



SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE
YEMMIGANUR, KURNOOL DIST.

Affiliated to Rayalaseema University, Kurnool - 518360, A.P.



DEPARTMENT OF ENGLISH

A CERTIFICATE COURSE

ON

Communicative English

Academic Year : 2019-20

FROM 01-07-2019 To 05-08-2019

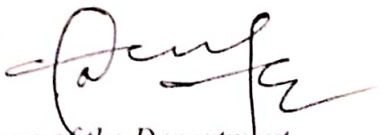
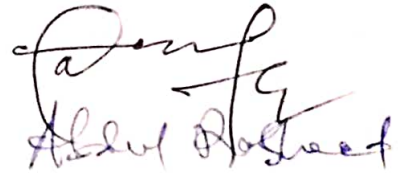
Minutes of the Departmental meeting for the conduct of the Certificate Course

Faculty members of the Department Sri B. Pal Raju, Contract Lecturer in English and Sri Abdul Rasheed, Guest Faculty in English assembled in the Department chamber and held a meeting on 25-06-2019 and resolved to conduct a Certificate Course on Communicative English for the third year BA Students during the academic year 2019-20 for 30 days.

Faculty Members of the Department are as follows :

1. Sri B. Pal Raj, Contract Lecturer in English :

2. Sri Abdul Rasheed, Guest Faculty in English :



Incharge of the Department
Incharge
Dept. of English
Sri Mahayogi Lakshamma
Govt. Degree College
Yemmiganur - 518 360,

PERMISSION LETTER

*Yemmiganur,
Date : 26-06-2019.*

*From
Sri B. Pal Raju,
Contract Lecturer in English,
Sri Mahayogi Lakshamma
Govt Degree College,
Yemmiganur.*

*To
The Principal,
Sri Mahayogi Lakshamma
Govt. Degree College,
Yemmiganur.*

Respected Sir,

*Sub: Proposal for the conduct of a certificate course on Communicative English
for the final year BA Students 2019-20 Reg.*

*I would like to bring a proposal for the benefit of the students of Our College that the
Department of English wants to conduct a certificate course on Communicative English for
the third year Students for 30 days. Hence, I am with a plan to conduct the certificate course
which helps the Students in Public and at work places. In this regard, I request you sir to
give me permission to conduct the certificate course from 01-07-2019 to 05-08-2019.*

Details of the Programme are:

- | | |
|--|---------------------------------------|
| <i>1. Name of the Proposed Programme :</i> | <i>Communicative English</i> |
| <i>2. Duration and Timings of the Programme :</i> | <i>30 Hours (9:00 AM to 10:00 AM)</i> |
| <i>3. Commencement date of the programme :</i> | <i>01-07-2019</i> |
| <i>4. No. of Students expected for the admission :</i> | <i>40 Students</i> |
| <i>5. Course Fee :</i> | <i>No Fee</i> |

U.V. Kumar
PRINCIPAL
SRI MAHAYOGI LAKSHMAMMA
GOVT. DEGREE COLLEGE
YEMMIGANUR - 518360.
Kurnool (Dist.) A.P.

Yours faithfully,
[Signature]
Course Coordinator
Incharge
Dept. of English
Sri Mahayogi Lakshamma
Govt. Degree College
Yemmiganur - 518 360,

CIRCULAR

Yemmiganur,
Date : 27-06-2019.

All the students of BA final year are hereby informed that the Department of English is going to conduct a certificate course on Communicative English. This is completely a free of charge certificate course for all the category students. This certificate course is 30 days long. Hence, interested students register their names in the Department of English. The Course classes will begin on 01-07-2019. The students who will successfully complete the certificate course will receive a certificate.



Course Coordinator

Incharge
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Yemmiganur - 516 360,



PRINCIPAL

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YEMMIGANUR - 516 360.
Kurnool (Dist.) A.P.

