

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.

Details of Batch-2:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	01.08.2017 to 30.11.2017	43

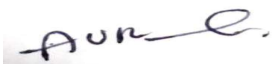

The following topics were covered in the training programme.

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

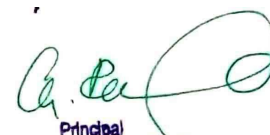
1. The following resource persons Sri A.V.Ramana Rao & Sri K.Chandrasekhara Rao – Lecturer in English Conducted the training programme.

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, Prakasham Dt., (A.P.)

Principal

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

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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)		

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## 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

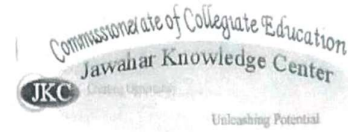
Note Making

Précis Writing

Resume Writing

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## 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](mailto:gdcwchirala@gmail.com), [chirala\\_jkc@gmail.com](mailto: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 TSP

III B.SC MPCS –

III B.SC MSCS- ✓

III B.SC MCCS- ✓

III B.SC MPC- ✓

III B.SC BZC- ✓

III B.SC MZC- ✓

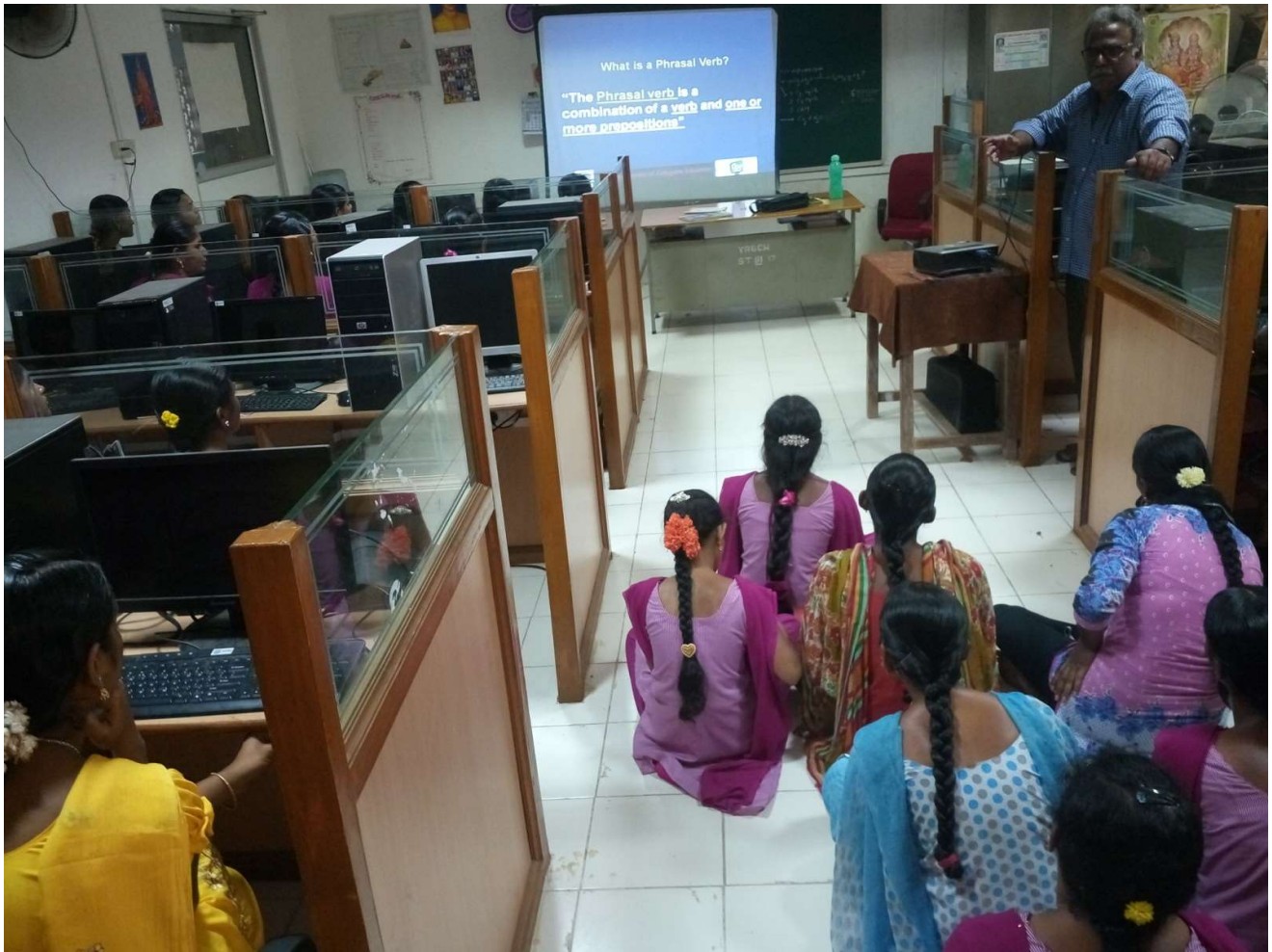
III B.Com CA- ✓

III B.Com Gen- ✓

III B.A. HEP- ✓

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**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**

