



**SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE**  
**YEMMIGANUR, KURNOOL DIST.**

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



*DEPARTMENT OF ENGLISH*

*A CERTIFICATE COURSE*

*ON*

*English for Written Communication*

*Academic Year : 2020-21*

*From 01-02-2021 To 08-03-2021*


## **DEPARTMENT OF ENGLISH**

*(Minutes of the Department meeting for the conduct of the Certificate Course)*

*Faculty of the Department of English assembled in the Department Chamber and held a Departmental meeting at 3.00 PM on 23.01.2021 and discussed and resolved to conduct a Certificate Course on English for Written Communication from 01.02.2021 to 09.03.2021*

*Faculty Members of the Department are as follows :*

- 1. Sri B. Pal Raju, Contract Lecturer in English :*
- 2. Sri Abdul Rasheed, Guest Faculty in English :*

  
In Charge  
English Department  
Sri Mahayogi Lakshmanan  
Govt. Degree College  
Yennangalur - 618 359,

Yemmiganur,  
Date : 27-01-2021.

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,

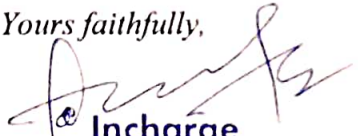
*Sub : Proposal for the conduct of a certificate course on English for  
Written Communication for the second year Students of BA Reg.*

*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 English for Written  
Communication for the second year Students of BA of Our College for 30 Days. Hence, I am  
with a plan to conduct the certificate course which helps the Students at workplace and in Public.  
In this regard, I request you sir to give me permission to conduct the certificate course from 01-  
02-2021 to 08-03-2021.*

*The details of the programme are :*

- |                                                        |                                          |
|--------------------------------------------------------|------------------------------------------|
| <i>1. Name of the proposed programme :</i>             | <i>Public Speaking Skills in English</i> |
| <i>2. Duration and Timings of the programme :</i>      | <i>40 Hours (9:00 AM to 10:00 AM)</i>    |
| <i>3. Commencement date of the programme :</i>         | <i>01-02-2021</i>                        |
| <i>4. No. of Students expected for the admission :</i> | <i>40 Students</i>                       |
| <i>5. Course Fee :</i>                                 | <i>No Fee</i>                            |

*Yours faithfully,*


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

CIRCULAR

Date : 27-01-2021.

All the students of BA fourth semester are hereby informed that the Department of English is going to conduct a certificate course on English for Written Communication. 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 01-02-2021. The students who will successfully complete the certificate course will receive a certificate.

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

  
Principal  
**PRINCIPAL**  
SRI MAHAYOGI LAKSHMAMMA  
GOVT. DEGREE COLLEGE  
YEMMIGANUR - 518360,  
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 : 2020-21**

