

S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)
PENUGONDA – 534 320. W.G.Dt.,
“College with Potential for Excellence” & Accredited by NAAC with “A”

DEPARTMENT OF ENGLISH



ADD ON PROGRAMME

CERTIFICATE COURSE ON
COMMUNICATIVE ENGLISH

2023-2024

S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)
PENUGONDA – 534 320. W.G.Dt.,
"College with Potential for Excellence" & Accredited by NAAC with "A"



DEPARTMENT OF ENGLISH

VALUE-ADDED COURSE ON
COMMUNICATION SKILLS
Course Code: 01/2023

DURATION: 26-10-2023 to 04-01-2024

CONDUCTED BY:
FACULTY OF DEPARTMENT OF ENGLISH

2023-2024

S.V.K.P. & Dr. K.S. Raju Arts & Science College

(Autonomous)

Recognized by UGC as "College with Potential for Excellence"

Accredited by NAAC with grade 'A'

Dr.Y.V.V.APPARAO M.Sc., Ph.D.,
PRINCIPAL



PENUGONDA - 534 320.

West Godavari District
Andhra Pradesh

Dt:03-10-2023

NOTICE

The Department of English is going to conduct A Value added Course on "Communicative Skills". All the final year B.A., B.Sc., B.Com., BCA students those who are interested to join the course may register their names. For further details contact Sri.K.Sasi Kumar, Lecturer in English, preference will be given to merit students.

(Dr.Y.V.V.APPARAO)
PRINCIPAL

S.V.K.P. & DR. K.S. RAJU ARTS & SCIENCE COLLEGE (H)
PENUGONDA-534320, W.G.D.A.P

Tel : 08819 - (O) : 246126, 246926 | Mobile : 90663 65365

email : svkp_penugonda@rediffmail.com, svkp.penugonda@gmail.com, Web:www.svkpandksrajucollege.edu.in

Mobile : 9704448889 | email : yvvarao@gmail.com

S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)
PENUGONDA – 534 320. W.G.Dt.,
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DEPARTMENT OF ENGLISH

VALUE-ADDED COURSE ON
COMMUNICATION SKILLS

Course Code: 01/2023

DETAILS OF FACULTY

Sl. No.	Name and Designation	Duration
1	K. SASI KUMAR, M.A., M.Phil., Lecturer-in-charge	26-10-2023 to 04-01-2024
2	P.Y. KRUPAVARAM, M.A., Lecturer	
3	P. MALLESWARI, M.A., Lecturer	
4	K. L. PRAPHULLA, M.A., CTE., B.Ed., APSET Lecturer	


(K. SASI KUMAR)
Lecturer-in-charge




(Dr. Y. V. V. APPARAO)
Principal
PRINCIPAL
S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE (A)
PENUGONDA-534320, W.G.Dt.A.P

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PENUGONDA – 534 320. W.G.Dt.,
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DEPARTMENT OF ENGLISH

VALUE-ADDED COURSE (2023-24)
ON

COMMUNICATION SKILLS

Course Code: 01/2023

DETAILS OF FACULTY
TIME-TABLE

Sl. No.	Name and Designation	Duration
1	K. SASI KUMAR, M.A., M.Phil., Lecturer-in-charge	26-10-2023 to 15-11-2023
2	P.Y. KRUPAVARAM, M.A., Lecturer	21-11-2023 to 07-12-2023
3	P. MALLESWARI, M.A., Lecturer	12-12-2023 to 21-12-2023
4	K. L. PRAPHULLA, M.A., CTE., B.Ed., APSET Lecturer	27-12-2023 to 04-01-2024


(K. SASI KUMAR)
Lecturer-in-charge



S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)

PENUGONDA – 534 320. W.G.Dt.,

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DEPARTMENT OF ENGLISH

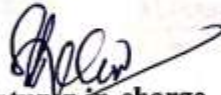
VALUE-ADDED COURSE ON “COMMUNICATION SKILLS”

