

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

2020-21 Communication Skills

**Report on Communication Skills FOR THE YEAR 2020-21**

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 2020-21.

Details of Batch-1:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.11.2020 to 30.1.2021	50

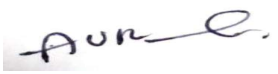

The following topics were covered in the training programme.

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


1. The following resource person Sri AVRamana Rao, Sri.K ChandrasekharaRao 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. 

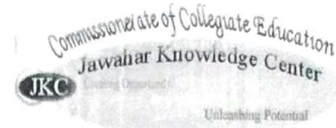
Signature of the Resource Persons

  
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

## 2020-21 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 : [qdcwchirala@gmail.com](mailto:qdcwchirala@gmail.com), [chirala.jkc@gmail.com](mailto:chirala.jkc@gmail.com)

**Sri K.ChandraSekhara Rao**

JKC Coordinator

CHIRALA,  
Dt: 26-10-2020.

### 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 01.11.2020. 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  
PRINCIPAL  
Govt Degree College for  
CHIRALA-523 155

III B.Com Gen. & CA- *V.M*

III B.A. - *ED*

III B.SC MPSC - *ED*

III B.SC MSCS- *ED*

III B.SC MCCS- *ED*

III B.SC MPC-

III B.SC BZC- *ED*

III B.SC MZC- *ED*

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

2020-21 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

## 2020-21 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

2020-21 Communication Skills



Communication Skills class by Sri A.V.RamanaRao on 1.11.2020

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

### 2020-21 Communication Skills

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA JKC BATCH-1 – 2020-21 REGISTERED STUDENTS			
Sl. No	Name	Course & Group	Contact No/ Whatsapp No.
1	J KALYANI	III B.COM CA	7093279940
2	T NAGAMANI	III B.COM CA	9652978207
3	T HARIKA	III B.COM CA	9390200934
4	A NAGALAKSHMI	III B.COM CA	8465930509
5	J VARALAKSHMI	III B.COM CA	7993804459
6	SK.AFSARUNNISA	III B.COM CA	9989786317
7	S SRAVANI SAI	III B.COM CA	8919612069
8	G AKHILA	III B.COM CA	8555834747
9	M SRAVANI	III B.COM CA	9849644234
10	B KRUPARANI	III B.COM CA	9502373519
11	K MADHULATHA	III B.COM CA	9121509643
12	P V LAKSHMI	III B.COM G	7601085168
13	N NAGA SARALA	III B.COM G	8341377698
14	G SRILAKSHMI	III B.COM G	7396433850
15	M SIVAPARVATHI	III B.COM G	7794960519
16	G HEMA	III B.COM G	9640216027
17	Y SUPRIYA	III B.COM G	9290019997
18	K NEELIMA	III B.COM G	6304969913
19	A KUMARI	III B.COM G	9704626274
20	K MADHAVI	III B.COM G	7330844247
21	M MARY GRACE	III B.SC MSCs	7997712460
22	B LIKHITHA	III B.SC MSCs	9490684089
23	K YESUMMA	III B.SC MSCs	7675068603
24	P RUTHU	III B.SC MPC	9705208526
25	A ANKAMMA	III B.SC MPC	8790617584
26	B SRIKANYA	III B.SC MPC	8106821048
27	K MOUNIKA	III B.SC MPC	8186823609
28	T JHANSILAKSHMI	III B.SC MPCs	9951224795
29	J LAKSHMI PRASANNA	III B.SC MPCs	9640952342
30	J PREETHICHANDRAVARSHINI	III B.SC MPC	9030405195
31	K MAMATHA	III B.SC MPC	9640153476
32	K L TIRUPATAMMA	III B.SC MPCs	9573661744
33	D SUVARNA	III B.SC MPCs	8639717828
34	CH MAHALAKSHMI	III B.SC MPCs	9701321260
35	SK KHASIMOON	III B.SC MPCs	9491702359

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2020-21 Communication Skills

36	P VIJAYAANIRUDRI	III B.SC MPCs	7386158440
37	K AMEGNARAJI	III B.SC MPCs	9494715497
38	T HAVILA	III B.SC BZC	9177843164
39	K DEEVENAMMA	III B.SC BZC	8374154875
40	M MRUDHULA	III B.SC BZC	9515031874
41	K SWARUPARANI	III B.SC BZC	7036240778
42	D SWATHI	III B.SC BZC	7995277405
43	BND MALLESWARI	III B.SC BZC	7093349232
44	P JAMEELA	III B.SC BZC	8019794631
45	G GODAVARI	III B.SC BZC	9392538182
46	M SIREESHA	III B.A HEP	9618453284
47	M JAYASRI	III B.A HEP	7995320500
48	K NEELIMA	III B.A HEP	7671909254
49	P VENKATESWARAMMA	III B.A HEP	7032556750
50	SK KHAJABI	III B.A HEP	9182292217



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



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

**2020-21 Communication Skills**

Year: **Nov 20**  
 Roll No: **Reela I**

**Pupils Attendance Register**

Sl. No.	Name	Date												Total	Remarks	
		1	2	3	4	5	6	7	8	9	10	11	12			13
31	T.PREETHIYANDARAJAN	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
32	M.CH. MANALAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
33	SK. KHASRUDIN	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
34	P. VIGNANANDRUDRI	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
35	K. AMEENABATH	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
36	T. HANIFA	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
37	K. DEVENAMMA	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
38	M. M. RUDHULA	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
39	K. SWARUPARANI	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
40	H.D. SWATI	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
41	BND. MALESWAR	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
42	P. TANIELA	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
43	G. GODAVARI	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
44	M. S. DR. ESHA	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
45	M. M. JAYASRI	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
46	K. NEELIMA	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
47	P. VENKATESWARANNA	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
48	SK. KHATIBI	P	P	P	P	P	P	P	P	P	P	P	P	P	12	

**విల్లల హాజరు పట్టి**

Class: **10th**  
 Roll No: **Reela I**

Teacher: **Reela I**

Sl. No.	Name	Date												Total	Remarks					
		14	15	16	17	18	19	20	21	22	23	24	25			26	27	28	29	30
31	T.PREETHIYANDARAJAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
32	M.CH. MANALAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
33	SK. KHASRUDIN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
34	P. VIGNANANDRUDRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
35	K. AMEENABATH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
36	T. HANIFA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
37	K. DEVENAMMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
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39	K. SWARUPARANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
40	H.D. SWATI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
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43	G. GODAVARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
44	M. S. DR. ESHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
45	M. M. JAYASRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
46	K. NEELIMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
47	P. VENKATESWARANNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
48	SK. KHATIBI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	

Principal  
 Y.A. Govt. Degree College for Women  
 CHIRALA, Bapatla, (A.P.)

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

2020-21 Communication Skills



**CERTIFICATE**



This is to certify that Mr. / Miss. B. Likhitha

D/o, S/o Yesu Ratnam with JKC ID No. : JKC 2020 batch I bsc20

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills, Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam

Date. from 1.11.2020 to 31.12.2020.

P. Rao  
JKC Coordinator



G. S. S.  
Principal & Chairman JKC  
Y.A. Govt. Degree Collage (W)  
Chirala