S.No.	Reg.No.	Name of the Student	Mobile No.	Signature of the Student
1	19110049002	A. NEETHI NEREEKSHANA	8008056911	A. Neethi Nereekshana
2	19110049001	AREKANTI YUVA RAJU	9581126346	A. Yuraju.
3	19110049003	BANYALA VEERESH	9381475822	B. Veeresh
4	19110049005	BHOGAM MAHESWARI	9000061562	B. Maheshwari
5	19110049006	BOGGU MADHU	9912405836	B. Madhu
6	19110049008	BLINI RAMUDU	9346777185	B. Ramudu.
7	19110049009	BOYA CHENNAPPA	9966450917	B. Chennappa
8	19110049011	BOYA MAHADEVA	9502970653	B. Mahadevi
9	19110049012	BOYA MAHENDRA	6281887729	B. Mahendra
10	19110049013	BOYA MALLIKARJUNA	9014607882	B. Mallikarjuna
11	19110049014	BOYA PEDDA RAYUDU	7032182475	B. Pedda Rayudu.
12	19110049015	BOYA RAGHAVENDRA	8331913051	B. Raghavendra.
13	19110049016	BOYA RAMUDU	7569947038	B. Ramudu.
14	19110049017	BOYA SHASIKALA	7997554314	B. Shashikala
15	19110049018	BOYA THIMMESH	9493379693	B. Thimmesh
16	19110049089	B. R. GARI MALLESH	9618870935	B. R. Gari mallesh.
17	19110049019	CHAKALI CHIRANJEEVI	8688637071	C. Chiranjeevi
18	19110049020	CHAKALI NAGA RAJU	9951365119	C. Naga Raju
19	19110049021	CHAKALI RAMAKRISHNA	9581193140	C. Ramakrishna
20	19110049022	CHAKALI RAMESH	7093031955	C. Ramesh
21	19110049023	CHAKALI TIRUMALESH	9573698604	C. Tirumalesh.
22	19110049024	DADASU NARASANNA	9985521695	D. Narasanna
23	19110049025	DEVARLA VEERESH	9160749019	D. Veeresh
24	19110049026	DUDEKULA RAMJAN	6300448991	D. Ramjan.
25	19110049027	EDIGA INDRASENA	9347869664	E. Indrasena
26	19110049028	ENJOTHI ERESH GOUD	9347763084	E. Erish goud.
27	19110049029	G. PRADEEP KUMAR	7658902497	G. Pradeep Kumar
28	19110049030	GANTASALA SATHYANNA	8142219706	G. Sathyanna
29	19110049031	GARJI SRAVANTHI	9951345826	G. Sravanthi
30	19110049032	GOLLA THIRUMALESU	8309209846	G. Thirumalesu.
31	19110049033	GUNDUPOGU RAJU	8886090329	G. Raju
32	19110049034	JAGATHAPU MADHU	6300734239	J. MADHU.
33	19110049035	JAGATHAPU TEJA	9912195050	J. Teja.
34	19110049036	JERUBANDI UDAY KUMAR	8341293622	J. Uday Kumar
35	19110049037	K. LINGAMMA	9640900941	K. Lingamma
36	19110049039	KONGATHI RAGHAVENDRA	9398128147	K. Raghavendra
37	19110049040	KURUVA BEERAPPA	9390550480	K. Beerappa.
38	19110049041	KURUVA GOVARDHAN	9398573349	K. Govardhan
39	19110049042	KURUVA HEMALATHA	9701231625	K. Hemalatha
40	19110049043	KURUVA KARNA KUMAR	8790157235	K. Karna Kumar.

*S. S. Sathyanarayana*  
**PRINCIPAL**

**SRI MAHAYOGI LAKSHMAMMA  
GOVT. DEGREE COLLEGE  
YEMMIGANUR - 518360.  
Kurnool (Dist.) A.P.**

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

## A Certificate Course on Written Communication 2020-21

### **Brief Report :**

The Department of English of the Sri Mahayogi Lakshamma Govt. Degree College, Yemmiganur organized a Certificate Course on English for Written Communication for the second year BA Students during the academic year 2020-21 for a period of 30 days i.e. from 01-02-2021 to 08-03-2021.

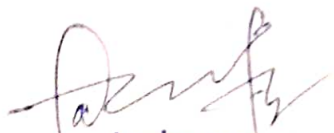
Dr. K. Mahaboob Basha, Principal of this College presided over the inaugural function and addressed the students that it was a very useful course for every student in daily life. He also appreciated the faculty of English for organizing the valuable certificate course. He advised the students to utilize the Certificate Course Learning outcomes in a proper manner.

During the above period, a few faculty members of this College took part in the course actively and expressed their views and suggested for the betterment of the programme. The faculty members involved in the programme are :

After completion of the course, an assessment test was conducted for the participants both in theory and practical. The performance of the participant was well and good.

Valedictory function was organized on 08-03-2021 by the Department of English and certificates were distributed to the students by the Principal Dr. K. Mahaboob Basha Garu and he addressed the gathering and that it was a remarkable achievement of the Department of English and congratulated all the participants and all the teaching and non-teaching staff attended the programme and made it a grand success.

I hereby express my heartfelt thanks to Dr. K. Mahaboob Basha, Principal, SML Govt. Degree College, Yemmiganur for giving their support throughout the programme. I also extend my thanks to teaching and non-teaching staff of this College who were involved directly and indirectly in successful completion of the Certificate Course and my best wishes to all the participants.