Course Code: 01/2023

ENROLLMENT OF STUDENTS :: 2023-2024

Sl. No.	Admn. No.	Name of the Student	Date of Birth	Caste	Programme / Combination
1	527	Ch. Krishna Vamsi	07-01-2003	SC	III BA
2	511	K.Lakshmi Chaitanya	07-08-2003	BCB	III BA
3	582	T.Bhargava Reddy	09-08-2003	OC	III BA
4	600	D.Teja Sri	30-04-2003	OC	III B.Com (G)
5	538	M.Jyothsna	27-08-2003	SC	III B.Com (G)
6	524	Ch.Sandeep	15-12-2003	BCA	III B.Com (G)
7	943	D.Syam	22-11-2003	BCD	III B.Com (V)
8	996	K.Anu	08-11-2003	SC	III B.Com (V)
9	982	K.Durga Prasad	13-12-2003	ST	III B.Com (V)
10	989	M.Naga Sravani	07-08-2003	BCD	III B.Com (V)
11	992	V.Durga Bhavani	09-11-2003	BCB	III B.Com (V)
12	1097	Ch.Swathi Durga	04-01-2003	BCB	III MPC
13	1291	K.Surya Prakesh	05-12-2003	SC	III MPC
14	975	E.S.S.Charan Teja	01-06-2003	BCA	III MPC
15	576	Ch.Anitha	06-08-2003	OC	III BZC
16	546	G.Kaveri	16-08-2003	SC	III BZC
17	627	R.Yesu Raju	23-01-2003	BCD	III BZC
18	1339	K.Manikanta	27-01-2003	BCB	III MPC EM
19	566	B.Murali Krishna	28-08-2003	OC	III MPC EM
20	644	N.Sampath Kumar	29-02-2003	SC	III MPC EM
21	634	A.B.Ramesh	06-08-2003	BCB	III MPE
22	637	P.Pravallika	17-03-2003	OC	III MPE
23	644	N.Sampath Kumar	22-06-2003	SC	III MPE
24	638	T.Vikey	24-11-2003	SC	III MPE

25	666	P.Venu Kumar	29-12-2003	BCA	III MPE
26	1320	A.Sravani	02-04-2003	EWS	III MPCs
27	1317	B. Rajesh	17-11-2003	OC	III MPCs
28	1114	D.Madhu Babu	23-02-2003	SC	III MPCs
29	1149	G.Hyma	26-12-2003	BCA	III MPCs
30	1133	M.Lavanya Durga	24-12-2003	BCD	III MPCs
31	1167	N.Sandeep	08-01-2003	SC	III MECs
32	1068	R.Prakesh	08-06-2003	BCA	III MECs
33	1076	T.Pujitha	04-02-2003	OC	III MECs
34	1365	P.Bobby	14-08-2003	BCB	III MECs
35	1257	K.E.Ram Kumar	13-12-2003	EWS	III MCCs
36	1047	P.Vaishnavi	09-03-2003	OC	III MCCs
37	1236	G.V.N.Kumar	20-11-2003	OC	III MBBt
38	1039	V.Chandini	12-06-2003	OC	III MBBt
39	1019	Ch.Anusha	28-01-2003	SC	III CZBt
40	1221	N.Rahul	13-11-2003	OC	III CZBt


Lecturer in-charge
(K. SASI KUMAR)




Principal
(Dr. Y. V. V. APPARAO)

PRINCIPAL
 S.V.K.P. & D.K.S. RAJU ARTS & SCIENCE COLLEGE (W)
 PENUGONDA-534320, W.G.D.A.P



S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)

PENUGONDA – 534 320. W.G.Dt.,

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DEPARTMENT OF ENGLISH

VALUE-ADDED COURSE

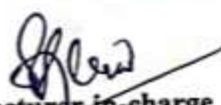
Course Code: 01/2023

CERTIFICATE COURSE ON "COMMUNICATION SKILLS"

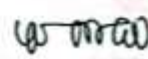
ATTENDANCE (2022-2023)