Copy to the College Library Notice Board
Copy to the Department of English Notice Board
Copy for Circulation among the Students

LIST OF WILLINGNESS STUDENTS FOR THE CERTIFICATE COURSE
ACADEMIC YEAR : 2019-20

S.No.	Regd. No.	Student Name	Mobile No	Signature of the Student
1	171049012	AREKANTI RAVI	9052092346	A. Ravi
2	171049010	AREKANTI PARIMALA	7997542440	A. Parimala
3	171049011	A. BALA KRISHNA	9000868998	A. Bala Krishna
4	171049009	AVULLOLLA KALYANI	7799285439	A. Kalyani
5	171049013	ASPARI GURU SWAMI	9618446892	A. guru Swami
6	171049017	BOYA VEERA KRISHNA	7893973621	B. veera Krishna
7	171049001	BOYA VEERESHA	9052751578	B. Veerisha
8	171049021	BOYA RAMESH	9908983496	B. Ramesh
9	171049022	BOYA SREE GUNTEPPA	9603441764	B. Sree guntepa
10	171049020	B. BALA KRISHNA	9866239102	B. Bala Krishna
11	171049015	BESTA RAMU	8187821940	B. Ramu
12	171049018	B. VENKATESWARLU	7075417598	B. Venkateswarlu
13	171049014	BOYA RAGHUVEER	9100887933	B. Raghuvier
14	171049016	B. SHIVA PUTHRA	9676753542	B. Shiva Puthra
15	171049024	CHAKALI SARASWATHI	8297655910	C. Saraswathi
16	171049025	CHAKALI VEERESH	8978238784	C. veeresh
17	171049023	CHUKKA HARI KRISHNA	9160343592	C. Hari Krishna
18	171049002	DANDU VEERESHA	7032743208	B. veerisha
19	171049028	D. VASANTHA RAYUDU	8008908604	D. Vasantha Rayudu
20	171049027	D. ESWARAYYA	7032104636	D. Eswarayya
21	171049003	E. NARENDRA GOUD	9491436235	E. Narendra Goud
22	171049068	E. LAXMI NARASANNA	9885240295	E. Laxmi Narasanna
23	171049031	GOLLA VIJAY KUMAR	7782647340	G. Vijay Kumar
24	171049036	G. RAMA KRISHNA	9177287615	G. Rama Krishna
25	171049035	GOLLA OBULESU	9704100930	

26	171049032	GANDALAM AMRUTHA RAJU	9948148173	G. Amrutha Raju
27	171049030	GOLLA VEERA NAGAPPA	9581903234	G. Veera Nagappa
28	171049033	GANDALAM SURESH	8142220805	G. Suresh
29	171049040	JAKKALA THAYAPPA	9703482060	J. Thayappa
30	171049038	JETTAGALLA SREEKANTH	9618674404	J. Sreekanth
31	171049042	JOOTURU GOPAL	9010811992	J. Gopal
32	171049037	JELLELA RANGAMMA	9000902291	J. Rangamma
33	171049041	JETTEGALLA RAGHAVENDRA	8096805429	J. Raghavendra
34	171049043	KATIKE SHAFI	9014169797	k. shafi
35	171049048	KURUVA VEERESH	9642003616	K. Veeresh
36	171049005	KURUVA MOHAN RANGA	9641447282	K. Mohan Ranga
37	171049047	KURUVA VEEREA SEKHAR	8886323966	k. Veerusekhar
38	171049045	KARE KARENA	8978419621	K. KYRENA
39	171049046	KUMMARI KESHAV	9642489766	K. Keshav
40	171049056	MALLEPOGU JAYAMMA	9014224857	M. JAYAMMA


Course Coordinator

Incharge
Dept. of English
Sri Mahayogi Lakshamma
Govt. Degree College
Yemmiganur - 518 350,


A Certificate Course on Communicative English 2019-20

Breif Report :

The Department of English planned to conduct a certificate course on Communicative English for the third year BA students. The course aims to improve students' academic and business communications. It also helps students learn how to communicate more effectively with different cultures. Students also learn to adapt their speech styles, body language, and tone to various situations. They also practice listening and speaking exercises through interactive tutoring. The course involves lectures, comprehension quizzes, practice, and performance. Afterward, learners are expected to be able to give presentations in English.