  
Course In-charge  
Dept. of English  
Sri Mahayogi Lakshamma  
Govt. Degree College  
Yemmiganur - 518 360,

## A CERTIFICATE COURSE ON ENGLISH WRITTEN COMMUNICATION SYLLABUS

UNIT I PERSONAL COMMUNICATION (5 Hours) : Day-to-day conversation with family members, neighbours, relatives, friends on various topics, context specific - journal writing, mails/emails, SMS, greeting cards, situation based - accepting/declining invitations, congratulating, consoling, conveying information, oral reports, extempore.

UNIT II EMPLOYABILITY SKILLS (5 Hours) : Interview skills – HR and technical – Types of interview, preparation for interview, mock interview, Group Discussion – Communication skills in Group Discussion, Structure of GD, GD process, successful GD techniques. Time management and effective planning – identifying barriers to effective time management, time management techniques, relationship between time management and stress management.

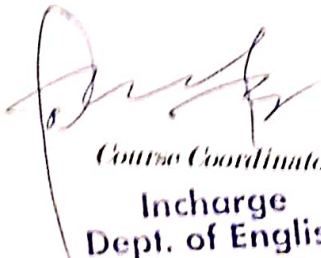
UNIT III WORK PLACE COMMUNICATION (5 Hours) : E-mails, minutes, reports of different kinds – annual report, status report, survey report, proposals, memorandums, presentations, interviews, profile of institutions, speeches, responding to enquiries, complaints, resumes, applications, summarizing, strategies for writing.

UNIT IV RESEARCH WRITING (5 Hours) : Articles for publication (Journals), developing questionnaire, writing abstract, dissertation, qualities of research writing, data (charts, tables) analysis, documentation.

UNIT V WRITING FOR MEDIA AND CREATIVE WRITING (10 Hours) : Features for publication (Newspapers, magazines, newsletters, notice-board), case studies, short stories, travelogues, writing for children, translation, techniques of writing. TOTAL: 60 PERIODS Note: It is an activity based course. Student individually or as a group can organize event(s), present term papers etc. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark. No end semester examination is required for this course.

**TIME TABLE**

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

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









A CERTIFICATE COURSE ON ENGLISH FOR WRITTEN COMMUNICATION  
MODEL QUESTION PAPER

Max. Marks : 25

3x3= 9 M

I. Choose the correct answer for the following questions.

1. Professional writing demands \_\_\_\_\_ use of language.

- a) figurative b) poetic c) factual d) dramatic

2. Which of these has maximum reach in professional writing?

- a) Writing b) Listening c) Speaking d) Talking

3. Which of these must be avoided in professional writing?

- a) Facts b) Grammar c) Punctuation d) Personal feelings

4. Which of these words is used in professional writing?

- a) Apex b) Top c) Slanting d) Bottom

5. Familiar words must be used in professional writing.

- a) True b) False

II. Pick out the most effective word from the given words to fill in the blanks to make the sentence meaningfully complete. 3x2= 10 M