Sl. No.	Admn. No.	Name of the Student	Programme / Combination	Signature
1	527	Ch. Krishna Vamsi	III BA	Ch. Krishna Vamsi
2	511	K.Lakshmi Chaitanya	III BA	K.L Chaitanya
3	582	T.Bhargava Reddy	III BA	T. Bhargava Reddy
4	600	D.Teja Sri	III B.Com (G)	D. Teja Sri
5	538	M.Jyothsna	III B.Com (G)	M. Jyothsna
6	524	Ch.Sandeep	III B.Com (G)	Ch. Sandeep
7	943	D.Syam	III B.Com (V)	D. Syam
8	996	K.Anu	III B.Com (V)	K. ANU
9	982	K.Durga Prasad	III B.Com (V)	K. Durga prasad.
10	989	M.Naga Sravani	III B.Com (V)	M. Naga Sravani
11	992	V.Durga Bhavani	III B.Com (V)	V. Durga Bhavani
12	1097	Ch.Swathi Durga	III MPC	Ch. Swathi Durga
13	1291	K.Surya Prakesh	III MPC	K. Surya. Prakash
14	975	E.S.S.Charan Teja	III MPC	E.S.S charan Teja
15	576	Ch.Anitha	III BZC	Ch. Anitha
16	546	G.Kaveri	III BZC	G. Kaveri
17	627	R.Yesu Raju	III BZC	R. Yesu Raju
18	1339	K.Manikanta	III MPC EM	K. Manikanta.
19	566	B.Murali Krishna	III MPC EM	B. Murali Krishna
20	644	N.Sampath Kumar	III MPC EM	N. Sampath Kumar
21	634	A.B.Ramesh	III MPE	A. B Ramesh
22	637	P.Pravallika	III MPE	P. pravalli ka
23	644	N.Sampath Kumar	III MPE	N. Sampath Kumar.

24	638	T.Vikey	III MPE	T. Vikey
25	666	P.Venu Kumar	III MPE	P. Venu kumar
26	1320	A.Sravani	III MPCs	A. Sravani
27	1317	B. Rajesh	III MPCs	B. Rajesh
28	1114	D.Madhu Babu	III MPCs	D. madu babu
29	1149	G.Hyma	III MPCs	G. Hyma
30	1133	M.Lavanya Durga	III MPCs	M. Lavanya Durga.
31	1167	N.Sandeep	III MECs	N. Sandeep
32	1068	R.Prakesh	III MECs	R. Prakesh
33	1076	T.Pujitha	III MECs	T. pujitha.
34	1365	P.Bobby	III MECs	P. Bobby
35	1257	K.E.Ram Kumar	III MCCs	K. E. RAM KUMAR
36	1047	P.Vaishnavi	III MCCs	P. Vaishnavi
37	1236	G.V.N.Kumar	III MBBt	G.V.N. Kumar
38	1039	V.Chandini	III MBBt	V. chandini
39	1019	Ch.Anusha	III CZBt	Ch. Anusha
40	1221	N.Rahul	III CZBt	N. Rahul


Lecturer-in-charge
(K. SASI KUMAR)




Principal
(Dr. Y. V. V. APPARAO)
PRINCIPAL
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DEPARTMENT OF ENGLISH
VALUE-ADDED COURSE

Course Code: 01/2023

(2023-2024)

CERTIFICATE COURSE ON "COMMUNICATION SKILLS"

1. Full Name : _____
2. Present Course of Study : _____ Year: _____
3. Date of Birth : _____
4. Sex: Male / Female
5. Social Status: SC / ST / BC / OC
6. College Admission No: _____

I undertake to abide by the Rules and Regulations of the College and the information given above is correct.

