

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills

Report on Communication Skills for the year 2017-18

3 months training programme in communication skills was organized by Jawahar Knowledge Centre of this College. It was intended for B.A., B.Com and B Sc final year students. It was conducted in 3 batches during the academic year 2017-2018.

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	25.04.2017 to 31.07.2017	72
II	01.08.2017 to 30.11.2017	43
III	1.12.2017 to 28.2.2018	37

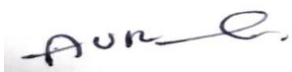
The following topics were covered in the training programme.

- Reading Skills
- Writing Skills
- Speaking Skills
- Voice based efficiency
- Internet Skills
- Communication skills

1. The following resource persons Sri A.V.Ramana Rao & Sri K.Chandrasekhara Rao – Lecturer in English Conducted the training programme.


Certificates were issued to all the participants after the completion of each batch programme.

The candidates found the training very useful for studies and future career.

1. 

2. 

Signature of the Resource Persons


Principal
Y A. Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala_jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator










CHIRALA,

Dr: 01-03-2017.

CIRCULAR

All the students of final year Arts, Science and Commerce courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. – 12.00 p.m. as summer batch from 25.4.2017. This training includes Communication & Soft skills, Analytical & Computer Skills for three months. Hence all the lecturers of the departments History, Economics, Political Science, Mathematics, Physics, Chemistry, Computers, Botany, Zoology and Microbiology and Commerce are hereby instructed to encourage the students for attending JKC classes. This training is very useful to them for competitive examinations.


PRINCIPAL
Jawahar Knowledge Center
PRINCIPAL
Govt. Degree College for
CHIRALA-523 155

III B.SC MPCS- 
III B.SC MSCS- 
III B.SC MCCS- 
III B.SC MPC- 
III B.SC BZC- 
III B.SC MZC- 
III B.Com CA- 
III B.Com Gen- 
III B.A. HEP- 

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills

JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skill	60 hrs
2	Soft Skill	30 hrs - Soft Skills 10 hrs - Ethical Values
3	Analytical Skill	60 hrs
4	Computer Skill	60 hrs
5	General Awareness	30 hrs
Total		250 hrs
(The duration of the training is 3 months/90 Days)		

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills

Communication Skills:

Self Introduction

Be', 'Do' and 'Have' Forms

Modal Auxiliaries - I

Modal Auxiliaries - II

Question Tags

Simple Present Tense

Present Progressive Tense

Present Perfect and Present Perfect

Progressive Tense

Simple Past : Questions and Negative

Simple Past and Present Perfect Tense

Simple Past and Past Progressive Tenses

The Future Time

Concord

Conditional Clauses

Voice

Reported Speech

Articles

Adjectives

Comparison of Adjectives

Prepositions

Use of Conjunctions in Simple, Compound and Complex Sentences

Speaking Skills

Vowel Sound

Consonant Sounds

Neutralization of Accent

Voice Based Efficiency

Making polite Requests

Asking for and giving permissions

Offering, Accepting and Denying Help

Asking for and Giving Directions

Extending Invitations

Expressing Sympathy

Agreeing and Disagreeing

Making Complaints

Reading Skills

Synonyms

Antonyms

Idiomatic Expressions

One Word Substitutes

Reading Skills-I (Skimming and Scanning)

Reading Skills-II

Reading Skills-III

Reading Skills-IV

Reading Comprehension

Writing Skills

Paragraph Writing

Essay Writing

Note Making

Précis Writing

Resume Writing

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Communication skills training class on 11.5.2017

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Certificate



This is to certify that

Mr. / Miss B. Lavanya 2017

D/o, S/o, Srinivasa Rao With JKC ID No. 21564jkcbatchII7015484

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.9.2017 to 30.11.2017.

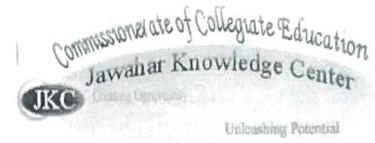
R Rao
JKC Coordinator



G. P. O.
Principal & Chairman JKC
Govt. Degree College

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala_jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 25-08-2017.

CIRCULAR

All the students of final year Arts, Science and Commerce courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. – 10.00 a.m. and 4 p.m.- 6 p.m. as II batch from 01.09.2017. This training includes Communication & Soft skills, Analytical & Computer Skills for three months. Hence all the lecturers of the departments History, Economics, Political Science, Mathematics, Physics, Chemistry, Computers, Botany, Zoology and Microbiology* and Commerce are hereby instructed to not to prevent the students from attending JKC classes. This training is very useful to them for competitive examinations.


PRINCIPAL

Jawahar Knowledge Centre
Chirala
Dist. Prakasam - 521010
Chirala - 521010

III B.SC MPCS –

III B.SC MSCS- 

III B.SC MPCS- 

III B.SC MPC- 

III B.SC BZC-

III B.SC MZC- 

III B.Com CA- 

III B.Com Gen-

III B.A. HEP- 

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Communication skills class by Sri A V Ramana Rao, Lecturer in English on 17.9.2017

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Certificate



This is to certify that

Mr. / Miss P. Indraja

D/o, S/o, Srinivasa Rao *With JKC ID No.* 21564 jkc2017 batch I
17015981

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.9.2017 *to* 30.11.2017.

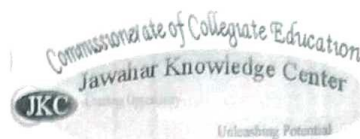
P. Rao
JKC Coordinator



P. Rao
Principal & Chairman JKC
Govt. Degree College

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 20-11-2017.

CIRCULAR

All the students of final year Arts, Science and Commerce courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. - 10.00 a.m. and 4 p.m.- 6 p.m. as III batch from 01.12.2017. This training includes Communication & Soft skills, Analytical & Computer Skills for three months. Hence all the lecturers of the departments History, Economics, Political Science, Mathematics, Physics, Chemistry, Computers, Botany, Zoology and Microbiology and Commerce are hereby instructed to not to prevent the students from attending JKC classes. This training is very useful to them for competitive examinations.


20/11/17

PRINCIPAL

Jawahar Knowledge Centre
PRINCIPAL
Govt. Degree College for
CHIRALA-523 155

III B.SC MPCS - 

III B.SC MSCS- 

III B.SC MCCS- 

III B.SC MPC-

III B.SC BZC- 

III B.SC MZC-

III B.Com CA- 

III B.Com Gen- 

III B.A. HEP-

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Teaching Communication Skills by Smt G.Seshu on 06.01.2018

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills


सत्यमेव जयते

Certificate



This is to certify that

Mr. / Miss B. Lavanya _____ 2017

D/o, S/o, Srinivasa Rao With JKC ID No. 21564.jkcbatchII 7015484

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.9.2017 to 30.11.2017 .


JKC Coordinator




Principal & Chairman JKC
Govt. Degree College


सत्यमेव जयते

Certificate



This is to certify that

Mr. / Miss P. Sudraja _____

D/o, S/o, Srinivasa Rao With JKC ID No. 21564.jkc2017 batch I
17015981

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.9.2017 to 30.11.2017 .


JKC Coordinator




Principal & Chairman JKC
Govt. Degree College