The Certificate Course on Communicative English can lead to a wide range of employment opportunities. Graduates may be employed as an English Language Specialist, Communicative English Trainer, Assistant Professor, lecturers, and more. Students may find employment with major recruiting companies like Sutherland Global Services, ITM Edutech, and Taurus Web Solutions. Graduates can also become Assistant Professors and earn salary packages between INR two to ten lakhs per annum.

The Certificate Course on Communicative English combines theoretical and practical training to help students acquire essential skills and become proficient in the language. It will enhance students' confidence and improve their written communication skills. It will also teach them the history and practice of the English language. Taking four courses in this certificate course will help them build their communication skills and expand their English vocabulary. There are several other benefits of a Certificate in Communicative English as well.


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Govt. Degree College
Yemmiganur - 518 360,

A Certificate Course on Communicative English 2019-20

SYLLABUS

I. Introduction to Communicative English (5 Hours)

- Importance of English in the modern world
- Basic grammar and sentence structure
- Commonly used English vocabulary and phrases
- Introduction to different types of communication skills (listening, speaking, reading, and writing)

II. Listening Skills and Speaking (10 Hours)

- Introduction to different types of spoken English (formal, informal, etc.)
- Developing listening skills to understand spoken English
- Strategies to improve spoken English (pronunciation, fluency, vocabulary, etc.)
- Engaging in dialogues and role-play activities

III. Presentation Skills (5 Hours)


- Preparing for presentations (planning, organization, delivery)
- Developing strategies to make presentations effective
- Making presentations on various topics

IV. Discussion Skills (5 Hours)

- Participating in discussions
- Developing critical thinking and analytical skills
- Expressing opinions and ideas in group discussions

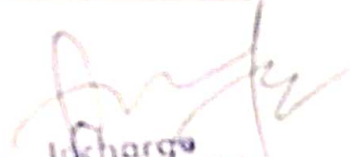
V. Report Writing Skills (5 Hours)

- Understanding the purpose and structure of reports
- Developing effective report writing skills
- Writing various types of reports (e.g., business, academic, research)


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TIME TABLE

<i>S.No</i>	<i>Day</i>	<i>Morning Session</i>
<i>1</i>	<i>Monday</i>	<i>9 AM-10 AM</i>
<i>2</i>	<i>Tuesday</i>	<i>9 AM-10 AM</i>
<i>3</i>	<i>Wednesday</i>	<i>9 AM-10 AM</i>
<i>4</i>	<i>Thursday</i>	<i>9 AM-10 AM</i>
<i>5</i>	<i>Friday</i>	<i>9 AM-10 AM</i>
<i>6</i>	<i>Saturday</i>	<i>9 AM-10 AM</i>


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Sri Mahayogi Lakshmanma
Govt. Degree College
Yemmiganur - 518 360.