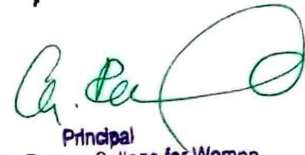
YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST)  
JKC 2nd BATCH REGISTERED STUDENTS LIST 2017-18

SL#	Student Name	DOB (dd/mm/yyyy)	CONTACT NO.	Caste	COURSE
1	B. Lavanya	8/1/1998	9032285808	BC-B-Padmasali	B Com Gen
2	B. Sravani	1/12/1996	9032285808	BC-B-Padmasali	B Com Gen
3	D. Gayathri	6/6/1997	7799102478	BC-A-Rajaka	B Com Gen
4	D. Tejaswi	31-05-1997	7036085485	BC-A-Rajaka	B Com Gen
5	G. Saidurga	23-08-1997	7036464795	OC-Reddy	B Com Gen
6	I. Kavithasri	29-5-1998	7730947627	BC-D-Yadava	B Com Gen
7	J. Lakshmi	3/4/1994	8977119701	BC-B-Padmasali	B Com Gen
8	K. Mounika	11/3/1998	9000517083	SC-Mala	B Com Gen
9	K. V. Chalapathi	18-2-1997	7095622551	OC	B Com Gen
10	K. Ramadevi	8/4/1998	7799136686	SC-Madiga	B Com Gen
11	M. Sri Lakshmi	2/6/1998	9052704573	BC-A-Vaddera	B Com Gen
12	M. Naga Triveni	12/4/1997	9000860465	BC-A-Rajaka	B Com Gen
13	M. Rehanaz	26-08-1995	9866209902	BC-E-Muslim	B Com Gen
14	M. Shehanaz	19-06-1997	9010694864	BC-E-Muslim	B Com Gen
15	M. Mounika	15-08-1998	9866209902	OC-Reddy	B Com Gen
16	N. L. Tirupatamma	29-08-1997	8187886211	BC-D-Yadav	B Com Gen
17	N. Sajeeva Kumari	17-10-1998	8790444790	SC-Mala	B Com Gen
18	O. Sasirekha	28-08-1998	9290523327	OC-Reddy	B Com Gen
19	P. Sirisha	4/3/1998	9010804902	BC-D-Yadav	B Com Gen
20	P. Indrajaya	19-02-1997	9618930297	BC-B-Padmasali	B Com Gen
21	E. Sunitha	30-03-1998	9676867727	BC-B-Banda	B Com Gen
22	Sk. Sabeera	2/8/1998	9160557536	BC-E-Muslim	B Com Gen
23	T. Suma	10/6/1997	7093130334	BC-A-Vaddera	B Com Gen
24	Y. L. Tirupatamma	22-01-1998	9347827708	ST-Yanadi	B Com Gen
25	A. Bharathi	22-08-1998	9502492842	OC-Reddy	B Com CA
26	A. Jyosthna	12/10/1994	9949429507	BC-B-Padmasali	B Com CA
27	B. Lakshmi	2/6/1998	9948163800	BC-D-Thurpu Kapu	B Com CA
28	B. Siva Pavani	29-06-1998	9676456953	BC-D-Thurpu Kapu	B Com CA
29	Ch. Bhavani	3/5/1998	9581232582	BC-A-Vada Balija	B Com CA
30	D. Hameema	12/8/1998	9032843136	SC-Hindu-Mala	B Com CA
31	D. Venkata Lakshmi	5/6/1998	9704425263	ST-Erukula	B Com CA
32	G. Sailatha	9/7/1998	9160306235	BC-B-Gouda	B Com CA
33	K. Mounika	27-07-1996	9347252269	BC-B	B Com CA

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34	K. Sushma	1/7/1995	7337228668	SC-Mala	B Com CA
35	K. Tirupatamma	10/6/1998	9032060925	OC-Reddy	B Com CA
36	K. Sravya	22-05-1998	9491346853	BC-B-Gouda	B Com CA
37	L. Annapurna	15-05-1998	8978933903	BC-D-Thurpu Kapu	B Com CA
38	M. Vishali	16-08-1998	9848303713	BC-B-Pattusali	B Com CA
39	M. Koteswaramma	10/4/1996	9160306235	OC-Reddy	B Com CA
40	M. Bharathi	3/12/1997	7396740068	BC-D-Yadava	B Com CA
41	P. Sravani	28-08-1998	9676456953	BC-A-Rajaka	B Com CA
42	P. Rajeswari	6/6/1998	8106257443	BC-D-Thurpu Kapu	B Com CA
43	P. Triveni	14-08-1997	9949429507	BC-D-Yadava	B Com CA



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





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*Certificate*



*This is to certify that*

Mr. / Miss P. Sudraja

D/o, S/o, Srinivasa Rao With JKC ID No. 21566 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.

*R. Rao*

JKC Coordinator



*R. Rao*

Principal & Chairman JKC  
Govt. Degree College