

# 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-2:

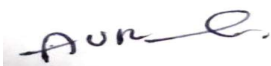
BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	1.2.2021 to 31.3.2021	42

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, Prakasham Dt. (A.P.)

Principal

**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

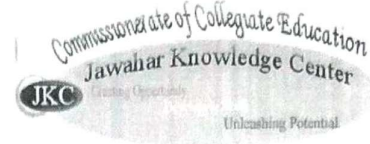
Note Making

Précis Writing

Resume Writing

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

**2020-21 Communication Skills**



**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: 20-01-2021.

**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 01.02.2021. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. As per JKCMC,O/o CCE JKC training is mandatory for all final years.

*Ca. 20/1/21*

**PRINCIPAL**  
Jawahar Knowledge Centre  
PRINCIPAL  
Govt Degree College for  
CHIRALA-523 199

III B.Com Gen.& CA *W.M.*  
III B.A. - *[Signature]*  
III B.SC MPCS - *[Signature]*  
III B.SC MSCS- *[Signature]*  
III B.SC MCCS- *[Signature]*  
III B.SC MPC- *[Signature]*  
III B.SC BZC- *[Signature]*  
III B.SC MZC- *[Signature]*

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

2020-21 Communication Skills



**Involving students into Role Play's session in communication skills training on 17.2.2021**

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

## 2020-21 Communication Skills

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA REGISTERED STUDENTS LIST FOR 2020-21 JKC BATCH-2			
Sl. No	Name	Course & Group	Contact No/ Whatsapp No.
1	D BUELA SUCHERITHA	B.COM CA	8179660826
2	U ANUSHA	B.COM CA	7702261066
3	V DEGESWARIPRIYANKA	B.COM CA	9032484034
4	K MANNAKUMARI	B.COM CA	8008432165
5	CH SUPRIYA	B.COM CA	8977343799
6	M SAILAKSHMI DIVYA	B.COM CA	6303299968
7	T NAGAMANI	B.COM CA	9866189591
8	D SMILY	B.COM CA	9110524862
9	S NADIYA	B.COM CA	8179938016
10	D DEEPTHI	B.COM CA	9573034511
11	D PALLAVI	B.COM G	9014504248
12	A SATYAVENI	B.COM G	8463908591
13	A KALYANI	B.COM G	9177904541
14	P CHANDRIKA	B.COM G	9989740230
15	D PADMAVANI	B.COM G	9059519862
16	D ROJARANI	B.COM G	9581520361
17	K LAKSHMITIRUPATHAMMA	B SC MPCs	9573661744
18	D SUVARNA	B SC MPCs	9052154893
19	K VENNELA	B SC MPCs	9291803521
20	G SARASWATHI	B SC MPCs	9573959424
21	M KAMAKSHI	B SC MPCs	9700948485
22	K SUBBARAVAMMA	B SC MSCs	8919490313
23	VV SITALAKSHMI	B SC MSCs	7032503946
24	B DIVYA	B SC MPC	7901459388
25	G SAMRAJYAM	B.A. HEP	7416169413
26	B SUKANYA	B.A. HEP	9985206201
27	K PRASANNA	B.A. HEP	7036132412
28	A BHARGAVI	B.A. HEP	7732077623
29	Y MAYURI	B.A. HEP	9666161013
30	M SAIPRAPURNA	B.A. TTM	9603527610
31	K SIREESHA	B.A. TTM	9666553755
32	P SIVANAGAMOUNIKA	B.A. TTM	8008615009
33	M GOWRI	B.A. TTM	6302221708
34	B AARTHI GLADIS	B.A. TTM	6300913434
35	N DWARAKA	B SC BZC	7032407052
36	M PRASANNA	B SC BZC	8008655041
37	R JHANSI	B SC BZC	9000205952
38	P MADHURAVANI	B SC BZC	6303087362
39	M ANITHA	B SC BZC	6305480072
40	CH MARYJYOTHSNA	B SC BZC	9440263840
41	D NAGA PRIYANJALI	B SC MZC	7780579340
42	S LAKSHMI	B SC MZC	9391339869