ATTENDANCE FOR THE CERTIFICATE COURSE

For the Month of July & Aug 2019

S.No.	Regd. No.	Student Name	21	22	23	24	25	26	27	28	29	30
1	171049012	AREKANTI RAVI	X	X	X	X	X	X	X	X	X	X
2	171049010	AREKANTI PARIMALA	X	X	X	X	X	X	X	X	X	X
3	171049011	A. BALA KRISHNA	X	X	X	X	X	X	X	X	X	X
4	171049009	AVULOLLA KALYANI	X	X	X	X	X	X	X	X	X	X
5	171049013	ASPARI GURU SWAMI	X	X	X	X	X	X	X	X	X	X
6	171049017	BOYA VEERA KRISHNA	X	X	X	X	X	X	X	X	X	X
7	171049001	BOYA VEERESHA	X	X	X	X	X	X	X	X	X	X
8	171049021	BOYA RAMESH	X	X	X	X	X	X	X	X	X	X
9	171049022	BOYA SREE GUNTEPPA	X	X	X	X	X	X	X	X	X	X
10	171049020	B. BALA KRISHNA	X	X	X	X	X	X	X	X	X	X
11	171049015	BESTA RAMU	X	X	X	X	X	X	X	X	X	X
12	171049018	B. VENKATESWARLU	X	X	X	X	X	X	X	X	X	X
13	171049014	BOYA RAGHUVEER	X	X	X	X	X	X	X	X	X	X
14	171049016	B. SHIVA PUTHRA	X	X	X	X	X	X	X	X	X	X
15	171049024	CHAKALI SARASWATHI	X	X	X	X	X	X	X	X	X	X
16	171049025	CHAKALI VEERESH	X	X	X	X	X	X	X	X	X	X
17	171049023	CHUKKA HARI KRISHNA	X	X	X	X	X	X	X	X	X	X
18	171049002	DANDU VEERESHA	X	X	X	X	X	X	X	X	X	X
19	171049028	D. VASANTHA RAYUDU	X	X	X	X	X	X	X	X	X	X
20	171049027	D. ESWARAYYA	X	X	X	X	X	X	X	X	X	X
21	171049003	E. NARENDRA GOUD	X	X	X	X	X	X	X	X	X	X
22	171049068	E. LAXMI NARASANNA	X	X	X	X	X	X	X	X	X	X
23	171049031	GOLLA VIJAY KUMAR	X	X	X	X	X	X	X	X	X	X
24	171049036	G. RAMA KRISHNA	X	X	X	X	X	X	X	X	X	X
25	171049035	GOLLA OBULESU	X	X	X	X	X	X	X	X	X	X
26	171049032	G. RAMANJANEYULU	X	X	X	X	X	X	X	X	X	X
27	171049030	GOLLA VEERA NAGAPPA	X	X	X	X	X	X	X	X	X	X

Incharge
Dept. of English
Sri Mahayogi Lakshamma

A CERTIFICATE COURSE ON COMMUNICATIVE ENGLISH
2019-20
MODEL QUESTION PAPER

I. Fill ups using only definite and Indefinite articles. 5x1=5 M

1. Meet _____ Man in blue dress.

2. He is _____ Manager.

3. The police booked _____ F.I.R.

4. He is _____ M.Sc. graduate.

5. Each one should have _____ dictionary.

II. Answer all the questions. 5x2=10 M

1. Define what is a noun?

2. Define formation of noun words?

3. Define kinds of noun?

4. Define Gender?

5. Define numbers type in English?

III. Answer all the questions. 5x3=15 M

1. Write briefly what is known as situational conversation?

2. Explain group discussion?

3. Explain dialogue?

4. Explain types of letters?

5. Write any two kind of official letters?

IV. Answer any one of the following questions. 1x10=10 M

1. What is meant by reporting letter? Explain briefly?

2. What is known as order - letters? Explain briefly?


Head of Dept. of English
Bri Mahayogi Lakshmana
Govt. Degree College
Yennigalur - 610 360

LIST OF WILLINGNESS STUDENTS FOR THE CERTIFICATE COURSE
ACADEMIC YEAR : 2019-20

<i>S.No.</i>	<i>Regd. No.</i>	<i>Student Name</i>	<i>Theory 50 Marks</i>	<i>Grade</i>
1	171049012	AREKANTI RAVI	45	A
2	171049010	AREKANTI PARIMALA	40	A
3	171049011	A. BALA KRISHNA	35	B
4	171049009	AVULLOLLA KALYANI	45	A
5	171049013	ASPARI GURU SWAMI	35	B
6	171049017	BOYA VEERA KRISHNA	40	A
7	171049001	BOYA VEERESHA	45	A
8	171049021	BOYA RAMESH	45	A
9	171049022	BOYA SREE GUNTEPPA	35	B
10	171049020	B. BALA KRISHNA	40	A
11	171049015	BESTA RAMU	45	A
12	171049018	C. VENKATESWARLU	45	A
13	171049014	BOYA RAGHUVeer	40	A
14	171049016	B. SHIVA PUTHRA	45	A
15	171049024	CHAKALI SARASWATHI	45	A
16	171049025	CHAKALI VEERESH	35	B
17	171049023	CHUKKA HARI KRISHNA	40	A
18	171049002	DANDU VEERESHA	40	A
19	171049028	D. VASANTHA RAYUDU	45	A
20	171049027	D. ESWARAYYA	45	A
21	171049003	E. NARENDRA GOUD	40	A
22	171049068	E. LAXMI NARASANNA	35	B
23	171049031	GOLLA VIJAY KUMAR	40	A
24	171049036	G. RAMA KRISHNA	45	A
25	171049035	GOLLA OBULESU	45	A