Station: _____

Date: _____

Signature of the Student _____

Office Use

✓
Admitted/ Not Admitted

(K. SASI KUMAR)
Lecturer-in-charge

2023

Pupils Attendance Register

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10/10/10
 10/10/10

44

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Date: Oct 2023

31. N. Sandeep
32. R. Prakash
33. T. Pujitha
34. P. Bobby
35. K.F. Ram Kumar
36. P. Vishwanath
37. G.V.N. Kumar
38. V. Chameini
39. Ch. Anusha
40. N. Rahul

First Name: _____
 Last Name: _____

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		x	x	X
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		x	a	X
		A	x	A
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பித்தரவ ஸ்தலத்திற் பித்தரவ

20. Nov 2023

1		2		3		4		5		6		7		8		9		10		11		12	
Name		Age		Sex		Religion		Occupation		Marital Status		Education		Income		Assets		Liabilities		Remarks		Signature	
1.	Ch. Krishna Varma																						
2.	K. Lakshmi Chaitanya																						
3.	T. Bhargava Reddy																						
4.	D. Teja Sri																						
5.	M. Jayashree																						
6.	Ch. Sandeep																						
7.	D. Syam																						
8.	K. Anu																						
9.	K. Durga Prasad																						
10.	M. Naga Sravani																						
11.	V. Durga Bhavani																						
12.	Ch. Sathini Durga																						
13.	K. Surya Prakash																						
14.	E.S.S. Chorum Teja																						
15.	Ch. Anitha																						
16.	G. Kavani																						
17.	P. Yesu Raja																						
18.	K. ManiKanta																						
19.	B. Murali Krishna																						
20.	N. Sampath Kumar																						
21.	A.B. Ramesh																						
22.	P. Pravalika																						
23.	N. Sampath Kumar																						
24.	T. Vikky																						
25.	P. Venu Kumar																						
26.	A. Sravani																						
27.	B. Rajesh																						
28.	D. Madhu Babu																						
29.	G. Hyma																						
30.	M. Lavanya Durga																						
Total																							

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245

6																															7	8	9				
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Nov 2023

Pupils Attendance Register

1	2	3	4	5	6	7	8	9	10	11	12
Sl. No.	Name	1	2	3	4	5	6	7	8	9	10
31	N. Sandeep	X	X				X	X	X		
32	R. prakash	X	X				X	X	X		
33	T. puja	X	X				X	X	X		
34	P. Bobby	X	X				X	X	X		
35	K.E. Rana Kumar	X	X				X	X	X		
36	P. kishnavi	X	X				X	X	X		
37	G.V. N. Kumar	X	X				X	X	X		
38	V. Chandini	X	X				X	X	X		
39	Ch. Anusha	X	X				X	X	X		
40	N. Rahul	X	X				X	X	X		

పిల్లల హాజరుపట్టి

గత రోజు
హాజరు పట్టి

గత రోజు
హాజరు పట్టి

1	2	3	4	5	6	7	8	9	10	11	12
Sl. No.	Name	1	2	3	4	5	6	7	8	9	10
15		X	X				X	X	X		
16		X	X				X	X	X		
17		X	X				X	X	X		
18		X	X				X	X	X		
19		X	X				X	X	X		
20		X	X				X	X	X		
21		X	X				X	X	X		
22		X	X				X	X	X		
23		X	X				X	X	X		
24		X	X				X	X	X		
25		X	X				X	X	X		
26		X	X				X	X	X		
27		X	X				X	X	X		
28		X	X				X	X	X		
29		X	X				X	X	X		
30		X	X				X	X	X		

