

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

2019-20 Communication Skills

Report on Communication Skills FOR THE YEAR 2019-20

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 2019-20.

Details of Batch-1:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.2019 to 31.7.2019	45

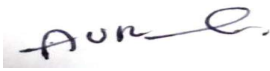

The following topics were covered in the training programme.

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


1. The following resource person Sri A.V.Ramana Rao & Sri K.Chandrasekhara Rao, Lecturers 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. 

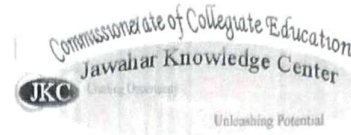
Signature of the Resource Persons


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

2019-20 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: 12-03-2019.

CIRCULAR

All the students of final year B.A, B.Com and B.Sc 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 01.05.2019. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.


PRINCIPAL

Jawahar Knowledge Centre
Y.A. Govt. Degree College for Women
Chirala - 523 155

III B.Com CA- 

III B.Com Gen-

III B.A. HEP-

III B.SC MPCS - 

III B.SC MSCS-

III B.SC MPCS- 

III B.SC MPC-

III B.SC BZC- 

III B.SC MZC- 

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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

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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

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Soft skills class by Sri KCS Rao,Lect.in English on 20.2.2019

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

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Y.A.GOV.T.DEGREE COLLEGE(W),CHIRALA JKC Summer Batch Registered Students List 2019-20				
Sl. No	Name	DOB	Social Status	Degree
1	S. Yochana	6/16/2000	SC-Mala	MPC
2	J. Krishna Kavitha	10/6/1999	OC-Velama	MPC
3	B. Jhansi Lakshmi	4/6/2000	OC-Vysya	MPC
4	M. Jhansi	1/3/1997	SC-Mala	MCCS
5	Ch. Sai Durga	7/10/2000	OC-Vysya	MCCS
6	K. Kalyani	7/15/2000	OC-Reddy	MCCS
7	D. Ballamma	9/4/1998	OC-Reddy	MCCS
8	K. Kousalya	2/22/2000	OC-Reddy	MCCS
9	M. Sowmya Sri	22-12-1999	BC-A-Rajaka	MCCS
10	T. Hima Bindu	16-06-1999	BC-A-Rajaka	MCCS
11	K. Siva Krishna	5/19/2000	OC-Reddy	MCCS
12	I. Divya Naga Jyothi	4/23/1998	BC-B-Padmasali	MCCS
13	N. Keerthi	18-08-2000	BC-A-Medari	MCCS
14	J. Bhavani	2/8/2000	BC-B-Padmasali	MPCs
15	J. Geethanjali	16-06-2000	BC-B-Devanga	MPCs
16	A. Gouthami	8/14/2000	OC-Reddy	MPCs
17	M. Preethi	10/28/1999	SC-Mala	MPCs
18	S. Sneha Sri	7/8/2000	BC-B-Devanga	MPCs
19	S. Sirisha	9/2/2000	OC-Reddy	MPCs
20	M. Vasanthi	4/6/2000	BC-D-Thurpu Kapu	MPCs
21	G. Sai Priya	10/6/1999	BC-D-Yadava	MPCs
22	K. Vineela Lakshmi Krishna Sri	9/1/1998	BC-D-Surya Balija	MPCs
23	K. Kalpana	18-04-1999	BC-D-Thurpu Kapu	MPCs
24	M. Devi	6/15/2000	BC-B-Devanga	MPCs
25	Sk. Mallika	7/18/1997	BC-E-Muslim	MPCs
26	G. Durga	4/27/1998	BC-A-Rajaka	MPCs
27	A. Vasanthi	8/14/2000	SC-Mala	MPCs
28	P. Prasanna	10/7/2000	ST-Yanadi	MPCs
29	Ch. Suma	12/21/1997	BC-D-Yadav	MPCs
30	I. Aivelu	5/22/2000	ST-Yanadi	MPCs
31	N. Hymavathi	10/5/2000	OC-Reddy	MPCs
32	T. Sravani	8/14/1998	SC-Madiga	MPCs
33	T. Keerthi	1/7/2000	SC-Madiga	MPCs
34	T. Jaya Lakshmi	12/6/1999	BC-B-Padmasali	MSCs
35	T. Hemalatha	6/16/2000	BC-B-Padmasali	MSCs
36	M. Venkata Durga Bhavani	5/19/1998	BC-B-Padmasali	MSCs
37	V. Lakshmi Bhargavi	2/28/2000	BC-B-Padmasali	MSCs
38	Ch. Pravallika	7/19/1999	BC-B-Padmasali	MSCs
39	P. Tirupatamma	4/9/1999	OC-Reddy	MSCs
40	N. Raja Kumari	8/28/2000	SC-Hindu-Mala	MSCs
41	N.Nagakamakshi	30-01-2000	BC-B	MPCs

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42	T.Haripriya	28-3-1997	ST-Yanadi	MCCS
43	P.Pavani	12/28/1999	BC-B	BZC
44	P.Lakshmi Suvarchala	2/11/2000	BC-A	MZC
45	M. DeviKA	6/15/2000	BC-B-Devanga	MPCs



Principal
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CHIRALA - 523 155, Prakasam Dt. (A.P.)

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Certificate



This is to certify that

Mr. / Miss Md. Shaguptha Begum

D/o, S/o, Md. Shoyab. *With JKC ID No.* 21564.jkc.2019.60f2611582018

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 1.8.2019 *to* 30.11.2019.

R. Rao
JKC Coordinator



G. Sai
Principal & Chairman JKC
Govt. Degree College