

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

2018-19 Communication Skills

Report on Communication Skills FOR THE YEAR 2018-19

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 2018-2019.

Details of Batch-2:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	1.8.2018 to 30.11.2018	46

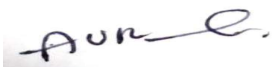

The following topics were covered in the training programme.

- 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

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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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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

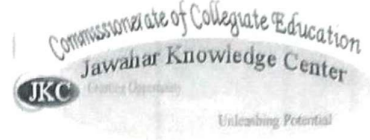
Synonyms
Antonyms
Idiomatic Expressions
One Word Substitutes
Reading Skills-I (Skimming and Scanning)
Reading Skills-II
Reading Skills-III
Reading Skills-IV
Reading Comprehension

Writing Skills

Paragraph Writing
Essay Writing
Note Making
Précis Writing
Resume Writing

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

Dr. CH. RAMANAMMA
M.Sc., M.Phil., Ph.D.
Principal

Sri K.ChandraSekhara Rao
JKC Coordinator

Office & Fax : 08594 - 234372
Principal : 08594 - 232204
E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

CHIRALA,
Dt: 20-07-2018.

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. - 10.00 a.m. and 4pm - 6pm as second batch from 01.08.2018. This training includes Communication, Soft skills, Analytical and 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 CA-

III B.Com Gen-

III B.A. HEP-

III B.SC MPCS -

III B.SC MSCS-

III B.SC MCCS-

III B.SC MPC-

III B.SC BZC-

III B.SC MZC-

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Communication skill class for bath-2 by Sri A.V.RamanaRao on 22.10.2018

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

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YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST) JKC REGISTERED STUDENTS FOR BATCH-II --2018-19						
SL#	Student Name	DOB (dd/mm/yyyy)	Gender (M / FM / TG)	Caste (ST / SC / BC-A / BC-B / BC-C / BC-D / BC-E / OC)	Stream Name BA / Bcom / B.Sc / BBA / Any Other	Course/Group Name Example: BZC, MPC, CEC, HEP
1	B. Anusha	30-12-1998	F	SC-Mala	B Com	General
2	Ch. Venkata Lakshmi	18-04-1999	F	BC-D- Mudirajula	B Com	General
3	Ch. Naga Lakshmi	17-07-1998	F	OC-Balija	B Com	General
4	D. Sushma	12/6/1999	F	SC-Madiga	B Com	General
5	G. Yamuna	6/6/1998	F	SC-Mala	B Com	General
6	K. Priyanka	10/6/1999	F	ST-Erukula	B Com	General
7	K. Mounika	25-05-1999	F	BC-B- Padmasali	B Com	General
8	K. Jyothi	6/8/1998	F	SC-Mala	B Com	General
9	K. Yamuna	19-11-1998	F	SC-Mala	B Com	General
10	M. Sandhya	30-08-1999	F	SC-Mala	B Com	General
11	N. Meenakshi	15-12-1998	F	BC-A-Rajaka	B Com	General
12	P.Hinduja	14-05-1999	F	BC-B- Padmasali	B Com	General
13	P. Dwaraka	7/3/1998	F	BC-A-Vada Balija	B Com	General
14	P. Rajya Lakshmi	4/8/1998	F	OC-Reddy	B Com	General
15	R. Swaroopa	6/8/1999	F	SC-Mala	B Com	General
16	Sk. Sharmeela	10/6/1998	F	BC-E-Muslim	B Com	General
17	Sk Jabeena	30-05-1999	F	BC-E-Muslim	B Com	General
18	T. Gnaneswari	24-07-1999	F	BC-B- Padmasali	B Com	General
19	T.Prasanthi	2/10/1998	F	OC-Telaga	B Com	General
20	V. Bhuvaneswari	6/8/1998	F	BC-A-Dasari	B Com	General
21	B. Santoshi	16-05-1996	F	BC-A-Thurpu Reddy	B Com	Computer Application
22	Ch. Sai Lavanya	26-12-1999	F	OC-Brahmin	B Com	Computer Application
23	G. Sruthi	7/6/1999	F	SC-Mala	B Com	Computer Application
24	G. Vijaya Durga	15-08-1998	F	BC-B- Padmasali	B Com	Computer Application
25	G. Sireesha	7/9/1998	F	OC-Reddy	B Com	Computer Application
26	G. Adi Lakshmi	1/6/1998	F	ST-Yanadi	B Com	Computer Application
27	J. Revathi	25/4/1998	F		B Com	Computer Application
28	J. Sravani	28/8/1998	F	BC- B,Padmasali	B Com	Computer Application
29	K. Yagna Priyanka	14/5/1997	F	ST,Erukala	B Com	Computer Application

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30	K. Sneha	22/5/1996	F	BC-B,Gowda	B Com	Computer Application
31	K. Mamatha	12/3/1998	F	BC-D-Yadava	B Com	Computer Application
32	L. Pravachana	6/8/1999	F	OC	B Com	Computer Application
33	M. Bhavani	5/7/1992	F	BC-B-Devanga	B Com	Computer Application
34	M. Kumari	4/4/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application
35	M. Yamini	27-08-1999	F	BC-D-Yadava	B Com	Computer Application
36	M. Saranya	12/7/1999	F	SC-Mala	B Com	Computer Application
37	N. Anupriya	28-04-1998	F	BC-B-Devanga	B Com	Computer Application
38	P. Nandini	21-09-1998	F	BC-A-Nayi Brahmin	B Com	Computer Application
39	P. Sai Raga Keerthi	31-08-1998	F	OC-Brahmin	B Com	Computer Application
40	R. Preethi	28-05-1999	F	SC-Madiga	B Com	Computer Application
41	S. Sravani	18-08-1998	F	BC-B-Devanga	B Com	Computer Application
42	S. Lakshmi Chaitnaya	12/6/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application
43	Sk. Naseema	2/10/1998	F	BC-E-Muslim	B Com	Computer Application
44	V. Rajya Lakshmi	10/6/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application
45	V. Prasanthi	9/5/1996	F	SC-Mala	B Com	Computer Application
46	M. Kumari	4/4/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application



Principal

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Certificate



This is to certify that

Mr. / Miss Ch. Sravani

D/o, S/o, Ch. Venkata Ramana *With JKC ID No.* 21564jkc2018batch I
17021068

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 1.5.2018 *to* 30.7.2018.

P. Rao
JKC Coordinator



P. Rao
Principal & Chairman JKC
Govt. Degree College