11. These medicines are \_\_\_\_\_ for curing cold.

- a) Proper b) Real c) Effective d) Capable

12. It was \_\_\_\_\_ hot that day and the cable suffered the brunt of the heat.

- a) treacherously b) acceptably c) unfailingly d) unbelievably

13. Dowry is no longer permitted by law even in \_\_\_\_\_ marriage.

- a) love b) conventional c) natural d) bigamous

14. Anita \_\_\_\_\_ me of a girl I used to know.

- a) remembers b) recalls c) recollects d) reminds

15. He applied for and was \_\_\_\_\_ legal aid by the Labour Ministry.

III. Find out which part of a sentence has an error 3x2= 10 M

16. Supposing if (a)/ it rains (b)/ what shall we do? (c)/ No error (d)

17. The capital of Yemen (a)/ is situating (b)/ 2190 meters above the sea level. (c)/ No error (d)

18. It was him (a)/ who came running (b)/ into the classroom. (c)/ No error (d)

19. The captain along with his team (a)/ are practicing very hard (b)/ for the forthcoming match. (c)/ No error (d)

20. My pencil is \_\_\_\_\_ the books and the notebooks. (Fill in the blanks with appropriate preposition)

IV. Write a short note on the following. 3x5=15 M

21. Importance of Agriculture in India

22. Importance of Written Communication

V. Write an essay on one of the following questions. 1x10= 10 M


23. Unemployment in India

24. Value of Vote

25. Pollution due to Urbanization

**A CERTIFICATE COURSE ON ENGLISH FOR WRITTEN COMMUNICATION 2020-21  
ASSESSMENT AND AWARD LIST**

S.No.	Name of the Student	Theory (50 Marks)	Grade
1	A. Neethi Nereekshna	45	A
2	A. Yuva Raju	40	A
3	B. Veeresh	35	B
4	Maheswari B	40	A
5	B. Madhu	35	B
6	Bilini Ramudu	40	A
7	Chennappa Boya	40	A
8	C. Mahadeva	45	A
9	B. Mahendra	45	A
10	Mallikarjuna Boya	35	B
11	Pedda Rajudu Boya	35	B
12	Boya Raghavendra	40	A
13	Boya Ramudu	45	A
14	Boya Shasikala	40	A
15	Boya Thimmesh	40	A
16	B.R.G. Mallesh	35	B
17	C. Chirnjeevi	35	B
18	Chakali Naga Raju	40	A
19	Chakali Ramakrishna	45	A
20	Chakali Ramesh	35	B
21	Chakali Tirumalesh	35	B
22	D. Narasanna	40	A
23	Devarla Veeresh	35	B
24	Dudekula Ramjan	45	A
25	Ediga Indrasena	40	A
26	Enjothi Eresh Goud	35	B
27	G. Pradeep Kumar	35	B
28	H. Sathyanna	45	A
29	G. Sravanthi	40	A
30	Golla Thirumalesu	45	A
31	Gundupogu Raju	40	A
32	Jagathapu Madhu	40	A
33	Jagathapu Teja	35	B
34	Uday Kumar J	35	B
35	Linganna K	45	A
36	Raghavendra K	45	A
37	Beerappa K	40	A
38	Govardhan K	40	A
39	Hemalatha K	45	A
40	Karna Kumar K	35	B

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

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



## DEPARTMENT OF ENGLISH

### CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT MR. / MISS. B. Ramesh STUDYING B.A. 6 years SUCCESSFULLY COMPLETED A  
CERTIFICATE COURSE ON ENGLISH FOR WRITTEN COMMUNICATION ORGANISED BY THE DEPARTMENT OF ENGLISH, SRI  
MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE, YEMMIGANUR, KURNOOL DISTRICT HELD  
FROM 01-02-2021 TO 08-03-2021

  
COURSE COORDINATOR

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

  
PRINCIPAL

SRI MAHAYOGI LAKSHMAMMA  
GOVT. DEGREE COLLEGE  
YEMMIGANUR - 518360.  
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SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE  
YEMMIGANUR-518360, KURNOOL DISTRICT, A.P.  
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## DEPARTMENT OF ENGLISH

### CERTIFICATE OF PARTICIPATION

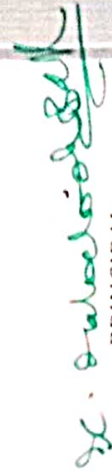
THIS IS TO CERTIFY THAT MR. / MISS. B. Madhu STUDYING B.A. II Year SUCCESSFULLY COMPLETED A  
CERTIFICATE COURSE ON ENGLISH FOR WRITTEN COMMUNICATION ORGANISED BY THE DEPARTMENT OF ENGLISH, SRI  
MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE, YEMMIGANUR, KURNOOL DISTRICT HELD  
FROM 01-02-2021 TO 08-03-2021



COURSE COORDINATOR

**Incharge**  
**Dept. of English**  
**Sri Mahayogi Lakshamma**

**Govt. Degree College**  
**Yemmiganur - 518 360,**



PRINCIPAL

**SRI MAHAYOGI LAKSHMAMMA**  
**GOVT. DEGREE COLLEGE**  
**YEMMIGANUR - 518360.**  
**Kurnool (Dist.) A.P.**