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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	6	7	8	9
Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	
1.	Ch. Krishna Vamsi				X	X	X			X	X		X						X	X														
2.	K. Lakshmi Chaitanya				X	X	X			X	X		X						X	X														
3.	T. Bhargava Reddy				X	X	X			X	X		X						X	X														
4.	D. Teja Sri				X	X	X			X	X		X						X	X														
5.	M. Jyeshtha				X	X	X			X	X		X						X	X														
6.	Ch. Sandeep				X	X	X			X	X		X						X	X														
7.	D. Syam				X	X	X			X	X		X						X	X														
8.	K. Anu				X	X	X			X	X		X						X	X														
9.	K. Durga Prasad				X	X	X			X	X		X						X	X														
10.	M. Naga Sravani				X	X	X			X	X		X						X	X														
11.	V. Durga Bhavani				X	X	X			X	X		X						X	X														
12.	Ch. Swathi Durga				X	X	X			X	X		X						X	X														
13.	K. Surya Prakash				X	X	X			X	X		X						X	X														
14.	E.S.S. Charam Teja				X	X	X			X	X		X						X	X														
15.	Ch. Anitha				X	X	X			X	X		X						X	X														
16.	Gr. Kaveri				X	X	X			X	X		X						X	X														
17.	R. Yesu Raja				X	X	X			X	X		X						X	X														
18.	K. Manikanta				X	X	X			X	X		X						X	X														
19.	B. Murali Krishna				X	X	X			X	X		X						X	X														
20.	N. Sampath Kumar				X	X	X			X	X		X						X	X														
21.	A.B. Ramesh				X	X	X			X	X		X						X	X														
22.	P. Pravalika				X	X	X			X	X		X						X	X														
23.	N. Sampath Kumar				X	X	X			X	X		X						X	X														
24.	T. Vikky				X	X	X			X	X		X						X	X														
25.	P. Venu Kumar				X	X	X			X	X		X						X	X														
26.	A. Sravani				X	X	X			X	X		X						X	X														
27.	B. Rajesh				X	X	X			X	X		X						X	X														
28.	D. Madhu Babu				X	X	X			X	X		X						X	X														
29.	Ch. Hyma				X	X	X			X	X		X						X	X														
30.	M. Lavanya Durga				X	X	X			X	X		X						X	X														
Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		

Dec 2023

Pupils Attendance Register

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Class / Section

Page No.

		Date													Total																		
Sl. No.	Name	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	Remarks
31	N. Sandeep					X	X	X					X	X																			
32	P. prakash					X	X	X					X	X																			
33	T. Pujitha					X	X	X					X	X																			
34	P. Bobby					X	X	X					X	X																			
35	K.E. Ram Kumar					X	X	X					X	X																			
36	P. Varishnavi					X	X	X					X	X																			
37	G.V.N. Kumar					X	X	X					X	X																			
38	V. Chandini					X	X	X					X	X																			
39	Ch. Anusha					X	X	X					X	X																			
40	N. Rahul					X	X	X					X	X																			
		Total													Total							Total											

Pupils Attendance Register

Jan 2021

1		2		3		4		5		6		7		8		9		10		11		12	
S.No		Name		Roll No		Grade		1		2		3		4		5		6		7		8	
1.	ch. Krishna Varma																						
2.	K. Lakshmi chaitanya																						
3.	T. Bhargava Reddy																						
4.	D. Teja S																						
5.	M. Jyoshma																						
6.	ch. Sandeep																						
7.	D. Syama																						
8.	K. Anu																						
9.	K. Durga prasad																						
10.	M. Naga Sravani																						
11.	V. Durga Bhavani																						
12.	ch. Swathi Durga																						
13.	K. Surya Prakash																						
14.	E.S.S. charan Teja																						
15.	Ch. Anitha																						
16.	Ch. Kaveri																						
17.	P. Vesu Raju																						
18.	K. Mani Kanta																						
19.	B. Murali Krishna																						
20.	N. Sampath kumar																						
21.	A.B. Ramesh																						
22.	P. pravalika																						
23.	N. Sampath Kumar																						
24.	T. Vijay																						
25.	P. venu kumar																						
26.	A. Sravani																						
27.	B. Rajesh																						
28.	D. Madhu Babu																						
29.	Ch. Hyama																						
30.	M. Lavanya Durga																						

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15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total		Average			
																	marks	grade	total	avg	total	avg
																	100	A	100	100	100	100
																	90	B	90	90	90	90
																	80	C	80	80	80	80
																	70	D	70	70	70	70
																	60	E	60	60	60	60
																	50	F	50	50	50	50
																	40	G	40	40	40	40
																	30	H	30	30	30	30
																	20	I	20	20	20	20
																	10	J	10	10	10	10
																	0	K	0	0	0	0

