110033	R.Malathi	III B.Sc.	B.Z.C.
15	201107110035	U.Divya	III B.Sc.	B.Z.C.
16	201107110036	Y.Prasanna Kumar	III B.Sc.	B.Z.C.
17	201108100002	A.Praveen	III B.com	Gen
18	201108100005	E.Mani Kumar	III B.com	Gen
19	201108100011	K.Chinni	III B.com	Gen
20	201108100014	K.Ratna Padma	III B.com	Gen
21	201108100015	K.Naga Lakshmi	III B.com	Gen
22	201108100017	M.Sandya	III B.com	Gen
23	201108100020	P.Mahesh	III B.com	Gen
24	201108100021	P.Archana	III B.com	Gen
25	201108100023	R.Surya Prakash	III B.com	Gen
26	201108100024	S.Papa	III B.com	Gen
27	201108100025	Sk.Vaseem	III B.com	Gen
28	201106201003	B.Prasanna Kumari	III B.A.	H.E.P.
29	201106201006	G.Bharati Prabha	III B.A.	H.E.P.
30	201106201007	G.Rajesh	III B.A.	H.E.P.
31	201106201012	K.Gangadharam	III B.A.	H.E.P.
32	201106201014	M.Tilak	III B.A.	H.E.P.
33	201106201016	M.Naga Venkatesh	III B.A.	H.E.P.
34	201106201017	M.Babu	III B.A.	H.E.P.
35	201106201020	N.Venkata Madhu	III B.A.	H.E.P.
36	201106201021	P.Suresh	III B.A.	H.E.P.
37	201106201022	P.Geethanjali	III B.A.	H.E.P.
38	201106201023	P.P.V.Prakshiptha	III B.A.	H.E.P.
39	201106201031	V.Vijay Sekhar	III B.A.	H.E.P.

Inauguration

Program sheet


23rdJanuary, 2023

- Prayer
- Inaugural Speech by Dr. D. Chitti Babu, principal
- Message by Sri. K. Hare Rama Krishna, Vice Principal
- Speech by Sk. D. Madina, IQAC Coordinator
- Message by Sri. V.V. Subba Rao, HOD & Course Coordinator
- Speeches by Students
- Vote of thanks by Sri.D.Raju, Lecturer in Telugu

Examination Notice

Date: 27-02-2023

It is to inform that the theory examination for Certificate Course to be held on 06-03-2022 at 2 PM, at Room No.04. All the students should attend the examination without fail.


PRINCIPAL
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E.G. District, (A.P.)

Results

Sl.No.	Regd. No.	Name of the student	Class	Program	Grade Obtained
01	201107101001	A. Jhansi Rani	III B.Sc.,	M.P.C.	O
02	201107101009	K.Vishali	III B.Sc.	M.P.C.	A
03	201107101011	K.N.S.Sai	III B.Sc.	M.P.C.	A
04	201107101012	K.Shiva	III B.Sc.	M.P.C.	O
05	201107101013	M.Devi Sri	III B.Sc.	M.P.C.	O
06	201107101015	P.V.D.Prasad	III B.Sc.	M.P.C.	A
07	201107101018	S.Sai Durga	III B.Sc.	M.P.C.	A
08	201107101019	S.V.K.Durga	III B.Sc.	M.P.C.	A
09	201107101020	S.S.R.Krishna	III B.Sc.	M.P.C.	A
10	201107101021	T.Taraka	III B.Sc.	M.P.C.	A
11	201107110026	M.Sharuni	III B.Sc.	B.Z.C.	O
12	201107110027	M.Rani	III B.Sc.	B.Z.C.	O
13	201107110030	N.Durga Prasad	III B.Sc.	B.Z.C.	A
14	201107110033	R.Malathi	III B.Sc.	B.Z.C.	O
15	201107110035	U.Divya	III B.Sc.	B.Z.C.	B
16	201107110036	Y.Prasanna Kumar	III B.Sc.	B.Z.C.	A
17	201108100002	A.Praveen	III B.com	Gen	B
18	201108100005	E.Mani Kumar	III B.com	Gen	B
19	201108100011	K.Chinni	III B.com	Gen	O
20	201108100014	K.Ratna Padma	III B.com	Gen	O
21	201108100015	K.Naga Lakshmi	III B.com	Gen	A
22	201108100017	M.Sandya	III B.com	Gen	A
23	201108100020	P.Mahesh	III B.com	Gen	O
24	201108100021	P.Archana	III B.com	Gen	O
25	201108100023	R.Surya Prakash	III B.com	Gen	O
26	201108100024	S.Papa	III B.com	Gen	A
27	201108100025	Sk.Vaseem	III B.com	Gen	B
28	201106201003	B.Prasanna Kumari	III B.A.	H.E.P.	A
29	201106201006	G.Bharati Prabha	III B.A.	H.E.P.	A
30	201106201007	G.Rajesh	III B.A.	H.E.P.	B
31	201106201012	K.Gangadharam	III B.A.	H.E.P.	B
32	201106201014	M.Tilak	III B.A.	H.E.P.	B
33	201106201016	M.Naga Venkatesh	III B.A.	H.E.P.	C
34	201106201017	M.Babu	III B.A.	H.E.P.	C
35	201106201020	N.Venkata Madhu	III B.A.	H.E.P.	C
36	201106201021	P.Suresh	III B.A.	H.E.P.	C
37	201106201022	P.Geethanjali	III B.A.	H.E.P.	A
38	201106201023	P.P.V.Prakshiptha	III B.A.	H.E.P.	O
39	201106201031	V.Vijay Sekhar	III B.A.	H.E.P.	A

Certificate

 **GOVERNMENT DEGREE COLLEGE, SEETHANAGARAM** 

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Department of English
CERTIFICATE COURSE

This is to certify that Mr/Miss _____
s/o . d/o. _____ Class _____ has Successfully
Completed his/ her Certificate Course in _____
during the Academic year 20__ - _____. He/She has secured Grade _____.

COURSE CO-ORDINATOR **IQAC CO-ORDINATOR** **PRINCIPAL**

Photo Gallery



**Inauguration by garlanding Shakespeare's
PhotoDr.D.Chitti Babu, Principal**



**Opening Remarks by
Dr.D.Chitti Babu, Principal**



**Lectureby Sri.V.V.SubbaRao
Course Coordinator**



Lecture on listening skills

Photo Gallery



Debate



Examination



Distribution of Certificates