26	171049032	GANDALAM AMRUTHA RAJU	40	A
27	171049030	GOLLA VEERA NAGAPPA	45	A
28	171049033	GANDALAM SURESH	40	A
29	171049040	JAKKALA THAYAPPA	45	A
30	171049038	JETTAGALLA SREEKANTH	45	A
31	171049042	JOOTURU GOPAL	35	B
32	171049037	JELLELA RANGAMMA	40	A
33	171049041	JETTEGALLA RAGHAVENDRA	45	A
34	171049043	KATIKE SHAFI	45	A
35	171049048	KURUVA VEERESH	45	A
36	171049005	KURUVA MOHAN RANGA	35	B
37	171049047	KURUVA VEEREA SEKHAR	45	A
38	171049045	KARE KARENA	35	B
39	171049046	KUMMARI KESHAV	45	A
40	171049056	MALLEPOGU JAYAMMA	40	A


 Incharge
 Dept. of English
 Sri Mahayogi Lakshamma
 Govt. Degree College
 Yemmiganur - 518 360,

SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE
YEMMIGANUR-518360, KURNOOL DISTRICT, AP.
AFFILIATED TO RAYALASEEMA UNIVERSITY, KURNOOL.




DEPARTMENT OF ENGLISH

CERTIFICATE OF PARTICIPATION

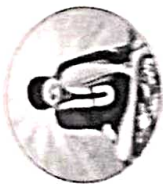
THIS IS TO CERTIFY THAT MR. / MISS. of Ravu STUDYING B.A. III Year SUCCESSFULLY
COMPLETED A CERTIFICATE COURSE ON COMMUNICATIVE ENGLISH ORGANISED BY THE DEPARTMENT OF ENGLISH, SRI MAHAYOGI
LAKSHMAMMA GOVERNMENT DEGREE COLLEGE, YEMMIGANUR, KURNOOL DISTRICT HELD FROM 01-07-2019 TO 05-08-2019.


COURSE COORDINATOR

Incharge
Dept. of English
Sri Mahayogi Lakshamma
Govt. Degree College
Yemmiganur - 518 360,


PRINCIPAL
SRI MAHAYOGI LAKSHMAMMA
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SRI MAHAYOGI LAKSHIMAMMA GOVERNMENT DEGREE COLLEGE
YEMMIGANUR-518360, KURNOOL DISTRICT, AP.
AFFILIATED TO RAYALASEEMA UNIVERSITY, KURNOOL.




DEPARTMENT OF ENGLISH

CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT MR. / MISS *A. Pavithra* STUDYING *B.A. 1st Year* SUCCESSFULLY
COMPLETED A CERTIFICATE COURSE ON COMMUNICATIVE ENGLISH ORGANISED BY THE DEPARTMENT OF ENGLISH, SRI MAHAYOGI
LAKSHIMAMMA GOVERNMENT DEGREE COLLEGE, YEMMIGANUR, KURNOOL, DISTRICT HELD FROM 01-07-2019 TO 05-08-2019.


COURSE COORDINATOR
Incharge

Dept. of English
Sri Mahayogi Lakshimamma
Govt. Degree College
Yemmiganur - 518 360.


PRINCIPAL
SRI MAHAYOGI LAKSHIMAMMA
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Kurnool (Dist.) A.P.