Page 1 of 1

Pupils Attendance Register

	1	2	3	4	5	6	7	8	9	10	11	12
Roll No.	1	2	3	4	5	6	7	8	9	10	11	12
Name												
31 N. Sandap	X	X	X									
32 P. Prakash	X	X	X									
33 T. pujitha	X	X	X									
34 P. Bakky	A	X	X									
35 K.E. Ram Kumar	X	X	X									
36 P. vaishnavi	X	X	X									
37 G.v.N. Kumar	X	A	X									
38 V. chandini	X	X	X									
39 Ch. Anusha	X	X	O									
40 N. Rahul	/	X	X	X	/							

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Date: _____ Page: _____	Date: _____ Page: _____
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S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)
PENUGONDA - 534 320, W.G.Dt.,
"College with Potential for Excellence" & Accredited by NAAC with "A"

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE
(2023-2024)
COMMUNICATION SKILLS

SYLLABUS

1. Parts of Speech
2. Tenses
3. Articles
4. Prepositions
5. Common Errors
6. Pronunciation
7. Types of Listening
8. Strategies of Effective Listening
9. Interview Skills
10. Presentation Skills
11. Public Speaking
12. Group Discussion
13. Resume & CV Writing
14. Reading News Paper & Magazines

N.S. Dhanu
(University Nominee)
UNIVERSITY NOMINEE

P. G. Ravi
(Subject Expert)
SUBJECT EXPERT

P. G. Ravi

APPROVED

[Signature]
(Chairman, BOS)

[Signature]
(Subject Expert)
SUBJECT EXPERT

Phone: 08819 - 246126 / 246926



Website: www.svkpandksrajucollege.edu.in

S.V.K.P & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE

(Autonomous)

Recognised by UGC as "College with Potential for Excellence"

Accredited by NAAC with 'A' Grade

(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Recognised by Govt. of Andhra Pradesh)

PENUGONDA - 534 320, West Godavari District, Andhra Pradesh

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

(2023-2024)

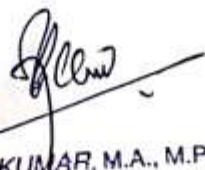
COMMUNICATION SKILLS

OBJECTIVES:

1. Students can be given knowledge on fundamental Principles of English grammar.
2. To enhance their language skills especially in the areas of grammar and pronunciation
3. To demonstrate consistent and appropriate language use in extended conversations and discussions
4. To demonstrate behaviour and attitudes appropriate to a work environment
5. To understand and apply the conventions of academic writing in English
6. To build an elementary understanding of form, meaning and use in various discourse settings

METHODOLOGY:

1. Minimum enrolment of students per session 20.
2. Maximum enrolment of students is 50.
3. Duration of programme is 30 to 45 days.
4. Programme is to be conducted for one hour after college hours.
5. Interaction with students of 45 minutes duration.
6. The remaining 15 minutes is allotted for feedback.
7. A post diagnostic test is to be conducted at the end of the programme.
8. Students are provided Study Material on *Communication Skills*.


K. SASI KUMAR, M.A., M.Phil.,
Head of the Dept. of English
S.V.K.P & Dr. K.S. Raju Arts & Science College
PENUGONDA - 534 320, W.G.



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PENUGONDA – 534 320. W.G.Dt.,
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DEPARTMENT OF ENGLISH
EXAM –I :: COMMUNICATION SKILLS

Time: 2 Hours

Max. Marks : 50

SECTION-A

I. Answer any FOUR of the following.

4x5=20M

1. Explain the three stages of an Interview.
2. What is Intensive Reading?
3. What are the Barriers to Effective Listening?
4. What are the qualities required for Public Speaking?
5. How to participate in a Group discussion?
6. Write a note on Critical Listening.

II. Answer the following as directed:

1. Identify the Parts of Speech for the underlined words in each sentence. 5x1=5

- a) I am going to Madras.
- b) Which is the strongest animal?
- c) Please give me my bag.
- d) He went to library.
- e) I want to come, but I can't.

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

- a) His brother _____ (speak) English fluently.
- b) I shall come as soon as you _____ (be) ready.
- c) Listen! Someone _____ (cry).
- d) It _____ (rain) all this morning.
- e) I wish I _____ (be) a prince.