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

**Y.A.GOVT.DEGREE COLLEGE FOR WOMEN, CHIRALA**

**2020-21 Communication Skills**

20  
 2020-21  
 Feb-21  
 Kalal-ii

**Pupils Attendance Register**

Soft Skills & Communication Skills  
 Kalal - II  
 Government of Kerala

Sl. No.	Pupils Name	Date													Total	Remarks
		1	2	3	4	5	6	7	8	9	10	11	12	13		
1.	D. EUGIA SICHETHNA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
2.	U. ANUSHA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
3.	V. DEGESVADARPOYAMA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
4.	K. MANNAKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
5.	CH. SUPRIYA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
6.	M. SADIYAKSHAG. DIVYA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
7.	T. NAGAMANI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
8.	D. SMOYI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
9.	S. NADYA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
10.	D. DEETHI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
11.	D. PALLAVI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
12.	A. SATYAVENSI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
13.	A. KALYANI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
14.	P. CHANDRIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
15.	D. PADMAVANI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
16.	D. ROJARIANI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
17.	K. LAKSHMI DEEPTHI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
18.	D. SIVARANI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
19.	K. VENNELA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
20.	G. SARASWATHI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
21.	M. K. KAMAKSHI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
22.	K. SURESHKUMARI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
23.	V. SOTAJAKSHI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
24.	G. DIVYA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
25.	G. SAMARADHYA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
26.	S. SRIKANYA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
27.	K. PREASAVI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
28.	A. BHARANI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
29.	V. MAYURI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
30.	M. SATHYAPARANI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
31.	K. SURESHI	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
32.	P. SIVANABALAKRISHNA	P	P	P	P	P	P	P	P	P	P	P	P	P	13	

**പുസ്തക പാഠനം പട്ടിക**

പുസ്തക പാഠനം  
 പേര് :  
 തീയതി :  
 സ്കൂൾ :  
 അധ്യാപകൻ :

കുറിപ്പ് :  
 തീയതി :  
 സ്കൂൾ :  
 അധ്യാപകൻ :

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

**2020-21 Communication Skills**

Reg No: 21121  
 Student Name: Salika

**Pupils Attendance Register**

**ಪಿಲ್ಯಲ ಪಾಟಿಜರು ಪಟ್ಟಿ**

ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ: Y.A. Govt. Degree College for Women, Chirala  
 ವರ್ಷ: 2020-21

ಶಿಕ್ಷಕ: Salika

Sl. No.	Student Name	Date												Total	Remarks	
		1	2	3	4	5	6	7	8	9	10	11	12			
21	A. GANESH	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
22	B. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
23	C. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
24	D. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
25	E. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
26	F. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
27	G. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
28	H. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
29	I. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
30	J. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
31	K. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
32	L. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
33	M. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
34	N. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
35	O. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
36	P. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
37	Q. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
38	R. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
39	S. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
40	T. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
41	U. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
42	V. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
43	W. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
44	X. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
45	Y. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
46	Z. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
47	AA. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
48	AB. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
49	AC. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
50	AD. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
51	AE. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
52	AF. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
53	AG. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
54	AH. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
55	AI. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
56	AJ. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
57	AK. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
58	AL. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
59	AM. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
60	AN. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
61	AO. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
62	AP. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
63	AQ. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
64	AR. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
65	AS. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
66	AT. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
67	AU. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
68	AV. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
69	AW. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
70	AX. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
71	AY. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
72	AZ. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
73	BA. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
74	BB. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
75	BC. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
76	BD. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
77	BE. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
78	BF. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
79	BG. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
80	BH. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
81	BI. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
82	BJ. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
83	BK. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
84	BL. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
85	BM. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
86	BN. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
87	BO. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
88	BP. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
89	BQ. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
90	BR. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
91	BS. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
92	BT. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
93	BU. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
94	BV. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
95	BW. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
96	BX. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
97	BY. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
98	BZ. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
99	CA. ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
100	CB. ANAND	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.)

ಶಿಕ್ಷಕರ ಹೆಸರು : \_\_\_\_\_  
 ಶಿಕ್ಷಕರ ಸಹಿ : \_\_\_\_\_  
 ಶಿಕ್ಷಕರ ಸಹಿ : \_\_\_\_\_

ಶಿಕ್ಷಕರ ಹೆಸರು : \_\_\_\_\_  
 ಶಿಕ್ಷಕರ ಸಹಿ : \_\_\_\_\_  
 ಶಿಕ್ಷಕರ ಸಹಿ : \_\_\_\_\_

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

2020-21 Communication Skills



**CERTIFICATE**



This is to certify that Mr. / Miss. P. Venkata Lakshmi

D/o, S/o Venkata Ramana with JKC ID No. : jkc2020batch1 (bcom1) 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.

  
JKC Coordinator



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