3. Fill in the blanks with suitable articles. 5x1=5

- a) He wants to become _____ engineer.
- b) _____ thousand students participated in the rally.
- c) _____ Supreme Court imposed him a heavy penalty.
- d) She could not expect such _____ accident.
- e) _____ eagle flies very high.

4. Fill in the blanks with suitable Prepositions. 5x1=5

- a) There was 'no smoking' sign _____ the wall.
- b) He is an honest man _____ the villagers.
- c) Many Ph. Ds were awarded _____ his guidance.
- d) Shakespeare wrote comedies _____ tragedies.
- e) We shall work _____ 6pm.

5. Correct the Following Sentences.

5x1=5

- a) If he will come, I will come.
- b) She is waiting for the Bus for two hours.
- c) He is loving his neighbours.
- d) We have seen a movie yesterday.
- e) It is time we start.

6. Write spelling for the following words in Phonetic Script.

5x1=5

- a) /sɔ:/
- b) /θæŋk/
- c) /tʃɪp/
- d) /lʌntʃ/
- e) /dɪstrɪbjʊ:t/



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DEPARTMENT OF ENGLISH
EXAM –II :: COMMUNICATION SKILLS

Time: 2 Hours

Max. Marks : 50

SECTION-A

I. Answer any FOUR of the following.

4x5=20M

1. Write a note on Interview stage.
2. What is Skimming?
3. What are the Strategies for Effective Listening?
4. How to develop Public Speaking Skills?
5. Describe the skills and personality traits are assessed in a GD.
6. Write a note on Appreciative Listening.

II. Answer the following as directed:

1. Identify the Parts of Speech for the underlined words in each sentence. 5x1=5

- a) Sunday is a holiday.
- b) She has blue eyes.
- c) She told the truth.
- d) Let's go into the house.
- e) He didn't pass the test because he didn't understand the subject.

2. Fill in the blanks with suitable verb forms.

5x1=5

- a) She _____ (not drink) coffee daily.
- b) Look! Somebody _____ (come).
- c) She _____ (read) all the works of Shakespeare.
- d) She _____ (watch) T.V. when her father came home.
- e) We _____ (go) to movie tonight.

3. Fill in the blanks with suitable articles.

5x1=5

- a) She bought _____ dozen apples.
- b) _____ Indian stepped on the moon.
- c) He is _____ European.
- d) Honesty is _____ best policy.
- e) Don't make _____ noise.

4. Fill in the blanks with suitable Prepositions.

5x1=5

- a) He is _____ home.
- b) Gandhi studied law _____ London.
- c) The road is _____ repairs.
- d) He swam _____ the river.
- e) She has been sleeping _____ eight hours.

5. Correct the Following Sentences.

5x1=5

- a) The two first pages of the book were torn.
- b) Either he or I is to speak next.
- c) What's the cost of this watch?
- d) They did not attend to the party.
- e) Don't discuss about politics here.

6. Write spelling for the following words in Phonetic Script.

5x1=5

- a) /h^ni/
- b) /kwi:n/
- c) /ʃip/
- d) /grætɪtʃu:d/
- e) /ɪgza:mpl/



SVKP & Dr. K S RAJU ARTS & SCIENCE COLLEGE (A)
PENUGONDA, W. G. Dt.

(College with potential for Excellence and NAAC "A" Grade)
(Affiliated to Adikavi Nannaya University- Rajamahendravaram)
East Godavari Dist. Andhra Pradesh-533238

DEPARTMENT OF ENGLISH

Certificate

This Certificate is awarded to

Mr./Miss T. BHARGAVA REDDY, III BA (HEP)

Student of **SVKP & Dr. K S RAJU ARTS & SCIENCE COLLEGE (A) PENUGONDA,**
W. G. Dt

has completed and passed the **VALUE-ADDED COURSE** in

Communication Skills

During **26-10-2023 to 04-01-2024(30 hours)** Conducted by Department of English,
SVKP & Dr. K S Raju Arts & Science College (A) PENUGONDA.

K. SASIKUMAR
Course Coordinator

Dr. Y V V APPARAO
Principal